DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 2020.1
AVN (ASL)
18 Sept 2012

MARINE CORPS ORDER 2020.1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS AVIATION LOGISTICS INFORMATION MANAGEMENT AND SUPPORT
      DEPARTMENT STANDARD OPERATING PROCEDURES (SHORT TITLE: ALIMS-SOP)

Ref: (a) MCO 5215.1K
      (b) SECNAV M-5210.2
      (c) SECNAV M-5210.1
      (d) SECNAV M-5216.5
      (e) SECNAVINST 5211.5E
      (f) DOD 8570.01M, "Information Assurance Workforce," December 19, 2005
      (g) COMNAVAIRFORINST 4790.2A
      (h) CJCSM 6510.01A
      (i) NTCSS System Administration Manual (NOTAL)
      (j) Security Features User Guide for OMA (NOTAL)
      (k) NALCOMIS Optimized OMA System and Database Administration Guide
          (NOTAL)
      (l) Marine Corps Third Generation Deployable LAN Kit User Manual
          (NOTAL)
      (m) MCO 3000.18A
      (n) MCWP 3-21.2
      (o) MCWP 3-40.3
      (p) MCWP 5-1
      (q) MCDP 6
      (r) MCDP 3
      (s) MCDP 5
      (t) MCRP 4-11.3G
      (u) MIL-HDBK-263B
      (v) MIL-STD-1686C
      (w) MIL-HDBK-773A
      (x) NAVAIR 01-1A-23
      (y) NAVAIR 17-600-193-6-2
      (z) MCO 5100.29A
      (aa) MCO P5100.8
      (ab) NAVAIR 01-1A-509-1
      (ac) NAVAIR 17-1-125
      (ad) NAVAIR 01-1A-509-3
      (ae) NAVAIR 00-25-100
      (af) DODI 6050.05
      (ag) MARADMIN 389/07
      (ah) MARADMIN 348/06

Encl: (1) Marine Corps Aviation Logistics Information Management and Support
          Department Standard Operating Procedures
      (2) Appendix A: Appointment Letters and Forms
      (3) Appendix B: Technical References
      (4) Appendix C: System Commands

DISTRIBUTION STATEMENT A: Approved for public release; distribution is
unlimited.

(5) Appendix D: Change/Correction/Deviation Requests

1. <u>Situation</u>. This Order revises the standardized operating procedures for use by Aviation Logistics Information Management System (ALIMS) Specialists within a Marine Aircraft Group (MAG) Aviation Logistics Information Management and Support (ALIMS) Department.

2. <u>Cancellation</u>. MCO P2020.1.

3. <u>Mission</u>. This Order provides the standardized procedures and policy for Aviation Logistics Information Management and Support Department(ALIMS) operations. Implementation of the procedures by all Intermediate Maintenance Activity's (IMA) and Organizational Maintenance Activities (OMA) is mandatory to ensure standardization. Policy and procedural guidance is contained in enclosures (1) through (4) per references (a) through (ah).

4. <u>Execution</u>

    a. <u>Commander's Intent and Concept of Operations</u>

        (1) <u>Commander's Intent</u>. The ALIMS Departments will be standardized across the Marine Corps for employment and conduct of ALIMS operations and use of continuous process improvement (CPI) tools.

        (2) <u>Concept of Operations</u>

            (a) This Order provides procedures for the management of IT resources organic to the MAG including: accessing, installing, monitoring, maintaining, and implementing Aviation Information Systems (AIS) that reside at the Intermediate Maintenance Activity (IMA) and Organization Maintenance Activity (OMA).

            (b) This Order contains numerous revisions and should be reviewed in its entirety.

            (c) This Order will be updated periodically to keep it current and viable; however, deviations may be requested for unique local situations when they occur.

            (d) All interim approvals for ALIMS-SOP procedural deviations will ultimately be reviewed at the ALIMS-SOP Review Conference.

            (e) The policies and procedures in this Order apply to all Squadron Commanders.

            (f) Any deviation from this Order must be authorized by Headquarters Marine Corps (ASL).

            (g) Changes to this Order will follow instructions in reference (a). Changes will be recorded on the Record of Changes page provided for that purpose.

            (h) All references pertaining to listings/reports/files may be maintained as either electronic or hard copy files, except those that require annotation or signature.

        (3) <u>Organization</u>

(a) This Order is organized into chapters identified by an Arabic numeral as listed in the overall contents.

(b) Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit; the section; the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number (e.g., 3101.3a(2), refers to chapter 3, section 1, general major paragraph number 01, subparagraph 3a(2)).

(c) Pages are numbered in separate series by chapter number, with the chapter number preceding each page number, (e.g., the fourth page of chapter 2 is shown as 2-4).

b. Subordinate and Element Missions

(1) HQMC (ASL) shall be responsible for the accuracy, currency, modification, and distribution of this Order.

(2) Squadron Commanders are responsible for the timely incorporation of changes and maintenance of this Order.
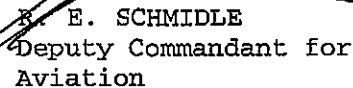
5. Administration and Logistics

a. Recommendations concerning the content of this Order will be forwarded to the Commandant of the Marine Corps (ASL-36) via the appropriate chain of command.

b. Records created as a result of this directive shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (c).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

R. E. SCHMIDLE
Deputy Commandant for
Aviation

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Subj: MARINE CORPS AVIATION LOGISTICS INFORMATION MANAGEMENT AND SUPPORT
       DEPARTMENT STANDARD OPERATING PROCEDURES (SHORT TITLE: ALIMS-SOP)

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Administration Division (ADMIN)	Customer Support Division (CSD)	Network Support Division (NSD)	Quality Assurance Division (QA)

Aviation Logistics Information Management and Support
Department Organizational Chart

Chapter 1

Aviation Logistics Information Management and Support (ALIMS)
Department

1. <u>General</u>. The Aviation Logistics Information Management and Support (ALIMS) will be a Department within the Marine Aviation Logistics Squadron (MALS) and report the the MALS Commading Officer (CO). The ALIMS will provide primary support to Marine Aircraft Group (MAG) units; this includes, but is not limited to, accessing, installing, managing, monitoring, and implementing all Aviation Information Systems (AIS) organic to the MAG.

2. <u>ALIMS Department Staffing</u>. The ALIMS will be staffed by Marines with a Military Occupational Specialty (MOS) 6694, Aviation Logistics Information Management Systems (ALIMS) Specialists. These are Marines who have successfully completed the Aviation Logistics Tactical Information Systems (ALTIS) Specialist course at Marine Detachment, Newport, Rhode Island. The Marine Aviation Logistics Squadron (MALS) ALIMS Department Chief is responsible for the management of all Marines with a 6694 MOS assigned to the MAG. Additionally, the ALIMS Chief is responsible for ensuring the Table of Organization (T/O) requirements for all supported squadrons are met.

3. <u>Responsibilities</u>. The ALIMS Department responsibilities include, but are not limited to, the following:

   a. Microcomputers, operating systems, and peripherals.

   b. Data communications and local area network infrastructure.

   c. Network installation, troubleshooting, and repair.

   d. Network operating systems.

   e. NTCSS applications management.

   f. Mission planning systems

   g. Diagnostic systems

   h. Asset management systems

   i. Aviation Information Systems (AIS) certified via the DoD Information Assurance Certification and Accreditation Process (DIACAP) to be hosted on the Marine Corps enterprise network.

4. <u>Duties</u>. The ALIMS Department manages AIS organic to MAG units, and is responsible to the MALS CO for the accomplishment of the ALIMS mission. The ALIMS Department will support the Aviation Logistics (AVLOG) community as follows:

   a. Comply with safety programs, maintenance programs, training and certification programs, and security programs.

   b. Provide guidance and coordinate with the cognizant administrative authority to make personnel assignments to best support operational commitments.

c.   Enforce Information Technology (IT) policies and procedures.

d.   Establish, review, and publish local instructions, concepts, and policies.

e.   Conduct required inspections and provide technical assistance.

f.   Communicate IT requirements to supporting activities.

g.   Review and validate all IT allowances and asset inventories.

h.   Establish and maintain a local inventory of system components for IT support.

i.   Advise the CO on readiness, operational planning, and current or future IT projects.

j.   Report current readiness to appropriate authorities.

k.   Coordinate IT support with internal and external entities.

Chapter 2

Marine Aviation Logistics Squadron (MALS) ALIMS Department

1. General

    a. The ALIMS Department will provide direct support to all MAG units. This includes, but is not limited to, accessing, installing, managing, monitoring, and implementing all aviation information systems organic to the MAG.

    b. The MALS ALIMS Department is comprised of four divisions, as indicated in the Aviation Logistics Information Management and Support Department Organizational Chart.

2. Role of the ALIMS Officer. The ALIMS Officer is a member of the Marine Aircraft Group (MAG) Special Staff, and is responsible to the MALS CO for the management of Aviation Logistics (AVLOG) Information Technology (IT) resources. The ALIMS Officer will administer ALIMS operations as follows:

    a. Ensure compliance with safety programs, maintenance programs, training and certification programs, and security programs.

    b. Ensure guidance and coordination are provided with the cognizant administrative authority to make personnel assignments meet operational commitments.

    c. Participate in current readiness meetings.

    d. Enforce Information Technology (IT) policies and procedures.

    e. Ensure local instructions, concepts, and policies related to the management of AVLOG IT are established, reviewed, and published.

    f. Conduct required inspections and provide technical assistance as required.

    g. Communicate IT requirements to supporting activities.

    h. Review and validate all IT allowances and asset inventories within the department including, but not limited to: Consolidated Shipboard Allowance List (COSAL), Table of Basic Allowances (TBA), Table of Equipment (T/E), and Marine Corps Enterprise Network (MCEN) assets.

    i. Establish and maintain a local inventory of system components for IT support, including creating and maintaining a local pre-expended bin (PEB).

    j. Advise the CO on readiness, operational planning, and current or future IT projects.

    k. Report current AVLOG IT readiness weekly to appropriate authorities.

    l. Coordinate IT support with internal and external entities.

    m. Ensure assigned personnel are qualified and certified per reference (f).

n. Ensure Continuous Process Improvement (CPI) methodologies are applied across the full spectrum of AVLOG IT services.

o. Maintain a turnover binder containing, at a minimum, the following:

(1) Quarterly review sheet.

(2) Appointment letters.

(3) Unit POC list.

(4) Technical support POC list.

(5) Recall roster.

(6) Applicable orders, policies and procedures.

(7) ALIMS Monthly Operations Plan.

3. <u>Role of the ALIMS Chief</u>

a. The ALIMS Chief is responsible to the ALIMS Officer for the management of all aspects of the ALIMS Department as directed by orders and instructions, to include the following:

(1) Provide leadership, technical guidance, and personnel management within the ALIMS. Utilize established procedures to facilitate the ALIMS Department evaluation and monitoring process.

(2) Ensure technical and professional development of Marines by progressive assignments and continual training and certifications.

(3) Develop, implement, and monitor adherence to local instructions, concepts, and policies.

(4) Coordinate with MAG units and external activities on deployment requirements.

(5) Provide support to all deployable units within the MAG and review after-action reports.

(6) Ensure reconciliation of all procurement and requisition efforts is coordinated and performed in a timely manner with supply.

(7) Maintain accurate records of IT asset inventories and allowances (e.g. hardware, software, PEB, upgrades/patches and maintenance history).

(8) Ensure MALS ALIMS PEB is inventoried quarterly. All items in the PEB will be issued as a one-for-one exchange, and usage of items will be tracked by CSD in Track-It®.

(9) Coordinate pre-deployment personnel, facilities, support equipment, and materials planning with MAG/MALS departments.

(10) Ensure ALIMS is in compliance with the following programs:

(a) Technical Training Program as outlined in Chapter 5, Section 1 of this Order.

(b) Tools/Test Equipment Program as outlined in Chapter 5, Section 2 of this Order.

(c) Electrostatic Discharge (ESD) Program as outlined in Chapter 5, Section 3 of this Order.

(d) Embarkation Program, as outlined in Chapter 5, Section 4 of this Order.

(e) Safety Program, as outlined in reference (g) and Chapter 5, Section 5 of this Order.

(f) Hazardous Materials (HAZMAT) Program, as outlined in reference (af).

(g) Corrosion Control Program, as outlined in reference (g) and Chapter 5, Section 6 of this Order.

(h) Technical Publications Library (TPL) Program, as outlined in reference (g) and Chapter 5, Section 7 of this Order.

(11) Ensure all training is conducted for department personnel relative to their MOS, as well as Marine Corps Professional Military Education (PME) requirements.

(12) Maintain a list of Technical Points of Contact (POC) for all supported systems, in order to initiate and follow-up on requests for on-site assistance from technical field representatives, as required.

(13) Coordinate, substantiate, and prioritize all AVLOG IT requirements.

b. Develop and submit budgetary requirements. There are two types of budget submissions. The annual fiscal year submission identifies requirements for the next fiscal year and the mid-year submission provides updated requirements and identifies variances or deficiencies to the established fiscal year budget.

(1) Identify and prioritize the following budget deficiencies regarding AVLOG IT organic to the MAG to the Aviation Supply Officer (ASO). Justification must be provided for all requirements, and will detail: action required, funding necessary, and impact on mission if unfunded.

(a) Operational Target Fund Code 09, Table of Basic Allowances (TBA).

(b) Operational Target Fund Code 10, MAG AVLOG IT support.

(2) Identify and prioritize ALIMS budgetary requirements for Operational Target Fund Code 21, Temporary Additional Duty (TAD), to the MAG Fiscal Officer.

(3) Submit new unfunded MAG AVLOG IT requirements immediately for the ASO to request additional funds.

c. Maintain a turnover binder containing, at a minimum, the following:

(1) Quarterly review sheet.

(2) Appointment letters.

(3) Unit POC list.

(4) Technical support POC list.

(5) Recall roster.

(6) Applicable orders, policies and procedures.

(7) ALIMS Monthly Operations Plan.

Chapter 2

Section 1: Administration Division (ADMIN)

1. General. The ALIMS Administration Division (ADMIN) is responsible for the administrative control of all personnel. Personnel within the division perform clerical functions and maintain the technical publications library, master files for messages, orders, correspondence, and directives for the ALIMS.

2. Protecting Personally Identifying Information (PII)

     a. In accordance with references (ag) and (ah), ALIMS will ensure that Personally Identifying Information (PII) is safeguarded from unauthorized release. PII is defined as any information about an individual that can be used to identify a person uniquely and reliably, including but not limited to Name, Address, Telephone Number, Email Address, Biometrics, Date of Birth, Race, Religious Affiliation, Etc.

     b. ALIMS will ensure files containing PII data stored on a network shared drive, removable storage device, thumb drive, floppy, CD-ROM, DVD or laptop are ENCRYPTED and PASSWORD PROTECTED. Manual records and printed documents will be marked "FOR OFFICIAL USE ONLY" and maintained in a secure location when not in use. In accordance with references (c) and (e), documents no longer required will be destroyed by shredding and under no circumstances will documents be placed in recycling bins or trash.

     c. ALIMS will ensure the transmittal of data files containing PII data from one system to another through or across the Navy Marine Corps Intranet (NMCI) network are encrypted, password protected and transported using secure file transfer protocol (FTP) or virtual private network (VPN).

3. Duties

     a. ADMIN will maintain the following files and logs:

          (1) Current Tables of Organization (T/O's) for the MALS and squadrons assigned to the MAG.

          (2) ALIMS personnel files.

          (3) Correspondence files.

          (4) Maintain and publish the ALIMS recall roster.

     b. Liaise between the ALIMS Department and MALS S-1.

     c. Report and update ALIMS Department manpower status.

     d. Record division/squadron assignment of personnel as directed by the Aviation Logistics Information Management and Support (ALIMS) Officer/Chief.

     e. Provide clerical functions for the ALIMS Department.

     f. Maintain a directives library and locator file.

g. Manage Naval Tactical Command Support Systems (NTCSS) related technical publications.

h. Publish (manual or electronic) correspondence and all official message traffic.

i. Maintain a distribution file i.e., ingoing/outgoing correspondence archive, and messages.

j. Maintain an administrative reports control system and submit required reports/schedules.

k. Maintain a File for Authority/Appointment Letters/Messages.

l. Maintain a turnover binder containing, at a minimum, the following:

    (1) Quarterly review sheet.

    (2) Appointment letters.

    (3) Unit POC list.

    (4) Recall roster.

    (5) Applicable orders, policies and procedures.

    (6) ALIMS Monthly Operations Plan.

4. <u>Maintain current Tables of Organization (T/O)</u>. ADMIN will maintain a copy of the applicable T/O's for the MALS and OMA squadrons assigned to the MAG.

5. <u>Maintain ALIMS personnel files</u>. The information contained in this file is covered under the Privacy Act Statement maintained in the individuals' Service Record Book (SRB) or Officer Qualification Record (OQR). A Privacy Act Statement is not required. The file may be maintained either in hard copy or electronic format and will include, at a minimum:

a. Tech Training log sheet.

b. New join Topic of Discussion to include base specific information.

c. Monthly Mentor Counseling.

d. Limited/Light/SIQ chits.

e. Copy of current Collateral Duty Assignment Letters.

f. MCI/College/PME Certificates, until reflected in MOL.

g. Certifications' (technical/commercial).

h. Full Name.

i. Grade.

j. Electronic Data Interchange Personal Identifier (EDI-PI).

k. Military Occupational Specialty (MOS).

l. Billet Assigned (Division: current and all past).

m. End of Active Service (EAS).

n. Date of Rank (DOR).

o. Squadron time.

p. Security Clearance.

q. Security Access.

r. Recall Address.

s. Recall Phone.

t. Duty Section.

u. History of duties, FAPs, TAD.

6. <u>Correspondence files</u>. Maintain correspondence files in accordance with instructions contained in references (b) and (c). The ADMIN Non-Commissioned Officer-In-Charge (NCOIC) is required to complete the following Marine Corps Institute (MCI) courses, 0131: Correspondence Procedures and 0416: Marine Corps Publications and Directives System, and file completion certificate.

7. <u>Maintain and publish the ALIMS Department recall roster</u>. ADMIN will publish an official ALIMS recall roster. This roster will contain a For Official Use Only -Privacy Sensitive statement and the name, rank, address, phone number, and duty section of all military personnel.

8. <u>Liaise between ALIMS Department and S-1</u>. Coordinate the administrative process for personnel initiating/executing Permanent Change of Stations (PCS), Temporary Additional Duty (TAD), Permissive Temporary Additional Duty (PTAD), FAP, or other orders.

9. <u>Report and update ALIMS Department manpower</u>. Use Marine Online (MOL), to track and report daily availability of the Marines assigned to the department, and ensure current contact information.

10. <u>Record division/squadron assignment of personnel as directed by the ALIMS Officer/Chief</u>. ADMIN will ensure all personnel report to the ALIMS Officer/Chief, for division/squadron assignment. Additionally, ADMIN will ensure that all personnel records reflect current and past division/squadron assignment(s).

11. <u>Provide clerical functions for the ALIMS Department</u>. ADMIN will provide clerical assistance for the ALIMS as directed by the ALIMS Officer/Chief and distribute all incoming correspondence and ensure compliance with reference (d).

12. <u>Maintain a directives library and locator file</u>. Directives will be separated by issuing activity and filed by instruction number, in ascending sequence.

a. ADMIN will maintain a master directive file of all applicable orders, instructions, notices, and bulletins, including those available on CD-ROM or available electronically on a local network. ADMIN will review all bulletins and notices for self-cancellation dates and remove outdated material.

b. A Directives Locator File will be established to determine the location of all directives on hand. If a manual system is utilized, the OPNAV 5070/11 (catalog card) will be used to control and monitor all directives in the ALIMS. The catalog card will show the location of the master copy and all other copies held within the divisions. An automated program may be utilized if desired.

c. Directives maintained in the master library may be checked out as needed. A locator sheet will be prepared to indicate the directive and SSIC (Stand Subject Identification Codes), work section, and name of person checking out the directive, date checked out, and estimated date of return. This will be inserted in the directives file in place of the directive. When the directive is returned, the locator sheet will be removed and destroyed. The catalog card will be maintained in instruction number sequence within the command for all directives/manuals on hand or on order.

13. Manage NTCSS related technical publications. At a minimum, maintain the publications and references listed in Appendix B of this Order in the TPL.

14. Distribute incoming correspondence. ADMIN will identify and distribute all correspondence received via message or electronic correspondence. Each division NCOIC is responsible for reviewing correspondence/messages distributed each day and ensuring that appropriate action is taken. ADMIN will make annotations of all actions taken, and will publish a weekly summary of correspondence and messages pending action.

15. Maintain a distribution file. ADMIN will maintain all messages on file (electronic or hard copy). Correspondence will be archived for a period of one year unless a drop dead/supersede date is specified.

16. Maintain an administrative reports control system. The format is shown in figure 2-1. The file may be maintained either in hard copy or electronic format, as long as all information shown in figure 2-1 is available and allows for effective reports control. Monitored reports will include:

a. Tape Library inventory results.

b. Local command requirements (i.e., daily muster report, command chronology, awards submissions).

c. Equipment Status Report (ESR).

d. Monthly Operations Plan (MOP) to include system and network scheduled down time, tech training schedule, collateral duties, work schedule, and USMC training schedule.

e. Pro/Con and Fitness report due dates and special occasion requirements.

f. Others as directed by ALIMS Officer/Chief/Wing/TYCOM.

g. ALIMS/CSD quarterly and yearly expenditures reports.

| Administrative Reports Control System | | | | | |
Report Title	Reference	Frequency	Due	Submit To	Responsible Division/Branch

Figure 2-1.--Sample Format for Administrative Reports Control System

17. <u>Maintain a File for Authority/Appointment Letters/Messages</u>. This file will consist of all letters/messages of authority/appointment pertinent to ALIMS operations i.e., open purchase authorization letters, CMR/TBA authorized signers, duty/billet assignment letters at a minimum.

Chapter 2

Section 2: Customer Support Division (CSD)

1. <u>Responsibilities</u>. The CSD is responsible for all customer support issues, accepting trouble calls, initiating trouble tickets, and receiving/shipping of AIS equipment. CSD will provide direct maintenance and installation support for all AVLOG IT. CSD will operate as the department issue and receive desk, production control/help desk call center, and external activity liaison. CSD will validate and prioritize MAG AVLOG IT purchase requests submitted by all squadrons to the Supply Department. CSD will also provide direct maintenance and installation support for all AVLOG IT.

2. <u>Duties</u>. Perform all customer support functions while in garrison or deployed environments.

   a. Issue and Receive – Document the transfer of assets between the customer and ALIMS during the maintenance cycle.

   b. Production Control/Help Desk – Field telephone or e-mail trouble calls from MAG units. Initiate, manage, track, close, and perform trend analysis on maintenance actions. Create, modify, and delete user accounts.

   c. Asset Management – Track AVLOG IT asset distribution and configuration, ensuring assets are eligible for support. Coordinate material support with the Aviation Supply Department. Reconcile outstanding requisitions and coordinate all warranty support.

   d. Maintenance – Troubleshoot, repair, and provide direct hardware support and software installation/configuration support for all AVLOG IT in garrison and deployed environments.

   e. Provide Local Area Network (LAN) support.

   f. Log all maintenance by use of Track-It®.

   g. Maintain a turnover binder containing, at a minimum, the following:

      (1) Quarterly review sheet.

      (2) Appointment letters.

      (3) Applicable POCs.

      (4) Monthly expenditure reports.

      (5) Detailed instructions for each operating shift.

      (6) Weekly, and monthly production reports

3. <u>Issuing and Receiving</u>. Coordinate the issue and receipt of all AVLOG IT hardware, software, and components. A custody record must be maintained with a minimum of the following information:

   a. Date of issue or receipt.

b.   Customer name, rank, unit, billet assignment, and phone number.

c.   NSN (if applicable), manufacturer, part/model number, serial number, and nomenclature.

d.   Replacement issued (yes or no), discrepancy, and work order number.

e.   Issue/Receipt of personnel signatures (ALIMS Rep and Unit Rep).

f.   Equipment configuration (memory, hard drive, CD/RW, Media Access Control (MAC) Address, Internet Protocol (IP), Domain Name Service (DNS)).

g.   Visual discrepancies noted when asset turned in, i.e., missing parts, A/C adapter, no toner.

4.   Production Control/Helpdesk. Field all trouble calls from customers and resolve or escalate them as required. Ensure all trouble calls are tracked and maintained on file for a minimum of two years. Review trouble calls periodically to update trend analysis.

a.   Forward trouble calls to the appropriate division within ALIMS. CSD will manage all trouble calls using Track-It®. Trouble call priorities are:

(1) 0 - NTCSS Systems, peripherals, and all MAG AVLOG IT network devices.

(2) 1 - Administrative network servers.

(3) 2 - Urgent requirements affecting key billets/computers or entire work centers.

(4) 3 - Mission critical programs.

(5) 4 - Proper functioning of hardware/software AVLOG IT assets.

(6) 5 - Relocation of functioning systems and other projects.

b.   Track all open trouble calls and review management tools to identify problems with maintenance efficiency to include repeated inductions of serial numbers and excessive AWM/AWP periods. The following information will be reviewed weekly:

(1) Inductions.

(2) Awaiting maintenance (AWM).

(3) Awaiting parts (AWP).

(4) Man-hours expended for maintenance.

c.   Ensure that all new and existing users have read, agreed and signed all applicable instructions and directives.

(1) Maintain a log (manual or mechanized) of all users that check in to the command per reference (c) SSIC 1070.5b after the log has been closed. The log will include:

(a) Full name.

      (b) Rank.

      (c) Department/Division/Work-Center.

      (d) Check-in date.

      (e) Annotation of account creation by NSD.

    (2) Maintain a log (manual or mechanized) of all users that check out of the command per reference (c) SSIC 1070.5b after the log has been closed. The log will include:

      (a) Full name.

      (b) Rank.

      (c) Department/Division/Work-Center.

      (d) Check-out date.

      (e) Annotation of account deletion by NSD.

   d. Provide direct hardware support, software installation, and configuration support for the end user.

   e. Generate weekly and monthly production reports, using statistics from Track-It®. The production report will include:

    (1) Man-hours expended.

    (2) Quantity of AVLOG IT assets repaired.

    (3) Quantity of AVLOG IT assets awaiting maintenance.

    (4) Quantity of AVLOG IT assets awaiting parts.

    (5) Average turnaround time.

    (6) QAI sign-offs.

5. <u>Asset Management</u>. Develop and maintain an accurate configuration inventory of all AVLOG IT assets, to include network, hardware, software configuration, and maintenance history. Inventory records will contain, at a minimum, the following data:

   a. Unit, department, division, work center, and user information.

   b. Device Serial Number, manufacturer, and model.

   c. Processor type, RAM configuration, hard drive size.

   d. CD-ROM/DVD speed, tape back-up/Zip disk type.

   e. Network interface controller card type.

   f. Operating system and level or revision.

g. Application software utilized.

h. License number for Copy Right© protected software.

i. Network configuration information.

6. <u>Maintenance</u>. Troubleshoot and repair AVLOG IT assets. Provide direct hardware support, software installation, and configuration support.

a. All pending maintenance actions will be updated via Track-It®. The minimum entries will include:

(1) Parts required.

(2) A detailed description of the corrective action taken.

(3) Name of Marine performing corrective action.

(4) Current status.

(5) Tool container used.

(6) QAI name, sign off date and time.

(7) Awaiting maintenance time.

b. Maintain a maintenance log containing, at a minimum, the following:

(1) Date received.

(2) Work request number.

(3) Serial Number of item (if applicable) or work center location.

(4) Tool container number.

(5) Discrepancy.

(6) Detailed description of corrective action.

(7) QAI sign-off.

(8) Date Issued.

c. Utilize only the NSD approved standardized workstation software load.

d. Install computer workstation software and configurations.

e. Perform and document preventive maintenance and repair of all rack-mounted equipment and servers, and other supported AVLOG IT assets.

f. Test all un-interruptible power supply (UPS) within the ALIMS Department on a monthly basis.

g. Document all UPS test results in Track-It®.

h. Coordinate and track warranty maintenance on all AVLOG IT assets as required. A log will be maintained with the following information:

(1) Serial Number of AWP end item (if applicable).

(2) Warranty provider, POC, phone number, email address.

(3) Date called.

(4) Tracking number given by the provider.

(5) Remain in place, or shipping comments.

(6) Dates and remarks on follow-up contacts.

(7) Date of completed action.

7. <u>LAN Support</u>. Install, maintain, and modify MAG AVLOG IT networks. Coordinate with NSD on network installation, expansion and maintenance of the supported local area network.

8. <u>Material Management</u>. Responsible for reviewing, researching, and validating all AVLOG IT requirements within the MAG. Forward all requisition requests to Aviation Supply.

a. Ensure that the requested items do not conflict with hardware or software standards.

b. Assign priority based on current inventory of like items and urgency of need.

c. Maintain a PEB for high usage consumables.

d. Perform a quarterly inventory of the PEB.

e. Maintain quarterly inventories of the PEB for one year.

f. Perform a weekly reconciliation of AVLOG IT equipment, components, parts, and software requirements. Maintain a reconciliation report per reference (c) SSIC 4440.1. After completion of the reconciliation, the report will be signed and dated by both the Aviation Supply and the ALIMS representatives.

g. A requisition log will be maintained with a minimum of the following information:

(1) Date of requisition.

(2) Requisition type: NSN, open purchase, PEB.

(3) Serial number of AWP hardware (if applicable).

(4) Document number.

(5) NSN, part number, nomenclature of item ordered.

(6) Quantity and unit of issue.

(7) Status and reconciliation date.

(8) Completion date.

(9) Supply POC.

h. Coordinate with the ALIMS Chief to submit an annual budget requirement for the repair and maintenance of AVLOG IT assets.

i. Maintain a monthly expenditures report. Expenditures will be broken down into the following categories:
(1) New Assets - Identifies AVLOG IT equipment purchased as a unit or first time issue/requirement.

(2) Repairs - Identifies AVLOG IT equipment inducted for repair due to equipment failure.

(3) Upgrades - Identifies AVLOG IT equipment upgraded with new hardware or software.

(4) PEB - Identifies AVLOG IT equipment purchased for local PEB replenishment.

(5) Supplies - Identifies AVLOG IT equipment such as disk or CD media, tape media, tape cleaners and equipment purchased to support maintenance related tasks.

(6) Unanticipated - Identifies AVLOG IT equipment purchased due to any unforeseen event or catastrophic failures in systems or individual components.

j. Review each monthly expenditure report to ensure there is no fraud, waste, or abuse of AVLOG IT assets. Report any indications of fraud, waste, or abuse to the ALIMS Chief.

k. Generate quarterly and yearly expenditures reports. ADMIN will maintain a copy of the reports on file per reference (c) SSIC 4480.1.

Chapter 2

Section 3: Network Support Division (NSD)

1. Responsibilities. The Network Support Division (NSD) is responsible for providing and managing AVLOG IT network resources for MAG units, to include: information assurance strategy, network administration, system operations, and file management.

2. Duties

    a. Develop an Information Assurance (IA) Strategy:

        (1) Maintain disaster recovery plan.

        (2) Establish tape retention procedures.

        (3) Maintain an off-site safe.

    b. Provide Network Administration in the Following Areas:

        (1) Network security management.

        (2) Network infrastructure management.

        (3) User account management.

        (4) Network resource management.

        (5) Network architecture and documentation.

        (6) Validation of the standardized workstation software load

    c. Manage System Operations as Follows:

        (1) Maintain a system utilization log.

        (2) Complete daily checklists.

        (3) Assist the Supply Applications Administrator (SAA) and Maintenance Applications Administrator (MAM) on the proper application of NTCSS.

        (4) Coordinate and process all online and offline requirements for Relational Supply (RSUPPLY) and Optimized Intermediate Maintenance Activity (OIMA) Naval Aviation Logistics Command Management Information System (NALCOMIS) as requested by the SAA/MAM.

        (5) Perform NSD RSUPPLY daily operational requirements.

        (6) Perform NSD OIMA NALCOMIS daily operational requirements.

        (7) Conduct pass down with relief shift.

        (8) Maintain system dumps.

        (9) Troubleshoot functional software problems and submit TCs/TRs/CPs.

(10) Load NTCSS application software when advised by SAA/MAM.

(11) Ensure database and file system integrity.

(12) Perform system saves.

d. <u>Perform File Management as Follows</u>:

(1) Maintain a software update file.

(2) Maintain a saves run sheet file.

(3) Maintain network device configuration files.

(4) Follow established tape-labeling procedures.

(5) Review and verify all output tapes.

(6) Maintain tape library inventory.

(7) Utilize an automated library program.

e. <u>Maintain a turnover binder containing, at a minimum, the following</u>:

(1) Quarterly review sheet.

(2) Appointment letters.

(3) Applicable POCs.

(4) Detailed instructions for each branch and operating shift.

3. <u>Develop an IA Strategy</u>

a. <u>Maintain a Disaster Recovery Plan</u>. The purpose of a disaster recovery plan is to minimize the effects of a catastrophic failure by taking the necessary steps to ensure resources, personnel, and business processes are able to resume operation in a timely manner. The disaster recovery plan will consist of the following:

(1) System configuration information.

(2) System Administration (SA) manuals.

(3) Spare parts.

(4) Baseline load/make recovery tapes/cd's.

(5) Backups (Daily/Weekly/Monthly).

(6) List of applicable Points of Contact (POC), i.e. Space and Naval Warfare System Center (SPAWARSYSCEN), Commander Naval Air Forces (CNAF),and Joint Maritime Command Information System (JMCIS).

(7) Detailed recovery process containing step-by-step procedures necessary to re-build specific servers, network shares and user accounts.

b. Establish Tape Retention Procedures. Saves are the most important area of concern for the ALIMS department. In the event of a catastrophic failure or bad media on a hard drive, use the most recent save to restore systems to their original state. Perform full system backups before and after significant system changes, such as hardware or software upgrade, and patch or Information Assurance Vulnerability Alerts (IAVA) updates. Saves will be two passes of each system and will be retained as follows:

  (1) CY04 Systems:

     (a) Daily - retained for six days.

     (b) Weekly - retained for three weeks.

     (c) Monthly - retained for three months.

     (d) End of fiscal year - retained for three years.

     (e) Make_recovery - retained for twelve months.

  (2) Viking Systems:

     (a) Daily - retained for four weeks.

     (b) Weekly Security - retained for one year.

     (c) Monthly - retained for three months.

     (d) End of Fiscal Year - retained for three years.

c. Maintain an Off-site Safe. Maintain the safe in a climate-controlled area outside the van complex to retrieve backups in the event of a catastrophe. The contents of the safe will include:

  (1) Inventory list of all safe contents updated daily.

  (2) One pass of all required NTCSS saves.

  (3) A copy of each backup type (Daily, weekly, monthly, etc.) for all other systems.

  (4) A dated copy of NTCSS configuration file listings updated monthly (/etc/hosts, /etc/group, /etc/passwd).

  (5) A dated, sealed list of all administrative usernames and passwords updated quarterly, to include:

     (a) Root.

     (b) SECMAN.

     (c) Renamed domain admin account and password.

     (d) All service accounts.

(e) Commercial Off-the-Shelf (COTS) /Government Off-the-Shelf (GOTS) application passwords.

(6) A dated copy of Network device configuration saves.

(7) Original release media.

(8) Make_recovery backups for CY04.

4. Network Administration

a. Network Security Management. Develop and maintain a Network Security Management plan. At a minimum, this plan will include:

(1) A physical access roster to network infrastructure by ALIMS or personnel authorized by the MALS Security Officer.

(2) Analyzing server security logs and reporting inconsistencies to ALIMS Chief. The ALIMS Chief will report to appropriate controlling authorities.

(3) Ensuring all Network Operating System (NOS) software patches are applied in compliance with Information Assurance Vulnerability Assessments (IAVA) and Program Manager (PM) technical advisories.

(4) Installation and configuration of Anti-Virus (AV) software on all servers and workstations. NSD will ensure that AV software signatures are updated and full system virus scans are accomplished nightly during off-peak hours. All servers and workstations in the supported domain will be configured to update their AV signatures automatically.

(5) Maintenance of current MARFORCYBER and USCYBERCOM mandated patches and updates.

(6) Ensuring software configurations released by the Program Manager (PM) are the only authorized changes to Program of Record (POR) systems.

b. Network Infrastructure Management. Manage and configure tactical AVLOG network resources. This includes the installation of LAN hardware and configuration of network operating system (NOS) software and related patches.

(1) Manage the Following Services to Allow NTCSS Functionality

(a) Domain Name System (DNS).

(b) Dynamic Host Communication Protocol (DHCP).

(c) Simple Network Management Protocol (SNMP).

(d) Directory services.

(2) Ensure Backups of Network Device Configurations are Managed as Follows:

(a) Monthly - two passes.

(b) After any configuration changes - two passes.

(c) Store one copy on-site in the Tape Library and the other copy in the off-site safe.

(3) Review system, application, and security logs on all network servers daily to verify proper server operation and performance.

(a) Logs will be saved weekly to disk file, and named [server name]_[date].[extension]. (ex. MALSxxRS01_20090722.evt)

(b) Logs will be maintained for a minimum of three months.

c. <u>User Account Management</u>. Create NTCSS user accounts as requested. Modify user accounts to allow access to network resources such as file shares, print shares, and network based applications in a deployed status.

(1) Ensure form DD-2875, System Authorization Access Request (SAAR), is completed accurately and safeguarded in accordance with Privacy Act.

(2) Maintain SAAR forms for each user until the end of their tour and dispose of them in accordance with the Privacy Act.

(3) Domain user account policies shall be set according to applicable DOD directives regarding login scripts, home directories, password length, complexity, and expiration.

(4) Annotate in CSD user check-in/out logbooks all account creations/deletions.

(5) Review and disable accounts inactive for more than sixty days.

(6) Do not assign administrative privileges to a user's personal account, in compliance with reference (h). Use a separate administrative account when performing administrative functions. Ensure a copy of the appointment letter granting administrative privileges is on file with NSD for each administrative account. The ADMIN will maintain the original appointment letter.

(7) Rename original system accounts and create disabled versions of all global or common accounts, i.e., Administrator, Guest.

d. <u>Network Resource Management</u>. Responsible for the configuration and support of network resources such as file shares, printer shares, and network based applications.

(1) All resources will be protected or secured using file/device access permissions.

(2) Ensure only authorized users can access network resources.

(3) Only unit/department UITR/ISC's are authorized to request changes to file/device permissions settings.

(4) Conduct a weekly scan of servers and workstations.

(a) The security officer must first approve all workstation scans.

(b) Maintain a log of all scan results per reference (c) SSIC 5234.2. At a minimum, the log will contain the following entries: the date and time of the scan, the name of person initiating the scan, and a list of random server/workstations scanned. Upon completion of the scans, a closing summary of scan results is required.

(c) At a minimum, scan for any unauthorized software, inappropriate or offensive material, or unauthorized configuration changes.

(d) Notify the unit security officer of random workstation scans prior to and after each scan.

(e) If unauthorized material is found on a workstation, any further action must be directed by the security officer.

(5) Each server will be connected to an UPS. To employ its redundant capability, servers with redundant power supplies will utilize separate source power (redundant power can be shared with other servers).

(6) Enforce compliance with all DOD policies concerning email usage. Maintain user account mailboxes and public folders for work sections as required.

(7) Provide guidance to AVLOG IT personnel to coordinate required support.

e. <u>Network Architecture and Documentation</u>. Responsible for maintaining and documenting the overall design of network topology and logical configuration.

(1) Document the configuration of static addressing, sub-netting, super-netting, DHCP scope configurations, and other IP configurations as required.

(2) Maintain and troubleshoot VLAN switch configurations.

(a) Document VLAN configuration and review it monthly.

(b) Remove VLAN's that are no longer required.

(3) Coordinate with external entities for Wide Area Network (WAN) services. Implement, document, and maintain the following:

(a) Network router configurations.

(b) Dedicated/leased line configurations.

(c) Commercial access as required.

(d) All communications to and from external entities (i.e., any entity with whom ALIMS maintains a Memorandum of Understanding (MOU)/ Memorandum of Agreement (MOA)).

(e) All requests for network modifications.

(4) <u>Maintain Network Documentation for Tactical Infrastructure</u>. This documentation will include network devices and diagrams, conduit paths, and base/station infrastructure relationships.

(a) Document all necessary diagrams of Local Area Network (LAN) topology and capabilities.

(b) Maintain a logical diagram of all network devices with static IP configurations.

(c) Conduit paths: Manhole/telephone-pole locations related to LAN infrastructure.

(d) Base/station infrastructure documentation as it pertains to the tactical LAN.

(e) Document the configuration for external network resource connectivity via Virtual Private Network (VPN) or any other resource.

(f) Maintain a list of all IP addresses, including device descriptions and locations, statically assigned addresses, DHCP scope configurations, allowed reservations and exclusions.

(5) Each server will have a server configuration binder. Maintain a copy of each binder (may be electronic) off-site. The minimum information required in a server configuration binder is provided below:

(a) Server name, serial number, and model number.

(b) IP configuration and network protocol configuration.

(c) Network Interface Card (NIC) type, speed and MAC Address.

(d) Hard disk drive (HDD) configuration (model and size).

(e) Fault tolerance configuration.

(f) Random Access Memory (RAM) configuration (type, speed, size, and quantity).

(g) Number of processors and processor speed.

(h) Backup hardware and software configuration.

(i) Installed applications.

(j) NOS version to include service packs and hot-fixes.

(k) Installed services and service configurations including file and print services.

(l) Vendor specific configuration software.

(m) Two emergency Repair/Automated System Recovery (ASR) disks, updated on a monthly basis or after any server configuration changes.

f. Develop a standardized workstation software package for use by the Customer Support Division (CSD) and UITR/ISC's.

(1) Maintain an inventory and track all software load media. The File Manager will maintain two physical copies of all software loads, to include the original. Other copies may be electronic.

(2) Software load media will be accompanied with a detailed step-by-step guide on loading individual software, and/or installing an entire operating system when rebuilding a workstation.

(3) Track software load media by date and version control number. Prior to distribution of new media, collect and dispose of all old media.

(4) Review software load packages and instructions monthly.

(5) Update software load packages when new service packs or patches/fixes become available for operating systems or individual applications.

(6) The ALIMS Chief must approve a written request before installing software load deviations. NSD will maintain a copy of all approved software load deviation requests.

5. <u>Systems Operations</u>. Ensure availability of the NTCSS applications and system operations in support of AVLOG IT. The overall goal is to maintain database integrity, validity, and availability to MAG units.

a. Maintain a System Operations Logbook (Figure 2-2) to Record 24-hour Operation. All entries into this log are official in nature and will be maintained for two years. Actions or events that affect the system must be logged, including, but not limited to:

(1) Initialization and termination of tasks or events.

(2) Saves and verification of save tapes.

(3) Reboots/shutdowns of system (including power outages).

(4) Interface processing/status.

(5) DBDUMP/LOGDUMP history.

(6) User preventive maintenance.

(7) File system/database corrective action.

(8) BOOT JOB initiation and operation (CTL_QUEUE, Picking Tickets, Outgoing Interface Daemon).

(9) Make on and off deck logbook entries when leaving systems unattended during normal working hours.

(10) Close the log sheet officially at the end of each shift.

b. Check the system daily according to the NTCSS Systems Administration Manual checklist. Maintain each completed checklist on file per reference (c) SSIC 5234.2.

c. Maintain a direct liaison with the SAA/MAM and assist on the proper operation and user utilization procedures, as requested. Provide assistance

on input, scheduling, reading output, inventory, etc. Maintain a contact
roster of SAA/MAM personnel and alternates.

    d.   Coordinate with the SAA and MAM to identify system and program
requirements to accomplish daily operations and publish a monthly schedule,
and set system availability at the highest level possible for the users.
Additionally, provide guidance to the SAA/MAM of potential system or database
impact for both standard and non-standard operations. Distribute applicable
reports to the requesting SAA/MAM.

System Operations Log		
20090722	Day Crew	LCpl Cletus, Cpl Victorino
Time	**Comments**	**Init**
0400	LCpl Cletus on deck. Received pass down from the pass down logbook.	ROC
0410	Verified DBDumps. Verifying backups.	ROC
0425	Backup verification complete for NALC (8mm-054 & 4mm-069)& RSUP (8mm-012 & 4mm-096).	ROC
0430	Reboot NTCSS.	ROC
0500	NTCSS boot complete.	ROC
0515	Begin system checks.	ROC
0600	NTCSS, SYBASE, PAXFERDS, BOOT JOBS up; System checks complete.	ROC
0605	Reviewed DBCC's; Completed successfully – No errors.	
0610	Log dump complete.	ROC
0710	Log dump complete.	ROC
0715	Day crew on deck.	ROC
0725	Day crew received pass down from LCpl Cletus	ROC
0730	LCpl Cletus off deck for morning chow.	ARV
0800	Notified by SMD no records are interfacing between RSUP & NALC	ROC
0810	Log dump complete.	ARV
0820	Verified interface was down. Brought it back up.	
0830	LCpl Cletus returns from chow	ARV
0910	Log dump complete.	ARV
1010	Log dump complete.	ROC
1100	Day crew off deck for PT & chow	ROC
1110	Log dump complete.	ROC
1210	Log dump complete.	ROC
1300	Day crew returns. LCpl Cletus off deck (swing shift over).	ROC
1310	Log dump complete.	ROC
1330	Systems up, everything operational.	ARV
1410	Log dump complete.	ARV
1510	Log dump complete.	ARV
1610	Log dump complete.	ARV
1600	Loaded tapes for nightly backups	ARV
1630	Day crew secured	ARV
		ARV
		ARV
	Aurora R Victorino NFE	

Figure 2-2.--Sample Format for System Operations Log

    (1) Execute SPAWARSYSCEN supported scripts/Database Alignment
Programs (DAPs) required to perform functional database cleanup as scheduled
by the SAA and MAM.

(2) Coordinate with SAA/MAM to trouble shoot and research all errors received from NTCSS users including logon errors, application errors, database errors, and printer errors.

(3) Coordinate with the SAA for RSUPPLY End-of-Month (EOM) processing. Perform NTCSS aspects of EOM processing as directed by the SAA. The SAA will provide the NSD with an EOM schedule. Ensure necessary dumps and backups are scheduled as directed in paragraph End of Month saves.

e. RSUPPLY applications that will be performed on a daily basis are as follows:

(1) NTCSS, Sybase, Interface initiation/termination.

(2) Verify BOOT JOB initiation and operation (CTL_QUEUE, Picking Tickets, and Outgoing Interface Daemon).

(3) Saves and restores.

(4) Remote print configuration and print Queue file management.

(5) File system maintenance (i.e., system reboots, Database and Log Dumps, and file system management). Detailed procedures for these NTCSS applications are contained in reference (i).

f. NALCOMIS applications that will be performed on a daily basis by the NSD are as follows:

(1) NTCSS, Sybase, Interface initiation/termination.

(2) Verify BOOT JOB initiation and operation (Outgoing Interface Daemon).

(3) Saves and restores.

(4) Remote print configuration and print queue file management.

(5) File system maintenance (i.e., system reboots, Database and Log Dumps, and file system management). Detailed procedures for these NTCSS applications are contained in reference (i).

g. Maintain a systems operation branch turnover binder containing detailed instructions for each operating shift. It will include a quarterly review sheet, daily, weekly, and Monthly Operations Plan (MOP), SAA/MAM contact list, as well as additional operational requirements. It will inform personnel on how to start and finish all processes pertaining to that shift and how to correct any problems that may occur. The NCOIC will review and sign turnover jackets quarterly. The MOP will include at a minimum, the system and network scheduled down time, tech training schedule, collateral duties, work schedule, and USMC training schedule, ALIMS QA inspection schedule.

h. Shift personnel will ensure that the oncoming Marines fully understand pass down and SOP procedures are performed in accordance with associated references. The relieving Marine will read the logbook entries from the previous shift to ensure that the pass down given is correct. Failure to provide a proper, thorough pass down may result in errors and lost system utilization time.

i. The Sybase database is configured to complete full database dumps daily and create log dumps hourly. Ensure these dumps complete successfully at the scheduled times. If for any reason a restore of the Sybase database is required, these files will be crucial in the restoration process. The system operations logbook will contain an entry of dump status each hour.

(1) The RSUPPLY database dumps are located in the following directory: /h/NTCSS_RSUP/dbdumps. It should contain the last five days worth of the Sybase master, NTCSS_org, supply, and sybsystemprocs dumps. The hourly log dump files of the NTCSS_org and supply databases are located in the following directory: /h/NTCSS_RSUP/logdumps.

(2) The NALCOMIS database dumps are located in the following directory: /h/NTCSS_NALC/. It should contain the last five days worth of the Sybase master, p2db, and sybsystemprocs dumps. The hourly log dump files of the p2db database are located in the following directory: /h/NTCSS_NALC/logdumps.

j. Responsible for applying all NTCSS software updates. The NSD must perform two complete system saves prior to any application software update.

(1) Upon receipt, coordinate with the SAA and MAM to establish an appropriate date/time to apply the update.

(2) Prior to update or patch installation, the SAA and MAM must review all RSUPPLY and NALCOMIS summary of changes to ensure that the SAA and MAM notify affected users about data and procedural updates or changes.

k. Manage the availability of space, integrity of files and tables, and to perform corrective action as needed. However, maintaining database integrity is a joint NSD and SAA/MAM effort. Notify the SAA/MAM of corruption findings and obtain approval from the SAA and/or MAM before proceeding with any database restores to perform corrective actions.

l. The SAA and MAM are the sole managers of supply and maintenance related table updates, changes or deletions. The integrity of the database file system requires the management of database and system files, indexes, and tables. Functional database integrity consists of the management of supply and maintenance related validation table information.

(1) Responsible for reviewing the current RSUPPLY and NALCOMIS database consistency checks (DBCC). The DBCC report file will show Sybase DBCC results. Specific details and procedures are contained in Chapter 14 of reference (i). DBCC's run at a scheduled time and must be reviewed daily to ensure completion and any errors (corrupt Tables) noted.

(2) Personnel will familiarize themselves with the procedures required to maintain and verify the proper execution of Cronjobs. Cronjobs are the processes responsible for executing the scheduled root and Sybase tasks on the Systems. Specific details and procedures are contained in Chapter 14 of reference (i).

(3) Manage application file system workspace. Monitor available space daily utilizing the bdf command. Execute at least weekly (or more frequently as required) the following cleanup procedures. Use extreme caution not to remove system essential files. If the operator is unsure of a file's function, DO NOT REMOVE IT!

(a) Delete system core files. (Find / -name "core" -exec /rma/ {} \;\page).

(b) Delete old files under /h/data/local/[BOOT USER] and its sub directories. * [BOOT USER] = either SUP1BT (on RSUPPLY) or OIMABT (on NALCOMIS).

(c) Delete aged log files (i.e., Old.log).

(d) Delete root file under /var/mail Directory.

(e) Delete unnecessary files under /tmp directory.

(f) Delete all trap.tty files. Use the FIND command to locate all directories where file may exist i.e., find / -name "trap.tty" -|more).

(g) Delete old.log files.

(h) Use the following FIND command to locate extra large files: find / -size +25000 |more. * Additional Files System Management instructions are located in the NTCSS System Administration Manual Chapter 11.

m. Saves are the most important area of concern within the division. In the event of a catastrophic failure or bad media on a hard drive, use the most recent save to restore the database to its original state. Saves will be two passes of each system and will be done as follows:

(1) Two passes of daily save tapes are required for RSUPPLY/NALCOMIS. The following paths will be included in the daily backup:

CY04:	Viking:
/etc/group	/etc
/etc/hosts	/h
/etc/hosts.equiv	/opt/sybase
/etc/inetd.conf	/usr/share/ssl
/etc/passwd	/var/lib/ldap
/etc/printcap	/var/spool/mail
/etc/services	/usr/X11R6/lib
/etc/lp	
/h	
/opt/Sybase/interfaces	
/opt/Sybase/install	
/var/spool/lp	
/var/spool/cron/crontabs	
/var/spool/xferd	

(2) A backup of root (/) on CY04, or /var/log/audit, and /opt/Sybase/dbdumps/auditdb dump* on Viking, will be done weekly and immediately after any system modifications (updates, upgrades, installs, etc.). On CY04 the backup must include every element subordinate to the root (/) file system with the exception of the following directory: /opt/Sybase/tempdb.

(3) DBDumps will be manually accomplished prior to and after completion of the Live Monthly Financial Report process on the RSUPPLY database. Perform EOM saves after all EOM jobs have been completed (to include monthly change notice). A Daily backup will capture the required

directory structure. Label the tape as EOM and retain it as such. Work closely with the SAA to complete these steps in prescribed sequence. Note: September RSUPPLY EOM backups will be labeled as EOFY yy (End Of Fiscal Year, yy = last 2 digits of Calendar Year) and retained as such.

(4) Create two passes of Make_recovery tapes on CY04 for RSUPPLY and NALCOMIS after every major system change or upgrade, as well as on a monthly basis, immediately following monthly full system saves, to ensure system recoverability. This 4mm Tape will be labeled rsupmast or nalc Make Recover and retained as such. Make Recover procedures are located in Chapter 11 of reference (i).

(5) Following the completion of EOM, two passes of daily saves will be conducted on Viking RSUPPLY and NALCOMIS. On CY04 two passes of full system single user mode saves for RSUPPLY and NALCOMIS, one copy to 4mm, one copy to 8mm, using the following command:

            tar cvf /dev/rmt/[X]mm /
            (X = "4" or "8" depending on tape drive selected.)

6.   Submission of Trouble Reports. In conjunction with the SAA/MAM, it is the NSD's responsibility, to identify, research, and report NTCSS application problems. Problems are reported to SPAWAR, SPAWAR DET PAC, or SPAWAR DET WESTPAC, as appropriate to the sites geographic location. Reports will be in the form of a Trouble Call (TC), Trouble Report (TR), or Change Proposal (CP). Generate reports via naval message (figure 2-3) and the web-based Software and Maintenance Tracking System (SMTS) located at URL http://enterprise.spawar.navy.mil, (click on SSC Atlantic, then click on the Norfolk link, then select Customer Support). Reports must contain enough information for SPAWAR Systems Center to resolve the problem. The naval message will include the appropriate MAW in the info line regarding all problems reported. Draft naval messages with input from the ALIMS Officer, Aviation Supply Officer (AvnSupO), and/or Aircraft Maintenance Officer (AMO) as applicable.

    a.   Report Descriptions

        (1) Trouble Calls. Use TCs to report errors via SMTS when the application does not function as designed. SMTS accepts TR and CP submissions as a TC. SPAWAR will review the TC and escalate it to a TR or CP as appropriate, or may cancel it and provide an explanation (i.e. TC is a duplicate of existing TR or CP #XXXXXX.)

        (2) Trouble Reports. Use TRs to report errors via SMTS and naval message when the application does not function as designed. If the report originated via naval message, SPAWAR will respond with naval messages. SPAWAR may also enter the report into SMTS and consequently post the latest status.

        (3) Change Proposals. Use naval messages to report CPs to the appropriate MAW Aviation Logistics Department (ALD). Change proposals are used to recommend changes to the system design, design errors, or omissions. If deemed a legitimate change proposal, the MAW ALD will endorse and forward the proposal to SPAWARSYSCEN for action.

b. TC/TR/CP priorities will be assigned when drafting reports and will be as follows:

(1) Critical - Cannot continue operations and no workarounds exist. Critical reports must be forwarded to SPAWAR via naval message immediately upon identification of the problem (info appropriate MAW).

(2) Urgent - Work around exist but resolution is urgently required.

(3) Routine - Any TC/TR/CP not deemed critical or urgent.

```
            UUUUUUUUUUUUUUUUUUUUUUUUU
            U                       U
            U      UNCLASSIFIED     U
            U                       U
            UUUUUUUUUUUUUUUUUUUUUUUUU


PRIORITY NON-CRITICAL

FM:     MALS nn//CO//


TO:     SPAWARSYSCEN NORFOLK VA (UC)
        COMSPAWARSYSCOM SAN DIEGO CA (UC)
        COMNAVAIRFOR SAN DIEGO CA (UC)


INFO:   CMC WASHINTON DC AVN ASL (UC)
        COMMARFORCOM ALD (UC)
        COMMARFORPAC ALD (UC)
        CG nn MAW ALD (UC)

SUBJ:   NALCOMIS PHASE II RELEASE 120-02.00.1 SOFTWARE TROUBLE REPORT

A.   R09999-011-00
B.   TR
C.   NON-CRITICAL
D.   MALS
E.   V09132
F.   SGT MARINE
G.   (DSN) 555-5555 (COMM) (111) 555-5555
H.   MCAS CHERRY POINT, NC.
I.   NAVAL MESSAGE
J.   NALCOMIS APPLICATION SOFTWARE RELEASE 120-02.00-01
K.   [PROBLEM DESCRIPTION] (I.E.-HCN CONTINUOUSLY FAILS)
```

Figure 2-3.--Sample Format for Naval Message Trouble Report/Change Proposal

c. Draft TR/CP naval messages using the format shown in figure 2-3.

d. Required information for completing the naval message:

(1) Line A: Control Number – Unit Identification Code (UIC) of activity, local serial number, last two digits of calendar year.

(2) Line B: Trouble report or change proposal, insert TR or CP.

(3) Line C: Severity of TR/CP - Critical or Non-Critical.

(4) Line D: Unit reporting TR/CP - Insert activity's name.

(5) Line E: UIC of reporting MALS - Insert activity's UIC.

(6) Line F: Point of contact - Person submitting report.

(7) Line G: Telephone No. - Include DSN and commercial.

(8) Line H: Station - Station where activity is located.

(9) Line I: Report method - How problem was reported.

(10) Line J: Software release - Current software activity running.

(11) Line K: Discrepancy - Detailed description of the problem to include the following: HW (Hardware type), Failed Component (Name/Serial No.), SW (Software and version), and documentation references as applicable.

7. Submission of Casualty Reports (CASREP). The submission of a CASREP alerts operational commanders and support personnel of the status of significant equipment malfunctions which may result in the degradation of a unit's readiness. It also reports the unit's need for technical assistance and/or replacement parts to correct the casualty.

a. A casualty is defined as an equipment malfunction or deficiency which cannot be corrected within 48 hours and which:

(1) Reduces the unit's ability to perform a primary mission, or

(2) Reduces the unit's ability to perform a secondary mission (casualties affecting secondary mission areas are limited to casualty category 2), or

(3) Reduces a training command's ability to perform its mission, or a significant segment of its mission, and cannot be corrected or adequately accommodated locally by rescheduling or double-shifting lessons or classes.

b. Casualty Categories

(1) Category 2 - A deficiency exists in mission essential equipment which causes a minor degradation in any primary mission, or a major degradation or total loss of a secondary mission.

(2) Category 3 - A deficiency exists in mission essential equipment which causes a major degradation but not the loss of a primary mission.

(3) Category 4 - A deficiency exists in mission essential equipment that is worse than casualty category 3, and causes a loss of at least one primary mission.

c. Figure 2-4 depicts a decision logic tree for determining the casualty category and whether or not a CASREP is required.
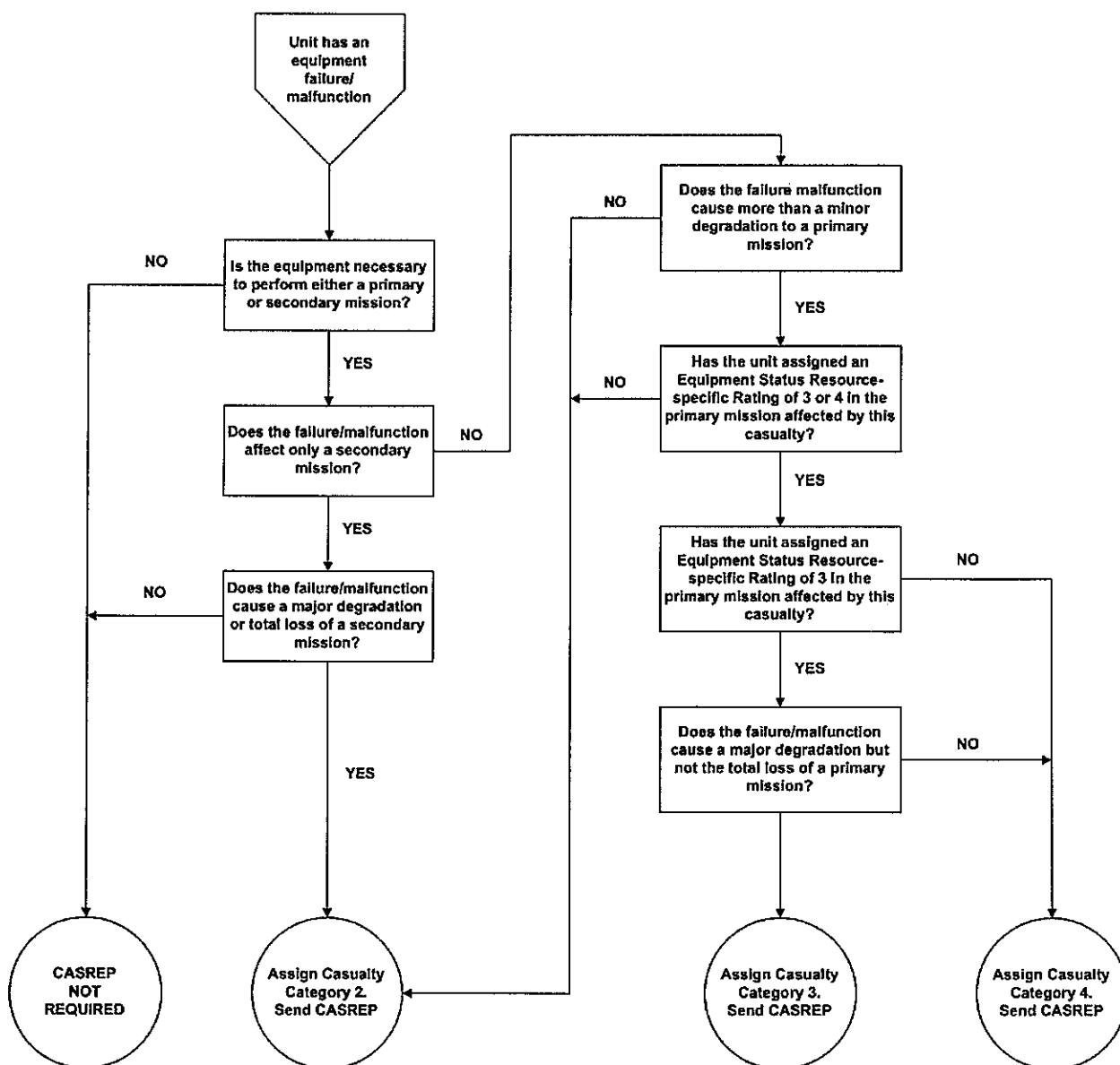
Figure 2-4.--Casualty Category Decision Tree

d. The format for submitting a CASREP message is depicted in figure 2-5.

```
FM:     MALS nn//CO//

TO:     SPAWARSYSCEN NORFOLK VA
        COMSPAWARSYSCOM SAN DIEGO CA(uc)
        COMNAVAIRFOR SAN DIEGO CA

INFO:   2MAW ALD-IT
        II MEF G6

UNCLAS
MSGID/GENADMIN/-UNIT//
SUBJ/-COMPAQ ML 370 O TO THE I SERVER//
POC/LASTN, F. M. /RANK/UNIT/RUC/TEL:DSN
/EMAIL://
RMKS/-1.  DATE:
      2.  TYPE:
      3.  SYSTEM:
      4.  HARDWARE:
      5.  PROBLEM:
      6.  POC/ORIGINATOR:
      7.  TEL:
      8.  EMAIL:
      9.  UNIT:
      10. UIC:
      11. SEVERITY:
      12. SOFTWARE RELEASE:
      13. N/A
      14. DESCRIPTION OF PROBLEM:  BRIEF DESCRIPTION OF THE PROBLEM//
```

Figure 2-5.--Sample Format for Casualty Report

8. <u>File Management</u>. The Media Library Manager (Librarian) is responsible for the management of offline media (i.e. tapes, compact discs). The Librarian will maintain the list of changes made to software, along with a copy of all blocks, patches, and releases in date-installed order for the life cycle of the current baseline.

    a. The Librarian will keep one copy of the summary of changes/user manual changes and will distribute remaining copies to the SAA and the MAM, as applicable. The Librarian will maintain software load packages and licenses for all AVLOG IT COTS/GOTS software.

    b. The Librarian will maintain a database listing all patches, upgrades, and software loads.

    c. Daily, weekly, monthly, yearly, and end-of-month backups are retained in the tape library using the following guidance:

        (1) Daily - retained for six days.

        (2) Weekly - retained for three weeks.

        (3) Monthly - retained for three months (single user mode).

        (4) End-of-month financial closeout - retained for twelve months.

        (5) End-of-fiscal year financial closeout - retained for three years.

d. During subsequent saves, the oldest save is recycled as scratch. Discard scratch tapes that fail any process on a known good system.

e. The Librarian will follow established tape-labeling procedures to ensure all library entries are synchronized. All tape labels will be standardized. This will eliminate confusion and make inventories of the media library easier. Additional information may be entered on the remarks line (i.e. EOM MARCH 06).

    (1) Naming conventions will be <hostname_type> as follows:

        (a) rsupmast/nalc

        (b) rsup_Daily/nalc_daily

        (c) rsup_Weekly/nalc_weekly

        (d) rsup_EOM

        (e) rsup_EOFY

        (f) rsup_Make_Recovery/nalc_make_recovery

        (g) rsup_monthly/nalc_monthly

        (h) rsup security/nalc security

    (2) Figure 2-6 depicts the proper format of the tape identification label. It must include, at a minimum, the following information:

```
┌─────────────────────────────────────────────────────┐
│    MALS-nn                      Tape No._____       │
│  Pass: _____                                         │
│  File Name:_____   │
│  Remarks:  _____   │
│  Date: _____  Time: _____  Int: _____     │
│  Date: _____            QAI Int: _____          │
└─────────────────────────────────────────────────────┘
```

Figure 2-6.--Sample Format for Tape Identification Label

        (a) MALS-nn - will be Marine Aviation Logistics Squadron number.

        (b) Tape number.

        (c) Pass - will be 1st or 2nd pass.

        (d) Filename - <hostname_type>.

        (e) Remarks - will contain information about the tape (e.g., Pre Block 18, Post Block 18, EOM APRIL 06, EOFY 05).

        (f) Date - Calendar date tape produced [yyyymmdd].

        (g) Time- 24hr time format [0530].

        (h) Init - Initials of individual producing tape.

f. The Librarian will review and verify all tape labels upon completion of backup to ensure the labels are completed as described in paragraph 2301.4f(2) of this Order.

g. Once a month, use the automated tape library program to produce an inventory listing. The tape library validity must be maintained at 100 percent at all times. Monthly, the Librarian will conduct and document a ten percent random sampling of the tape library. If a deficiency is discovered during the random sampling, a complete tape inventory and a review of SOP will be conducted to ensure compliance.

(1) Upon completion of the monthly inventory, forward the results to the SAA. The report will include the total number of tapes inventoried, discrepancies, and the date of inventory.

(2) Monthly, the Librarian will verify contents of the most recent backups. This will include all formats (8mm/4mm or AIT) and all intervals (Daily/Weekly/Monthly/Security). Reference the NTCSS Systems Administration Manual for detailed instructions on verifying tape contents.

h. The librarian will maintain a tape library database that will include the following fields:

(1) File name.

(2) Remarks.

(3) Pass.

(4) Date.

(5) Initials.

(6) NSD QAI Initials.

(7) Tape number.

(8) Safe Indicator.

Chapter 2

Section 4: Quality Assurance (QA) Division

1. Responsibilities. The ALIMS QA provides a systematic and efficient method for gathering, analyzing, and maintaining information on the quality characteristics of products, the source, and nature of defects, and their immediate impact on the current operation. This important function enables decisions to be based on facts rather than intuition or memory and provides comparative data.

2. Concepts of Quality Assurance. The QA program oversight is provided by the ALIMS Chief and is managed by the appointed QA program manager. Quality Assurance is directly responsible to the ALIMS Officer and ALIMS Chief. All personnel are responsible for conducting and managing the department's QA effort. The QA program is fundamentally the prevention of the occurrence of defects and embraces all events from the start of the maintenance cycle or operation to its completion. The achievement of QA depends on the application of sound maintenance and service practices coupled with defect prevention, subject matter knowledge, and special skills. The principle of prevention in the QA program is to preclude defects and/or failures during normal maintenance and inspection cycles. This principle extends to safety of personnel, protection of equipment, and encompasses all aspects of the total maintenance and service effort.

    a. The terms QA process, inspection, and audit have separate and distinct meanings and should be used accordingly.

        (1) QA process is a planned and systematic process to ensure a product or service meets required standards.

        (2) Inspection is the examination and verification of maintenance, services, and processes to determine if they conform to technical and procedural standards.

        (3) Audit, is an evaluation of details, plans, policies, procedures, products, directives, and records.

    b. The objective of QA is to readily pinpoint problem areas in which management can:

        (1) Improve the quality, uniformity, and reliability in the maintenance of equipment.

        (2) Improve the work environment, tools, and equipment used in the maintenance effort, eliminate unnecessary man-hour, and dollar expenditures.

        (3) Improve training, work habits, and procedures of ALIMS personnel.

        (4) Effectively disseminate technical information.

        (5) Establish realistic material and equipment requirements in support of the MAG.

    c. Division NCOIC's will nominate candidates for assignment as QAI.

3. Roles

   a. Quality Assurance Manager (QAM).

     (1) Maintain a turnover binder containing, at a minimum, the following:

       (a) Quarterly review sheet.

       (b) Appointment letters.

       (c) Unit POC list.

       (d) Recall roster.

       (e) Applicable orders, policies and procedures.

       (f) ALIMS QA inspection schedule.

       (g) Inspection results.

       (h) After Action reports.

     (2) The QAM is responsible for ensuring the QA program is maintained.

     (3) The QA program will include training on testing, troubleshooting, and inspection techniques.

     (4) To ensure quality of operations requiring operator certification, take steps to qualify and certify personnel.

     (5) The QAM shall enforce minimum qualifications for personnel assigned as a QA Inspector (QAI).

   b. Quality Assurance Inspectors. QAI's are to inspect all work and comply with the required internal QA inspections during all processes and programs performed by ALIMS. QAI's are responsible to the ALIMS Chief/Officer when performing such functions.

     (1) QAI prerequisites include high competence in the technical aspects of ALIMS to include, but not limited to:

       (a) CSD

         1. Microcomputer, operating systems, and peripherals maintenance.

         2. Requisition management.

         3. Inventory management.

         4. User account management.

         5. Customer Service Desk Management.

       (b) NSD

         1. Data communications, basic and advanced networking.

    <u>2</u>. Network installations, troubleshooting and repair.

    <u>3</u>. Network operating systems, platforms, and models.

    <u>4</u>. UNIX/LINUX operating system platform.

    <u>5</u>. NTCSS applications processing.

  (c) <u>ADMIN</u>

    <u>1</u>. Naval Correspondence.

    <u>2</u>. Personnel Files.

    <u>3</u>. TPL.

 c. To ensure the proper personnel are appointed as QAI's, the Marine nominated must have and continue to maintain a history of good judgment, attention to detail, leadership, and integrity. The following selection process will be documented in the turnover binder and QAI's training jacket:

  (1) NCOIC or the QA Manager recommends the Marine to the ALIMS Chief/Officer for consideration.

  (2) Marine has filled out and turned in the "Required Reading Checklist for Qualification to QAI" to the QA Manager.

  (3) After approval the Marine is given a standardized ALIMS QA qualification test.

  (4) Interview by the QA Manager and ALIMS Chief/Officer.

  (5) Once the Marine is certified as a QAI they will be formally counseled on their new billet, and will be assigned via an appointment letter.

4. <u>Duties</u>

 a. <u>Quality Assurance Manager</u>

  (1) Maintain records of Quality Assurance inspection results.

  (2) Provide department oversight through QA responsibilities.

 b. <u>Quality Assurance Inspector</u>

  (1) Inspect work after all maintenance actions.

  (2) Perform spot-check of all work in progress.

  (3) Be familiar with all programs managed and audited by ALIMS QA.

  (4) Conduct inspections on all incoming/outgoing IT equipment.

  (5) Inspect network security procedures to ensure compliance with Information Security (INFOSEC) policies.

(6) Examine the disaster recovery plan to ensure unit resources, personnel, and business processes are able to resume operation in case of a catastrophic failure.

5. Quality Assurance Manager

a. The QAM will ensure quarterly scheduled inspections are conducted to maintain compliance with Marine Corps IT standards. These inspections will not replace the IG inspection, but will augment it. The QAM and inspected squadrons/departments/divisions/programs will each maintain an inspection binder, respectively. This binder will contain a history of inspection results, after action reports, trend analysis, an inventory of IT assets, and a list of points of contact.

b. Programs and processes the QAM will supervise include, but are not limited to:

(1) Ensure all maintenance publications and Maintenance Requirement Cards (MRC) are used to define and control maintenance activities.

(2) Accompany QAI's during scheduled maintenance and unscheduled maintenance tasks to recheck their qualifications monthly.

(3) Establish and maintain a training program on proper inspection procedures. When directed or required, provide recommendations for corrective action.

(4) Review source documents, periodic inspection records, and note recurring discrepancies requiring special action.

(5) Via a weekly production report, ensure that inspections are conducted by the QAI on equipment upon completion of the maintenance cycle to verify satisfactory material condition, identification, packaging, preservation, and configuration.

(6) Maintain weekly production reports documenting QAI signoff on file for six months.

6. Quality Assurance Inspector

a. QAIs will inspect, and document all work during maintenance actions using Track-It®. Ensure the respective work centers are complying with the required QA inspections. When performing such functions, QAI's are responsible to the QAM and representative of the ALIMS Officer/Chief.

b. QAIs will spot check all work that is in progress. These inspections are required during the performance of maintenance and processes where satisfactory task performance cannot be determined after the task has been completed. These inspections include functional testing, adjusting, assembly, servicing, and installation.

c. QAIs will be familiar with the provisions and responsibilities of the various programs managed and audited by ALIMS QA Division. The following divisions and programs will be Inspected and Audited:

(1) MALS ALIMS

(a) Administration Division (AD)

       (b) Customer Support Division (CSD)

       (c) Network Support Division (NSD)

       (d) Tool Control Program

       (e) Electrostatic Discharge Program

       (f) Technical Training Program

   (2) <u>ALIMS at the OMA</u>

       (a) Information Assurance

       (b) Technical Training

       (c) Inventory

    d.   Conduct inspections on all equipment received for use, returned for repair, or held awaiting repair to verify satisfactory material condition identification, packaging, preservation, and configuration. The final inspection is a specific QA function performed after the completion of a task or series of tasks.

    e.   Determine that configuration of all NOS software and related patches are installed successfully and in a timely manner. Additionally, QAIs must ensure the creation, modification, or deletion of user accounts is in accordance with INFOSEC policies.

    f.   Examine the following aspects of the disaster recovery plan, including but not limited to:

     (1) System configuration information.

     (2) System Administration (SA) manuals.

     (3) Spare parts.

     (4) Baseline load/make recovery tapes/cd's.

     (5) Ensure all backups are verified and contain QAI signoff.

     (6) List of applicable POCs to be notified in case of emergency.

     (7) Detailed recovery process containing step-by-step procedures necessary to re-build specific servers, network shares and user accounts.

7.   <u>Quality Assurance Inspection</u>

    a.   Each squadron, department, and division within the MAG will be inspected quarterly at a minimum. The QAM will publish an inspection schedule and disseminate it to squadron, department, division, and program NCOIC's. This schedule should cover one full inspection cycle and be updated as needed.

    b.   The QA inspections will be conducted utilizing the most recent versions of the below NAVMC's from http://navalforms.daps.dla.mil:

(1) NAVMC 11792 Aviation Logistics Information Management and Support Chief/Officer Checklist.

(2) NAVMC 11793 Administration Division Checklist.

(3) NAVMC 11794 Customer Support Division Checklist.

(4) NAVMC 11782 Network Support Division Checklist.

(5) NAVMC 11783 Quality Assurance Division Checklist.

(6) NAVMC 11784 Tools & Test Equipment Checklist.

(7) NAVMC 11785 Technical Training Checklist.

(8) NAVMC 11795 Organization Maintenance Activity ALIMS Checklist.

c. Upon the start of an inspection the following steps should be taken:

(1) Contact the Squadron, Department, Division, or Program NCOIC no earlier than one month but no later than one week prior to the inspection.

(2) Randomly pick approximately ten percent of the assets (i.e., tapes, computers, network devices) at a minimum to inspect. Annotate discrepancies on the inspection checklist.

(3) If more than one-third of the assets inspected have discrepancies, increase the scope of the inspection to include 25-50% of the assets and perform a more in depth search of the assets. If a trend continues, scope should encompass all assets.

(4) Write an after action report that describes all discrepancies, trends, and concerns and send a copy to the unit's CO, OIC, UITR, and ALIMS Department within two working days of the completion of the inspection.

(5) One week after receiving the after action report, the MAG Units/programs will submit their corrective action form describing the steps taken to correct the discrepancies to the ALIMS QA Department.

(6) File a copy of the inspection sheet, after action report, corrective action forms, and trend analysis in the appropriate binder. Inspection results will maintained per reference (c) SSIC 3501.2.

8. <u>Quality Assurance Signoff</u>. The QA signature provides a method to preserve the integrity of QA Inspection results. Only personnel designated as QAIs or the QAM are authorized to sign as inspector for a QA inspection requirement. All specified QA inspections will be conducted, witnessed, or verified by designated QA personnel. In-process and final inspections are conducted by QAIs/QAM. QAIs cannot inspect their own work. It will be a record within the maintenance action tracking database. A sign-off entry in Track-It® will be made for each record and every inspection accomplished, and include:

a. QAI Rank.

b. QAI Name.

c.   Date/Time.

d.   ATAF.

e.   Verification of Record Data (Track-It).

Chapter 3

Organizational Maintenance Activity (OMA)

1. General. The Aviation Logistics Information Management System (ALIMS) Specialists assigned to the OMA squadrons will provide direct maintenance, system administration, and installation support for all Automated Information Systems (AIS) assigned to the squadron. The ALIMS will support deployed network installation and configuration in direct support of NALCOMIS and associated systems.

2. Duties

     a. The ALIMS will support AVLOG IT functions while in garrison or deployed environments.

     b. Attend training needed to support AVLOG IT systems employed within the MAG.

     c. Install and configure deployed networks in support of NALCOMIS.

     d. Provide direct hardware and operating system maintenance, system administration, and installation support for all AVLOG IT systems assigned to the unit.

     e. Maintain an ALIMS Turnover Binder, containing at a minimum, the following:

          (1) Quarterly review sheet.

          (2) Appointment letters.

          (3) Unit POC list.

          (4) Recall roster.

          (5) Applicable orders, policies and procedures.

          (6) ALIMS Monthly Operations Plan.

3. IT Systems Support. ALIMS Specialists assigned to the squadron will provide direct support for all AVLOG IT systems assigned to their respective squadron.

     a. Maintain and coordinate with external agencies, an accurate inventory of all supported AVLOG IT assets.

     b. Maintain all required tools in accordance with OMA tool room procedures.

     c. Coordinate and liaise for all external technical assistance/support required to ensure continued AVLOG IT operational capabilities.

     d. Provide assistance to mission planning system users with access to the database.

e. Identify and resolve mission planning system user and hardware problems and report all equipment failures to the MALS ALIMS Department.

4. <u>Formal and Informal Training</u>. Squadron ALIMS personnel will attend formal and informal training required to support and maintain AVLOG IT systems within the MAG.

a. Participate in regular scheduled MALS ALIMS technical training in accordance with the ALIMS Monthly Operations Plan.

b. Attend formal school training, to include training through Fleet Aviation Specialized Operational Training Group (FASO), industry standard certification courses as dictated by Information Assurance directives, and other training coordinated through the MALS ALIMS Department.

5. <u>Local Area Network (LAN)</u>. Setup Local Area Networks (LAN) to support deployed operations.

a. Coordinate with MALS ALIMS Department on deployment requirements, to include consumable and repairable materials.

b. Upon setup in a detached or deployed environment, provide systems status, shipping, and contact information to the MALS ALIMS Department.

c. Coordinate the reintegration of deployed assets onto the network upon redeployment to the garrison.

6. <u>Hardware and Operating System Support</u>. Squadron ALIMS personnel will provide direct hardware and operating system support for the Legacy OMA (LOMA) and Optimized OMA (OOMA) NALCOMIS, and other AVLOG IT platform servers and systems.

a. Perform all duties described in the OMA/OOMA-SAM and OMA-UM (Legacy), OMA-UG (Optimized), and the System Securities Authorization Agreement (i.e., creation and deletion of user accounts, establishment of system recovery procedures, and system backups).

b. Establish and maintain system logs that include; recording all downtime, hardware failures, data base saves, and all other system requirements established in the OMA/OOMA-SAM.

c. Provide adequate controls to ensure system security and creation of basic user accounts in NALCOMIS and other supported AVLOG IT systems in accordance with directives published by higher headquarters.

d. Identify user problems and submit NALCOMIS hardware Trouble Reports/Change Proposals (TRs/CPs) via the Software Maintenance Tracking System (SMTS) or to SPAWARSYSCEN Norfolk, VA per OMA-SAM and TYCOM directives, after contacting the MALS ALIMS Department to ensure all local troubleshooting means are exhausted.

e. Use the System Administration Main Menu (SAMM) Utility menu on the system to maintain the system configuration. SAMM includes application administration; system utilities; detachment processing mail/messages facility; printer management process status; system initialization; operating system security management; and queue management.

    f.   Provide formal in-service and informal training to maintenance
personnel on NALCOMIS operations and Management Information Systems (MIS)
security.

    g.   Update LOMA/OOMA baseline change reports as directed by the program
manager, and provide a system status report to MALS ALIMS Department weekly.

    h.   Facilitate LOMA/OOMA interfaces with NALCOMIS IMA for turn-in
Maintenance Action Forms (MAFs) and requisitions. Coordinate data
replication to the top tier for activities with OOMA NALCOMIS.

Note: Additional NALCOMIS LOMA/OOMA specific documentation procedures, input
formats, and output formats are contained in the OMA-UM, OMA-SAM, OMA-
UG/Online Help, Security Features User Guide for OMA, NALCOMIS Optimized OMA
System and Database Administration Guide (TMINS: EE689-LA-ZAG-010).

Chapter 4

Deployment Strategies

1. General. The purpose of this chapter is to provide the ALIMS Department with a general overview of the deployment processes to include planning considerations, personnel sourcing, resource requirements, and responsibilities. The guidelines in this chapter are not all-inclusive, however, they should facilitate an interactive dialog between the ALIMS, the AVLOG Planners and other supporting echelons. This dialog should encompass all aspects of AVLOG IT planning including organic capabilities, external capabilities, AIS logistics support, and AVLOG IT requirements. The success of Aviation Logistics depends on an effective IT strategy and all elements of the AVLOG community must consider their IT requirements throughout their planning cycles. Continuous coordination with the ALIMS Department throughout the entire AVLOG planning effort will enable the ACE Planners to shape a solid AVLOG IT Support plan.

2. Planning. Planning is essential to the deployment process. Developing effective COAs and choosing the correct one to support future actions is imperative to assuring adequate IT infrastructure is available to support the AVLOG communities IT requirements. ALIMS personnel should be a key member(s) of the MAW, MAG, and MALS operational planning staff providing input on organic IT capabilities, deployed AVLOG IT System requirements deployed, IS connectivity requirements, etc. Operational planning should consider the mobilization, deployment, employment, sustainment, and redeployment of forces to accomplish assigned missions. When planning for deployment, each of these areas should be considered when reviewing the duties of individuals or divisions in the ALIMS Department. Not only will ALIMS personnel be required to continue to perform their general duties and responsibilities they will be expected to perform additional duties and take on additional roles when deployed.

    a. Pre-Deployment Training. In addition to regular Marine Corps Ground Training, the ALIMS Officer and Chief must ensure that their Marines are trained to accomplish the assigned mission.

    b. Pre-Deployment Planning

        (1) The ALIMS Officer and Chief assist the Commander and designated planners to develop designated COAs to support the mission.

        (2) The ALIMS Officer and Chief provide subject expertise based on the knowledge of the MALS organic AIS capabilities to assure that COA(s) can be supported by the ALIMS Department in the theater of operation.

        (3) Once a unit COA is selected, the ALIMS Officer and Chief develop an ALIMS specific COA that will further refine the deployed IT requirements to assists the ALIMS Department prepared for deployment. These include, but are not limited to:

            (a) Personnel requirements.

            (b) Hardware requirements.

            (c) Software and applications requirements.

(d) Connectivity and Portal requirement.

(e) IP and routing requirements.

(4) Using all available deployment details, the ALIMS Officer and Chief must prepare as detailed an AVLOG IT design as possible prior to the deployment as possible. This LAN/WAN layout should be based on site visits when possible. Reference (1) provides detailed information on this topic.

c. Deployment

(1) Employ personnel and equipment as outlined in the COA and make adjustments as unforeseen situation arise.

(2) Once in theater establish standard operating procedures (SOP) to support the AVLOG IT Systems deployed.

(3) Prepare for additional movement of AIS assets within the operational theater as circumstances dictate.

(4) Many of the AVLOG Systems that are part of the deployment COA have established preventative maintenance schedules (PMS), however often due to the harsh environments Marine deploy to it might be necessary to adjust these systems PMS cycles to ensure equipment is maintained at optimum performance levels.

(5) For equipment that does not have an established PMS program establish one locally and insure this PMS cycle is added to your local ALIMS SOP.

(6) Reconstitution of DLK consumable items should start as soon as they are utilized to setup the deployed LAN. Additionally, if repairable IT equipment is damaged beyond repair these item should be replaced to assure that the DLK and other AVLOG Systems are at full operational capability.

d. Post-Deployment. Maintaining accurate inventory of AIS assets is important throughout all phases of deployment and will simplify ALIMS personnel duties during the Post-Deployment period. This is a time for inventory accountability and a period to return all equipment to pre-deployment status.

e. Reconstitution. This period is a difficult time due to the usual funding shortages that are present at the end of every medium to large scale deployment. The ALIMS Department must bring all equipment as possible to a full operational status to support the reconstitution of the DLK. All components of the DLK must be returned to the DLK inventory. Any item consumable or repairable must be accounted for or replacements must be ordered.

3. Background

a. Marine Aviation Logistics encompasses a broad spectrum of flexible and responsive, end-to-end logistic management processes. These processes rely on the efficient and timely flow of logistics management data throughout the deployed environment, the Marine Corps, and the Defense Industrial Base. The IT services that the ALIMS Department provides to the AVLOG community are critical to ensure a high state of readiness within Marine Aviation. These

AVLOG IT services are composed of complex, interconnected information systems that require significant consideration during the planning process.

b. The ALIMS Officer and ALIMS Chief must be diligent in the management of AVLOG IT systems to ensure they are prepared to meet the needs of their customers both in garrison and the deployed environment. They must understand the requirements of their customers in order to determine which of these needs can be met with organic information systems capabilities and which must be sourced from other supporting elements of the ACE (MWSS and MWCS).

4. <u>Tasks and Responsibilities</u>. This paragraph provides guidance to the ALIMS Department for the preparation and execution of a successful AVLOG information systems deployment plan. Details the roles, responsibilities, and major functions of the ALIMS Department with respect to AVLOG IT systems deployment planning and execution.

a. <u>ALIMS Officer</u>. The ALIMS Officer is responsible to the Commander for all matters concerning the planning and employment of AVLOG IT systems within the command. As a Department Head within the MAG, the ALIMS Officer serves as an advisor, planner, supervisor, and coordinator. In addition to general duties and responsibilities, the ALIMS Officer also has specific tasks that pertain to deployment planning and execution:

(1) Provide Aviation Commanders with an understanding of the organic capabilities ALIMS provides to the ACE.

(2) Provide the commander and other staff officers with advice on information management policies and procedures.

(3) Advise Commanders/Planners regarding the feasibility and supportability of courses of action (COA).

(4) Recommend allocation and use of ALIMS resources in support of Aviation deployments.

(5) Recommend pre-deployment AIS training topics for the command.

(6) Provide advice regarding operational aspects of information systems security (INFOSEC) within the ACE.

(7) Serve as liaison with external supporting elements to ensure that INFOSEC procedures are followed for all information systems.

(8) State specific information assurance boundary configuration requirements to external supporting elements in support of AVLOG IT systems (i.e. replication, distance support, access to commercial Internet sites, etc).

(9) Prepare AIS plans, orders, and standing operating procedures (SOPs) to implement the commander's policies and decisions on AIS employment.

(10) Assist the staff in the area of AIS for the preparation of studies, estimates, plans, orders, instructions, and reports.

(11) Ensure compliance with the commander's orders and instructions by supervising employment of ALIMS personnel.

(12) Direct the installation, operation, and maintenance of deployed information networks.

(13) Direct LAN and WAN configurations, including Internet Protocol (IP) addressing and routing.

(14) Ensure that functional users are provided required AVLOG IT systems training.

(15) Ensure adequate material support and maintenance is provided for all AVLOG IT systems within the ACE.

(16) Coordinate AIS matters with cognizant staff sections and with staffs of other units, as required.

(17) Establish AIS liaison, for the Commander, with senior, subordinate, adjacent, supported, and supporting units.

b. <u>ALIMS Chief</u>. The ALIMS Chief is responsible to the ALIMS Officer for all matters concerning the planning and employment of AVLOG IT systems in support of organic and augmented units that make up the ACE or deployed MAG. The ALIMS Chief assists the ALIMS Officer as an advisor, planner, supervisor, and coordinator to facilitate operations. In addition to general duties and responsibilities described in Chapter 2, Section 2, the ALIMS Chief also has specific tasks that pertain to deployment planning and execution:

(1) Estimate requirements for AIS resources, personnel, equipment, supplies, and facilities.

(2) Provide advice regarding operational aspects of information systems security (INFOSEC) within the ACE.

(3) Ensure that INFOSEC procedures are followed for all AVLOG IT systems.

(4) Ensure that all AVLOG IT systems comply with vulnerability management policies (IAVA, Operational Directive, Computer Tasking Orders, etc.).

(5) Coordinate with external supporting elements for specific information assurance boundary configurations in support of AVLOG IT systems (i.e. replication, distance support, access to commercial internet sites, etc).

(6) Assist in preparation of AIS plans, orders, and standing operating procedures (SOPs) to implement the commander's policies and decisions on AIS employment.

(7) Enable technical support for functional users in the installation, operation, and maintenance of AVLOG information systems hardware and common user software.

(8) Manage the installation, operation, and maintenance of deployed information networks.

(9) Manage LAN and WAN configurations, including Internet Protocol (IP) addressing, virtual LANs, routing, etc.

(10) Manage corrective and preventative maintenance of AVLOG IT systems within the ACE.

(11) Manage material support and spares for critical AVLOG IT systems within the ACE.

(12) Maintain and manage pre-positioned deployment assets, including Contingency of Operation (COOP) system suites and Deployable Local Area Network Kits (DLK).

(13) Manage all assigned personnel, ensuring proper balance of skilled personnel at both forward and remain-behind elements.

(14) Coordinate with external supporting elements on the employment of AVLOG IT systems in support of proposed airfield/base layout.

c. <u>Administration Division</u>. The Administration Division is responsible to the ALIMS Chief for all administrative matters concerning the planning and employment of AVLOG IT systems within the ALIMS. The Admin Division assists the ALIMS Officer and ALIMS Chief in the preparation of personnel records, rosters, pre-deployment checklists, medical readiness and all other aspects of personnel administration. In addition to general duties and responsibilities outlined in Chapter 2, Section 1 of this order, the ALIMS Admin Division also has specific tasks that pertain to deployment planning and execution as directed by the ALIMS Chief and Officer:

(1) Assist in the preparation the personnel roster for the deployment.

(2) Coordinate with MALS HQ sections to ensure ALIMS Marines have completed all pre-deployment requirements, such as ground training, medical and dental readiness, legal preparations, 782 issues, gas mask, etc.

(3) Establish, procure and maintain inventory of all administrative supplies for deployment, i.e. paper, pens, folders, record books, etc.

(4) Coordinate training for tactical vehicles and maintain records of licenses for all assigned personnel.

(5) Assure that the Point-of-Contacts list is accurately updated prior to any deployment. This list should, at a minimum, contain telephone numbers (commercial and DSN) and email addresses for key personnel at the following activities:

(a) ASL-36.

(b) PEO C4I NTCSS Program Office PMW-150 Marine Liaison.

(c) Commander Naval Air Forces (PAC & LANT) Code N422XX.

(d) SPAWARSYSCEN Atlantic Marine Liaison.

(e) SPAWARSYSCEN Pacific Marine Liaison.

(f) JIMCS Help Desk.

(g) MARFORCOM ALD-IT.

(h) MARFORPAC ALD-IT.

(i) Your Units Wing ALD-IT.

d. <u>Quality Assurance Division</u>. The ALIMS Quality Assurance Division is responsible to the ALIMS Officer for all matters concerning the planning and employment of AVLOG IT systems within the command. The ALIMS Chief will provide immediate oversight overall all functions of the QAD for the ALIMS Officer. In addition to general duties and responsibilities outlined in Chapter 2, Section 4 of this order, the Quality Assurance Manager also has specific tasks that pertain to deployment planning and execution:

(1) Perform a pre-deployment assessment of the ALIMS Department to ensure they have performed all duties and responsibilities in preparation for deployment.

(2) Once deployed, the QA Division will conduct periodic inspections to ensure that ALIMS personnel continue to perform the deployed aspects of the ALIMS responsibilities.

(3) Conduct safety inspections on all assigned ALIMS personnel to ensure they are using proper hygiene, properly hydrating, have all assigned weapons and ammunition, and are using individual protective equipment.

e. <u>Network Support Division</u>. The ALIMS Network Support Division is responsible for the operation and maintenance of AVLOG IT systems within the ACE and the configuration, operation, and maintenance of LANs. In addition to general duties and responsibilities outlined in Chapter 2, Section 3 of this Order, the NSD also has specific tasks that pertain to deployment planning and execution as directed by the ALIMS Chief and Officer:

(1) Coordinate with supporting communications elements on the logical configuration of the LAN, including IP addressing schemes, IP routing, VLAN parameters and assignments, directory and domain structure, naming standards, etc.

(2) Coordinate with supporting communications elements on the physical configuration of the LAN, including media types, connectors, interface specifications, speed and duplex settings, etc.

(3) Configure switch network to support the ACE units. Maintain configurations of switches and perform routine backups of network configurations.

(4) Monitor health of network and maintain logs of significant events, trends, failed components.

(5) Maintain inventory of assigned IP addresses and conduct periodic review to ensure compliance with assignment policy.

(6) Comply with INFOSEC policies and procedures.

(7) Perform vulnerability remediation in compliance with IAVAs, Operational Directives, and Computer Tasking Orders, etc.

(8) Provide assistance to the ALIMS Chief in the technical details of IA boundary configuration requirements.

(9) Monitor AVLOG IT systems external communications to include OOMA replication, AutoFITS interface, Mid-Tier server replication, OOMA interfaces to supported squadrons, etc.

(10) Perform preventative maintenance on assigned equipment as environment dictates.

f. CSD. The ALIMS Customer Support Division is responsible for providing direct support to AVLOG customers. These services include user administrative tasks, equipment repair, installation of LAN cabling, material management, inventory and asset accountability, and spares management. Additionally, CSD operates the ALIMS Help Desk and manages all work orders assigned to the ALIMS Department. In addition to general duties and responsibilities outlined in Chapter 2, Section 2 of this order, the CSD also has specific tasks that pertain to deployment planning and execution.

(1) Bring tools/equipment/consumable materiel required for the specific type of deployment.

(2) Monitor health of physical cabling and network components.

(3) Manage and maintain DLK (inventory, PM of UPSs and servers).

(4) Install and maintain physical network infrastructure for the ACE tactical units.

(5) Manage and replenish pack-up kits and spares for AVLOG IT systems.

(6) Install and configure workstation software on deployed computers.

(7) Perform preventative maintenance on assigned equipment as environment dictates.

g. ALIMS OMA Personnel. The ALIMS OMA personnel are responsible to the squadron commander for maintenance and support of AVLOG IT systems within the squadron. These services include user administrative tasks, equipment repair, installation of LAN cabling, material management, inventory and asset accountability, and spares management. If the scale of the deployment exceeds the organic capability of the OMA ALIMS section, the squadron may request additional AIS support from MALS ALIMS, which has a greater depth of maintenance capabilities. In addition to general duties and responsibilities outlined in Chapter 3 of this Order, the OMA ALIMS also has specific tasks that pertain to deployment planning and execution:

(1) Provide the Squadron Commander with an understanding of the organic capabilities ALIMS provides to the Squadron.

(2) Advise Squadron Commander and Planners regarding the feasibility and supportability of courses of action (COA).

(3) Estimate requirements for AIS resources, personnel, equipment, supplies, and facilities.

(4) Recommend allocation and use of ALIMS resources in support of Squadron deployments.

(5) Ensure that functional users are provided required AVLOG IT systems training.

(6) Ensure that INFOSEC procedures are followed for all IT systems.

(7) Ensure that all AVLOG IT systems comply with vulnerability management policies (IAVA, Operational Directive, Computer Tasking Orders, etc.).

(8) Coordinate with external supporting elements for specific information assurance boundary configurations in support of AVLOG IT systems (i.e. replication, distance support, access to commercial internet sites, etc).

(9) Manage the installation, operation, and maintenance of deployed information networks.

(10) Manage LAN and WAN configurations, including Internet Protocol (IP) addressing, virtual LANs, routing, etc.

(11) Perform corrective and preventative maintenance of IT systems within the squadron.

(12) Manage material support and spares for critical IT systems within the Squadron.

(13) Monitor IT systems communications (OOMA interfaces).

(14) Install and configure workstation software on deployed computers.

(15) Perform preventative maintenance on assigned equipment as environment dictates.

(16) Manage all assigned personnel, ensuring proper balance of skilled personnel at both forward and remain-behind elements.

(17) Coordinate with external supporting elements on the employment of AVLOG IT systems in support of proposed airfield/base layout.

(18) Ensure Points Of Contact list for all supported systems are up to date prior to deployment.

5. Capabilities of the NTCSS Contingency of Operations System

a. The Contingency of Operations System (COOP) is designed to enhance the support capability of the ACE's tactical AVLOG organization and is responsible for hosting NTCSS and NAVAIR Fleet Server Array (NFSA) Intermediate and organizational level aviation logistics specific applications. Housed in a Mobile Maintenance Facility, configuration DP-18A, this suite of hardware is identical to the DP-18A (Formally DP-17) that resides at every MALS. As is the MALS-DP-18A the COOP System is a fully deployable hardware suite that is designed to be rapidly deployed and employed in the theater of operations to provide the AVLOG IT systems that are required to support aircraft. Each Aircraft Wing has a COOP System assigned and has cognizant authority over the employment and disposition of the equipment. The COOPs are provided to the Aircraft Wings to support low to medium intensity conflicts that require varying levels intermediate maintenance capabilities. These scenarios usually do not warrant mobilizing

a full MAG or multiple MAGs to support the ACE. The COOP is designed to support the deployments of a smaller composite ACE, drawing elements from various MAGs. Having the COOP to support these operations permits the MALS to keep their DP-18A in garrison to support all the remain behind aircraft squadrons, while permitting the MAW Commander the flexibility to draw on all available war fighting assets under his command without being restricted by AVLOG IT capabilities.

b. The NTCSS Suite of hardware host Relational Supply (R-SUP), Optimized NALCOMIS (OIMA), and Optimized Organizational Maintenance Activity NALCOMIS (O@I) applications. In addition to NTCSS, the DP-18A COOP hosts the NFSA suite of hardware. NFSA Suite currently supports the following applications; OOMA Mid-Tier, Joint Knowledge Caching Server(JKCS), Aviation Maintenance Training Continuum System (AMTCS) Software Module (ASM), Military Flight Operations Quality Assurance (MFOQA), Naval Aviation Maintenance Description Reporting Program (NAMDRP), Interactive Electronic Technical Manuals (IETMS). All DP-18A (MALS or COOP) house the main network communication hardware to support the ACE LAN and to connect to outside activities to support the ACE's WAN and NIPRNET requirements.

c. As with the MALS, the NTCSS Program Office supplies notebook workstations and printers to support the NTCSS applications running on the COOP Systems hardware. The COOP DP-18A has an inventory of sixty notebook workstations and thirty-five medium speed (min. 22ppm) laser printers. These assets are provided to assure that NTCSS operations can be supported while deployed. (The NTCSS Program Office does not want the MAW or the MALS to be dependent on an outside activity to provide workstation and printers to support its applications.) The COOP peripherals can also be augmented from the MALS NTCSS peripheral equipment pools as necessary to support the ACE AVLOG IT requirements forward. The goal is to allow the MALS to operate independently, without rely on external activities to provide computers or printers in support of core AVLOG IT applications.

6. <u>Capabilities of the Deployable LAN Kit</u>

a. <u>Purpose</u>. This section is designed to introduce you to the Deployable LAN Kit (DLK). It will provide you with a basic understanding of the concepts and requirements incorporated into the DLK's design to support AVLOG's IT mission. The following concerns and concepts went into the decision to provide the ALIMS Community with the DLK.

(1) Due to the advanced nature of the existing Navy Tactical Command Support Systems (NTCSS) local area network and the new ISNS networks that are being installed at the MALS it is impractical attempting to "pick-up" all the required network components to deploy a MALS.

(2) Environmental conditions have forced the majority of the network cable plant underground. This restricts a unit from re-utilizing their garrisoned cable plant in deployed scenario.

(3) Cable manufacturers do not recommend recovering and re-spooling of commercial off the shelf (COTS) fiber optic cable. Although COTS fiber cable has improved and will continue to improve, it is not designed to withstand the abuse incurred during removal, re-spooling process, and eventual re-installation of the cable.

(4) Shared resources…In the austere fiscal times it is financially prudent for programs and organizations to share cable plants and network

equipment. Additionally, the prime factor is to share and distribute the information these program applications bring to the Logistic Squadrons and their customers. This further anchors the network to the garrison location with all its interconnections and cross over applications supporting the entire Marine Air Group (MAG).

(5) Due to the size of the network and cost of the network equipment, a MALS can no longer afford to procure their own war reserve of cable and network components. The complexity of the networks has increased exponentially in the last three years. No MALS Commander should have to rely on their local knowledge base to assure that AVLOG IT systems will be operational in a deployed scenario.

(6) The DLK provides continuity of employment for the LANs throughout Marine Corps Aviation in all deployed scenarios. There is now a standard that we can train our MOS 6694's, as to what they will encounter during deployments.

(7) The DLK permits better utilization of pre-deployment periods. No longer is the 6694 Marine and the supply department required to scrabble about to purchase equipment and cables when they should be grooming and tweaking their System for deployment.

b. Lessons Learned. Previous generations have been well suited to support the ACE's AVLOG IT requirements. However, as we move into the third generation of DLK design we can benefit from lesion learned from those units that have deployed the DLK in OIF and OEF. What has been learned:

(1) MALS need the organic IT capability that the DLK provides when they deploy in support of the ACE.

(2) Although previous generations of DLK's provided excellent support and are provisioned to a level that is more than adequate to support the ACE, housing all the DLK's components in a single container made it difficult to distribute assets throughout the theater of operations.

(3) The ISU 90 containers used to house the DLK equipment are not designed as standard sealift containers and require special handling.

(4) Additional training is required to assure that all ALIMS personnel understand the full capabilities of the DLK.

c. DLK Features. The Marine Corps Third Generation DLK (MC3DLK) is a modular deployable set of containers stocked with necessary equipment and resources designed to establish high-speed tactical Local Area Network connectivity and communication in support of the ACE AVLOG community. MC3DLK will support a MALS Naval Tactical Command Support System (NTCSS) operations in a deployed status as well as provide other organic capabilities to the MALS ALIMS personnel. These MC3DLK features and capabilities include:

(1) Designed to provide the required network capability for a deployed DP-18A or to be utilized independently in support of remote deployments by aviation units, the MC3DLK provides a fast and efficient layout for the AVLOG Communities information systems requirements.

(2) New Tri-Con container that support a more modular design, which provides flexibility planners developing IT COA to support aviation elements deployed. Package in four identically outfitted Tri-Cons, this modular

composition allows for each MAW MC3DLK to be utilized in the whole or broken into standard components and distributed throughout the ACEs areas of operations, while they still provide a central point for inventory control.

(3) The MC3DLK is fully backward compatible with previous generation of DLKs distributed to the MAW. This compatibility further increases the MAW organic IT capability to support aviation units and the MALS in support of the ACE. The MC3DLK is fully compatible with communication and information equipment organic to the MAGTF and with non-organic agencies within the DOD enclave.

(4) Each MC3DLK Tri-Con is designed to support individual transport or up to four can be connected together using the Dura-Lock connectors provided. The Tri-Con complies with all international shipping codes and standards for air, sea, or ground transportation (truck or rail).

(5) The MC3DLK at each MAW consist of four identically configured and equipped Tri-Con. Each Tri-Con is capable of supporting a maximum of 458 network nodes. With four Tri-Cons comprising a DLK, each MAW DLK is capable of supporting a maximum of 1832 network nodes.

(6) Each Tri-Con can perform as an independent DLK or can be teamed with other Tri-Con units to support areas that have a larger connectivity requirement.

(7) The MC3DLK provides a Tactical Fiber Single Mode GigE Backbone with 10/100 Ethernet copper connections to network devices. All supported servers have 10/100/1000 connections available.

(8) The MC3DLK is designed to provide the MAW ALIMS Department a fully autonomous organic network to support any variant of a deployed aviation unit(s). From screws and wire ties to four Mobile Server Communication Units and Kilometers of Tactical Fiber Optic Cable the MC3DLK is a robust and flexible component to support the IT requirements of deploying units.

(9) For detailed explanation and training reference the MC3DLK interactive CD-ROM.

7. <u>Doctrinal Publications</u>. The ALIMSO, ALIMSC, and Division NCOIC's should be familiar with references (i) through (t).

Chapter 5

Non-Maintenance Activities

1. General. The ALIMS Department is required to maintain non-maintenance programs through the assignment of collateral duty holders. Collateral duty holders will be responsible to the ALIMS Department Officer/Chief, and will be inspected by the Wing ALD, and the internal QA division, to ensure compliance with non-maintenance practice instructions and directives. The successful support of these programs is vital in maintaining the department's ability to sustain organic AVLOG IT systems within the MAG.

2. Purpose. The purpose of this chapter is to provide the ALIMS Department with a general overview and guidelines needed in establishing and maintaining non-maintenance functions, assignment of personnel and responsibilities, and identifying resource requirements. The guidelines in this chapter are not all-inclusive; the particular references identified within the individual non-maintenance duties are vital aids needed in assisting the collateral duty holder in performing functions of their assigned non-maintenance program.

Chapter 5

Section 1: Technical Training Program

1. General. The Technical Training Program Manager will establish and maintain a comprehensive technical training program that will be attended by all MAG ALIMS personnel. The ALIMS administrative section will manage this program and maintain a turnover jacket.

2. Duties

    a. The ALIMS Officer/Chief will:

        (1) Develop local command procedures as required.

        (2) Designate a primary and alternate Technical Training representative in writing.

    b. The Technical Training representative will:

        (1) Be responsible to the ALIMS Officer/Chief for implementing the technical training program.

        (2) Ensure division NCOIC's provide written critiques and counseling for individuals conducting training.

        (3) Publish monthly training schedules.

        (4) Ensure individuals conducting training properly prepare a lesson for their period of instruction. Lessons will include references and training aids.

        (5) The following reports will be maintained per reference (c) SSIC 1500.5 in the Technical Training Program binder.

            (a) Quarterly review sheet.

            (b) Assignment letter(s).

            (c) Inspection results will be maintained per reference (c) SSIC 1010.3.

            (d) Weekly attendance roster.

            (e) Monthly training schedule.

            (f) Lesson plans.

    c. Division NCOIC's will: The Administration Division will verify that completed training has been entered into the individuals personnel file

3. Procedures. Technical Training will be conducted according to the following guidelines:

    a. Frequency. Technical training will be conducted a minimum of once a week. It will consist of a minimum of two classes: General Military Subjects and Technical Subjects.

b. <u>Duration</u>. General Military Subject classes will be a minimum of 30 minutes, while Technical Subject classes will be no less than 60 minutes.

c. <u>Subject Matter</u>. Classes will provide training in ALIMS procedures, policies, and concepts. All MAG ALIMS personnel will attend classes. Prior to each period of instruction, the instructor will review the contents of the lesson to determine if data is current and reflective of any changes that may have occurred in ALIMS procedures. Lesson plans will include oral or practical questions (a minimum of 3 questions), which will be administered immediately after the presentation is concluded.

d. <u>Methodology</u>. ALIMS technical training will consist of classroom instruction and Lab environments. Labs will consist of required hardware and software to simulate both tactical and deployable scenarios. ALIMS shall maintain necessary equipment on-hand to facilitate this requirement. With this equipment, scenario-based training may be implemented.

e. <u>Scheduling</u>. ALIMS will publish a technical training schedule on a monthly basis a minimum of 30 days in advance. This does not preclude deviations or additional just-in-time training. The schedule will include instructor, topic of instruction, length of class, and date of class.

f. <u>Attendance</u>. An attendance roster will be submitted to the ALIMS Administration Division. The ALIMS Administration Division will submit a report of technical training attendance to the ALIMS Officer and Chief on a monthly basis. The attendance roster will include instructor, topic of instruction, length of class, date, and list of attendees.

g. <u>Monitoring of Technical Training</u>. The ALIMS Chief will monitor the technical training program. A minimum of three written critiques are required per class. The critique will be placed in the instructor's personnel file after the critiques have been reviewed. The critiques will be maintained per reference (c) SSIC 1500.2 until SNM PCS's.

Chapter 5

Section 2: Tool Control/Test Equipment Program

1. <u>General</u>. The tool control/test equipment program establishes policy and responsibilities for implementing, maintaining, controlling, storing, replacing, and inventorying tools and test equipment. More information can be found in the Tool Control Manuals (NAVAIR 17 series) published by Naval Air (NAVAIR) Systems Command.

2. <u>Duties</u>

    a. <u>ALIMS Officer/Chief will</u>:

        (1) Develop local command procedures as required.

        (2) Designate a primary and alternate Tool Control and Test Equipment coordinator in writing.

        (3) Ensure personnel are properly trained prior to handling tools.

    b. <u>The Tool Control coordinator and QAI will</u>:

        (1) Ensure that all tools and tool containers are accounted for, clean, and FOD free at the beginning and end of every shift.

        (2) Ensure logbook entries are made before and after each maintenance task. At a minimum, the tool control logbook will include:

            (a) Printed name.

            (b) QAI name.

            (c) Tool container.

            (d) Work area.

            (e) In/out date and time.

            (f) Technician signature.

            (g) QAI signature.

        (3) Ensure test equipment requiring certification is recertified as required.

        (4) The tool control coordinator will forward all reports of discrepant/missing/broken/worn tools to the ALIMS Chief.

        (5) ALIMS Quality Assurance (QA) will conduct documented quarterly inspections of all tools, test equipment, and procedures. Inspection results will be annotated in the tool control binder.

        (6) The Tools and Test Equipment (T/TE) coordinator and ALIMS Officer/Chief will ensure availability of tools necessary to perform maintenance in a deployed and garrison scenario, to include:

(a) All supported Information Technology (IT) assets.

(b) Installation and removal of networking infrastructure.

(c) Direct support of ALIMS mobile facilities.

(d) Other equipment necessary and supported by ALIMS.

(7) The following reports will be maintained per reference (c) SSIC 1010.3 in the T/TE program binder:

(a) Quarterly review sheet.

(b) Assignment letter(s).

(c) Inspection results will be maintained per reference (c) SSIC 1010.3.

(d) Applicable Points of Contact.

(e) All local policies or orders specific to program.

(f) Applicable references and cross-reference locator sheets.

(g) Program related correspondence and message traffic.

(h) Broken/missing/worn tool log.

3. <u>Procedures</u>

a. The ALIMS Tool Coordinator will ensure that all tools, tool tags, test equipment and removable parts are etched or marked with indelible ink upon receipt. All markings will identify the Organizational Code, Department, Tool Box number and alphabetic drawer letter followed by incremental tool number within the drawer. I.e., Toolbox 1, first tool in top drawer, GG1-ALIMS-001-A1, or toolbox 2, second tool in third drawer, GG1-ALIMS-002-C2.

b. All removable parts from test equipment will be properly annotated on the inventory, and appropriately marked or etched. Removable parts are defined as any part of the equipment that may be removed without the use of a tool or excessive force. I.e., battery covers, internal or spare batteries, test leads, springs, cables, adapters.

c. Special or locally manufactured tools are subject to the same positive control and inventory processes as standard tools. Special tools held by the department shall, where feasible, be silhouetted against a contrasting background or placed in silhouetted containers. Special tools shall be etched, inventoried, and diagrammed under the same conditions as standard hand tools.

d. Tool containers will not be used for consumable storage (i.e., Connector pins, electrical tape, and cleaning products).

e. One tool container will be used for each job. Tools will not be shared between maintenance tasks unless tool tags are exchanged. Tools issued from a toolbox in exchange for a tool tag will be on a one-for-one

basis. In the event a tool is required to be checked out by an individual without access to tool tags, tool issue procedures shall be established to ensure control and accountability are maintained.

f. Non-portable toolboxes may contain a paper annotating a tool is checked out for extended durations (deployment). This paper must be affixed under existing foam cutouts and secured with removable adhesive tape; this paper will furthermore contrast in color with the toolbox and foam in use and will include time, date, and technician that removed the tool. This procedure does not discount the need to annotate tool checkout in the tool log.

g. Broken tools with missing pieces: Immediately notify ALIMS QAI/Chief when a tool is identified as broken and pieces are missing during maintenance or QAI processes. Upon notification, the ALIMS Chief will stop all ALIMS procedures and conduct a thorough inspection of all equipment and areas where the technician has performed maintenance since the last inventory to locate all broken pieces. A broken tool report will be filed regarding the incident and subsequent inspection. In the event that all pieces cannot be found, the senior Marine will immediately notify the Maintenance/Production Control in any incident that may involve safety of flight, aeronautical, or support equipment. Resume production only after the investigation/paperwork is completed or the tool is accounted for. Replacement tool will be ordered in accordance with tool control procedures.

h. Missing tools: Immediately notify ALIMS QAI/Chief when a tool is identified as missing. The senior Marine will also immediately notify Maintenance/Production Control. Upon notification of a missing tool, all ALIMS procedures will stop and a thorough inspection of all equipment and areas where the technician has performed maintenance since the last inventory will be conducted to locate the missing tool. A Missing/Broken/Worn Tool Report will be promptly initiated by the individual reporting the missing tool and forwarded to Maintenance/Production Control. Resume production only after the investigation/paperwork is completed or the tool is accounted for. Replacement tool will be ordered in accordance with tool control procedures.

i. Broken/worn tools or tools that are no longer required will be turned in to Aviation Supply Department (ASD) for survey.

j. Procurement of new tools for use by ALIMS will be approved by the ALIMS tool control program coordinator and ALIMS Officer/Chief only. Procurement of required tools will be made via open purchase or other appropriate channels as needed.

k. At a minimum, the ALIMS tool and test equipment program will contain the tools listed in Figure 5-1.

Description	Quantity
Portable tool boxes, semi rigid/rigid	3
Tool chest, non portable	1
Test equipment locker	1
Screwdrivers standard small blade	4
Screwdrivers standard medium blade	4
Screwdrivers standard large blade	4
Screwdrivers Phillips small blade	4

Figure 5-1.--Minimum Tool Requirements

Description	Quantity
Screwdrivers Phillips medium blade	4
Screwdrivers Phillips large blade	4
Torx bits set, T handle, or screwdriver T1 - T25	6
Allen sets, 1/4 inch to 1 inch	4
Hex/nut driver Sets, T handle or screwdriver 5/64 inch to 1 inch and 4mm to 13mm	6
Pliers, Needle Nose	4
Pliers, Long Nose	4
Pliers, Standard	4
Pliers, 90 degree	4
Pliers, Adjustable	4
Pliers, Channel locks, small	4
Pliers, Channel locks, large	4
Pliers, Vise Grips, small	4
Pliers, Vise Grips, large	4
Pliers retaining ring, open and close	6
Multipurpose tools and pouch, Gerber/Leatherman	15
Measuring tape, or electronic equivalent	4
Hammer, Ball Peen	4
Hammer, Claw	4
Bulk cable or banana cutters	4
Crimpers RJ11/12 and RJ45	6
Fish tape/ conduit rod nonconductive or conductive 100ft or longer	4
Stripper wire small AWG	4
Crimpers, electrical	4
Ratchet and wrench set standard 1/8 - 1 1/8 inch	4
Ratchet and wrench set metric 4MM - 18MM	4
Wrench, Adjustable 0- 1/2 inch	4
Wrench, Adjustable 1/2 inch to 1 inch	4
Electricians/fiber scissors	4
Drill power 1/2 inch	1
Drill hammer with appropriate bits (metal/masonry/wood)	1
Hand held rotary tools, Dremel with attachments	1
Powder/cartridge actuated tool gun, Hilti Gun	1
Drill Bit sets, Standard	1
Drill Bit set, Masonry	1
Punch tools with 66 and 110 blades	4
Tone generator and probe/amplifier	1
TS30 Butt set, or equivalent	1
Hack saw	1
3M vacuum or equivalent electronics vacuum	3
Fiber repair kits, Unicam, or appropriate	3
Fluke Multi-meter	2
CAT 5, or current standard patch cable checker, generic	3
Fluke cable analyzer, and source light kit	1
Fluke Enterprise LAN meter or current equivalent	1
Air compressor with appropriate attachments	1
Fluke Etherscope (GIG-e network sites)	1
Shovels, Spade	2
Pick Axe	1
Tool tags (per toolbox)	3

Figure 5-1.--Minimum Tool Requirements--Continued

Chapter 5

Section 3: Electrostatic Discharge (ESD) Program

1. General. The ESD program establishes policy and responsibilities for implementing, maintaining, and controlling an ESD safe storage and work environment to ensure continued operation and supportability of electronic components and circuit cards. Additional information on the ESD Program can be obtained from COMNAVAIRSYSCOM (AIR-3.6.1.2 and PMA-260).

2. Duties

    a. ALIMS Officer/Chief will:

        (1) Develop, as required, ALIMS department ESD program procedures in accordance with reference (v).

        (2) Designate a primary and alternate ESD representative in writing.

        (3) Ensure personnel are properly trained prior to handling ESD-sensitive items.

    b. The ESD coordinator will:

        (1) Be responsible to the ALIMS Officer/Chief for implementing the ESD Program and enforcing compliance.

        (2) Maintain references (u) through (y) in accordance with TPL procedures.

        (3) Provide indoctrination and refresher training to all personnel who handle, inspect, package, or transport ESD-sensitive items. Reference (v) contains information to aid in developing appropriate lessons.

        (4) Conduct daily work area reviews ensuring sufficient ESD protective materials are available and being used.

        (5) Ensure ESD protected work areas are properly maintained per reference (y).

        (6) Establish an ESD work station as identified in reference (g), chapter 10, paragraph 10.21.3.

        (7) Ensure ESD protected work areas are properly tested/certified/maintained.

        (8) Ensure NRFI (faulty) components are packaged in a manner that meets or exceeds the ESD packaging of the replacement component.

        (9) Ensure packaging of commercial off the shelf (COTS) consumer electronics meet standards specified by the manufacturer. New stock spare components will not be repackaged to meet standards specified in reference (u).

        (10) Maintain an ESD program binder to include at a minimum the following:

(a) Quarterly review sheet.

(b) Assignment letter(s).

(c) Inspection results will be maintained per reference (c), SSIC 1010.3.

(d) Applicable Points of Contact.

(e) All local policies or orders specific to program.

(f) Applicable references and cross-reference locator sheets.

(g) Program related correspondence and message traffic.

c. <u>Division NCOIC's will</u>:

(1) Ensure compliance with the ESD Program.

(2) Ensure all ESD-sensitive items remain in their protective packaging until installed or ready for test, repair, inspection, or assembly at an ESD protected work area per reference (x).

(3) Ensure all test equipment, SE, and personnel are grounded to an authorized ground prior to handling or working with unprotected ESD-sensitive items. All applicable items and personnel must be connected to an authorized ground through a 250K to 2M ohm resistor when ESD-sensitive items are opened for repair or inspection per reference (v).

(4) Ensue all ESD-sensitive items are stored in protective packaging when AWM, AWP, or in long-term local storage per reference (w).

(5) Ensure, after opening a package containing an ESD-sensitive item, the item is properly repackaged and labeled per reference (w).

(6) ALIMS Quality Assurance (QA) will perform inspections of all ESD areas and procedures. Inspection results will be annotated in the ESD program binder.

Chapter 5

Section 4: Embarkation (EMBARK) Program

1. General. The embarkation program establishes responsibilities for implementing and maintaining proper procedures for packing, marking, and moving of equipment to a forward deployed or exercise location.

2. Duties

    a. ALIMS Officer/Chief will:

        (1) Develop, as required, ALIMS department embark procedures in accordance with local policy.

        (2) Designate a primary and alternate embarkation representative in writing.

    b. Embarkation Representative will:

        (1) Be responsible to the ALIMS Officer/Chief for implementing the embark program and enforcing compliance.

        (2) Attend all required unit embarkation training and meetings.

        (3) Maintain reference (u), applicable MARFOR instructions (4035 series) and local unit embarkation orders in accordance with TPL procedures.

        (4) Coordinate all department embarkation issues with the unit Embarkation NCO.

        (5) Ensure that unit embarkation training is attended, and all training is documented in their training jacket.

        (6) Coordinate with the unit embarkation NCO to ensure sufficient number of boxes, containers, or pallets are on hand or readily available to embark the department's equipment.

        (7) Ensure unit embark NCO is informed of any changes to the quantities of department embarkable gear; thus ensuring updates to ISO, QUADCON, or PALCON requirements are reflected.

        (8) Maintain a Unit Deployment List (UDL) or items the department will need to embark.

        (9) Ensure all embark containers have proper tactical markings in accordance with the appropriate MARFOR 4035 series instructions.

        (10) Ensure all embark containers have correct Unit Identification Code (UIC) and Department marking to properly identify organizational owner.

        (11) Ensure on-hand or readily available dunnage and tie down straps for movement of a department mobile facility.

        (12) Maintain a list of commonly used consumables for easy identification of sustainment items needed to embark.

(13) Coordinate embarkation packaging requirements of all electronic parts with the department ESD representative.

(14) Coordinate embarkation of any chemical with the department Safety/HAZMAT representative.

(15) Ensure all pressurized canisters are reported to the unit embarkation NCO for determination of proper packaging.

(16) Provide guidance to the unit on embarkation of AVLOG IT assets.

(17) Maintain an embark program binder to include at a minimum the following:

(a) Quarterly review sheet.

(b) Assignment letter(s).

(c) Inspection results will be maintained per reference (c), SSIC 1010.3.

(d) Applicable Points of Contact.

(e) All local policies or orders specific to the program.

(f) Applicable references and cross-reference locator sheets.

(g) Program related correspondence and message traffic.

c. Division NCOIC's will:

(1) Identify equipment and supplies to be embarked in support of a deployment or exercise.

(2) Provide manpower assistance with packaging and inventorying of embarked equipment and supplies.

Chapter 5

Section 5: Safety Program

1. General. The ALIMS safety program establishes responsibilities for implementing and maintaining a department safety program.

2. Duties

    a. ALIMS Officer/Chief:

        (1) Develop, as required, ALIMS department Safety program procedures.

        (2) Designate a primary and alternate safety (safety and HAZMAT) representative in writing.

    b. The Safety representative will:

        (1) Be responsible to the ALIMS Officer/Chief for implementing the safety program and enforcing compliance.

        (2) Attend all required unit safety training and meetings.

        (3) Maintain references (z), (aa) and local unit safety orders in accordance with TPL procedures.

        (4) Coordinate with the unit ground safety manager on all safety related issues.

        (5) Bring to the attention of the command through established procedures the existence of, or potential for, any unsafe or unhealthful operation or working condition.

        (6) Comply with Marine Corps Safety Program standards, rules, and procedures.

        (7) Provide training to personnel required to use Personal Protective Equipment (PPE).

        (8) Perform inventories and function checks of department PPE.

        (9) Attend safety training for collateral duty/unit safety representatives.

        (10) Maintain a department safety board to include:

            (a) Unit commander's safety policy.

            (b) First aid kit.

            (c) MSDS sheets for all chemicals used.

            (d) Emergency contact numbers.

            (e) Safety read and initial board.

            (f) Local command directed safety items.

(11) Conduct work center hazard recognition safety assessments of the premises and supporting equipment.

(12) Develop a department safety indoctrination (new join) safety training program to identify:

(a) Department safety practices.

(b) Fire escape procedures.

(c) Fire extinguisher type and use.

(d) Power shutoff/on procedures for MF complex source power and internal MF's.

(e) Fiber optic glass safety.

(f) Laser radiation safety.

(g) Electrical safety.

(h) Acclimatization.

(i) Foot protection.

(j) Emergency shower/eyewash stations (as applicable).

(k) Hearing protection (as applicable).

(13) Conduct quarterly safety training in conjunction with technical training.

(14) Document all safety training conducted/attended.

(15) Ensure all assigned personnel receive safety boots.

(16) Ensure all fire extinguishers are operational.

(17) Ensure all circuit breakers are clearly marked.

(18) Perform and document fire drills semi-annually.

(19) Perform duties as the department HAZMAT representative in accordance with local command procedures.

(20) Maintain an safety program binder to include at a minimum the following:

(a) Quarterly review sheet.

(b) Assignment letter(s).

(c) Inspection results will be maintained per reference (c), SSIC 1010.3.

(d) Applicable Points of Contact.

(e) All local policies or orders specific to the program.

(f) Applicable references and cross-reference locator sheets.

(g) Program related correspondence and message traffic.

c. <u>Division NCOIC's will</u>:

(1) Inform the safety representative of any unsafe conditions.

(2) Inform the safety representative of any unsafe practices occurring within the department.

(3) Ensure all newly assigned marines complete their initial department safety indoctrination training.

(4) Perform corrective actions on any issues discovered during safety assessments.

(5) Ensure all assigned Marines wear safety boots.

Chapter 5

Section 6: Corrosion Control Program

1. <u>General</u>. The Corrosion Prevention and Control Program establishes policy, responsibilities, and requirements to minimize corrosion damage to components, and support equipment.

2. <u>Duties</u>

    a. <u>The ALIMS Officer/Chief will</u>:

        (1) Develop, as required, ALIMS department Corrosion Control program procedures per reference (v).

        (2) Designate a primary and alternate Corrosion Control representative in writing, if required by the units local command procedures.

    b. <u>The Corrosion Control representative will</u>:

        (1) Be responsible to the ALIMS Officer for implementing the Corrosion Control program and enforcing compliance.

        (2) Attend all required unit corrosion control training and meetings.

        (3) Maintain references (ab) through (ad) and local command corrosion control orders in accordance with TPL procedures.

        (4) Coordinate with the unit Corrosion Control manager on all corrosion control related issues.

        (5) Utilize Maintenance Requirement Cards (MRC) to perform corrosion preventative maintenance procedures.

        (6) Coordinate removal of corrosive fire extinguisher materials after an area is deemed safe.

        (7) Document Corrosion Control procedures in NALCOMIS as required.

        (8) Inform the department safety representative of any chemical used, for MSDS sheet incorporation.

        (9) Inform the department safety representative of any Personal Protective Equipment (PPE) required in the performance of corrosion control duties per reference (ab), chapter 2, paragraph 8.2.

        (10) Perform corrosion control inspections as required per reference (ac), chapters 4 thru 8.

        (11) Inform department Tool Control Program Manager of any tools needed on a regular basis for incorporation into the ALIMS Tool Control Program.

        (12) Provide training to ALIMS Marines in the area of electronic component corrosion control identification and prevention per reference (ad).

(13) Coordinate all Mobile Facility (MF) corrosion control efforts with MALS Avionics work center 990.

(14) Receive training in inspection, identification, cleaning, treatment, preservation, lubrication, hazardous material handling/hazardous waste disposal, and proper documentation reporting. NAVAIR 01-1A-509-1 ch 2-6.2b

(15) Maintain an Corrosion Control program binder to include at a minimum the following:

(a) Quarterly review sheet.

(b) Assignment letter(s).

(c) Inspection results will be maintained per reference (c), SSIC 1010.3.

(d) Applicable Points of Contact.

(e) All local policies or orders specific to the program.

(f) Applicable references and cross-reference locator sheets.

(g) Program related correspondence and message traffic.

c. Division NCOIC's will:

(1) Provide manpower assistance to Corrosion Control manager in the performance of corrosion control and prevention actions to be taken on ALIMS assigned equipment.

(2) Ensure Marines are checking for and preventing corrosion control IAW directions and instructions provided by the Corrosion Control representative.

Chapter 5

Section 7: Technical Publication Library (TPL) Program

1. General. The Technical Publication Library Program establishes policy, responsibilities, and requirements to ensure current and relevant publications are on hand, accurate and accounted for.

2. Duties

   a. The ALIMS Officer/Chief will:

      (1) Develop local command procedures as required.

      (2) Designate a primary and alternate Technical Publication Librarian in writing.

   b. The TPL representative will:

      (1) Be responsible to the ALIMS Officer for implementing the TPL program and enforcing compliance.

      (2) Attend all required unit CTPL training and meetings.

      (3) Maintain all required Technical Publications, Maintenance Requirement Cards, and vendor specific hardware manuals as required.

      (4) Coordinate all TPL deficiencies with the unit CTPL (MALS QA).

      (5) Maintain TPL references (g) and (ae) in accordance with TPL established procedures.

      (6) Ensure all NTCSS publications are maintained and managed in the ALIMS TPL per reference (g), paragraph 7.1.8.1.1.

      (7) Incorporate all Commercial off the Shelf (COTS) manuals in the ALIMS TPL per reference (ae), paragraph 4-8.b.3.

      (8) Incorporate manufacture hardware manuals for supported equipment per reference (ae), paragraph 4-2.g.3.

      (9) Incorporate all publications required by collateral duty holders within the department TPL.

      (10) Incorporate all Maintenance Requirement Cards into an appropriate card index container, and file in alphanumerical order, per reference (ae), paragraph 13-14.d.4.

      (11) Create and update locator sheets for all TPL items dispersed within the ALIMS Department (Example NTCSS SA Manual maintained in NSD).

      (12) Perform and maintain for one year quarterly audits, to ensure all TPL is accounted for and up-to-date per reference (ae), paragraph 14-5.

      (13) Perform inventories of the TPL when the TPL Program managers are replaced, and when a new ALIMS Chief is assigned per reference (ae), paragraphs 14-3.b 14-4.c.2.

(14) Utilize the following sites in addition to the MALS Central Technical Publication Library when searching for publications:

    (a) ALIMS Joint Technical Data Information server.

    (b) http://logistics.navair.navy.mil/.

    (c) https://mynatec.navair.navy.mil/.

    (d) http://directives.navair.navy.mil/.

    (e) https://nll1.ahf.nmci.navy.mil/.

    (f) http://doni.daps.dla.mil/default.aspx.

    (g) http://www.dtic.mil/whs/directives/index.html.

(15) Maintain an Technical Publication Library Program binder to include at a minimum the following:

    (a) Quarterly review sheet.

    (b) Assignment letter(s).

    (c) Inspection results, per reference (c), SSIC 1010.3.

    (d) Applicable Points of Contact.

    (e) All local policies or orders specific to the program.

    (f) Applicable references and cross-reference locator sheets.

    (g) Program related correspondence and message traffic.

c. <u>Division NCOIC's will</u>: Division NCOIC's will ensure all publications checked out to the division are returned to the TPL manager at the close of business.

APPENDIX A

Appointment Letters and Forms

1. ALIMS Quality Assurance Manager Appointment Letter (Figure A-1). Sample letter format to be used to appoint an individual as the ALIMS Quality Assurance Manager. Additionally, when signed by the appointee serves as acknowledgement of this assignment.

2. Request for Quality Assurance Inspector Appointment (Figure A-2). Sample letter format for requesting appointment of an individual as a Quality Assurance Inspector for the ALIMS department. This form is generated by the Quality Assurance Manager and is routed through the ALIMS Chief to the OIC for approval.

3. Required Reading Checklist for Quality Assurance Inspector (Figure A-3). Sample letter format used by an individual to acknowledge completion of required reading for appointment as a Quality Assurance Inspector.

4. Memorandum of Quality Assurance Assignment Counseling (Figure A-4). Sample format used by the ALIMS Chief or Quality Assurance Manager to counsel individuals assigned as a Quality Assurance Inspector. Memorandum will be signed by both the individual being and counseled and the counselor.

5. Naval Message Format for ALIMS Monthly Equipment Status Report (ESR) (Figure A-5). Example of the Monthly ESR Naval message submitted to HQMC, ASL.

6. Sample ALIMS Monthly Maintenance Operational Plan (MOP) (Figure A-6). Sample memorandum of the ALIMS monthly MOP generated by the ALIMS Chief and distributed to all units/divisions. The monthly MOP will include a listing of ALIMS Key Personnel (Figure A-7), ALIMS Technical Training Plan for the Month (Figure A-8) and a listing of Collateral Duty assignments (Figure A-9) for ALIMS Marines.

UNITED STATES MARINE CORPS
MARINE AVIATION LOGISTICS SQUADRON XX
CITY, STATE ZIP

1000
ALIMS
30 AUG 12

From: Officer in Charge, Aviation Logistics Information Management and
       Support Department, Marine Aviation Logistics Squadron XX
To: SSgt H. L. Marine XXXX/6694 USMC

Subj: APPOINTMENT AS QUALITY ASSURANCE MANAGER AVIATION LOGISTICS
       INFORMATION MANAGEMENT AND SUPPORT DEPARTMENT (ALIMS)

Ref: (a) MCO 2020.1A

1. Per reference (a), you are hereby assigned the duty of Quality Assurance
Manager for ALIMS.

2. You are directed to become familiar with the orders and directives
pertinent to this assignment.

3. This appointment will remain in effect for the duration of your
assignment to MALS-XX ALIMS, unless sooner released.

                        J. A. MARINE
_____

FIRST ENDORSEMENT

From: SSgt H. L. Marine XXXX/6694 USMC
To: Officer in Charge, Aviation Logistics Information Management and
       Support Department, Marine Aviation Logistics Squadron XX

Subj: APPOINTMENT AS QUALITY ASSURANCE MANAGER ALIMS (QAI ALIMS)

1. I have read and understand all orders and directives pertaining to this
assignment.

                        H. L. MARINE

        Figure A-1.--Quality Assurance Manager Assignment Letter

UNITED STATES MARINE CORPS
MARINE AVIATION LOGISTICS SQUADRON XX
CITY, STATE ZIP

1000
ALIMS
30 AUG 12

From: SSgt H. L. Marine, MALS-XX ALIMS Quality Assurance Manager
To: GySgt J. C. Marine, XXXX/6694 USMC

Subj: QUALITY ASSURANCE INSPECTOR APPOINTMENT REQUEST

Ref: (a) MCO 2020.1
       (b) CompTIA Network+
       (c) CompTIA A+
       (d) QAI verification test

1. It is requested that Sgt J. P. Marine, MALS-XX, NSD/CSD be appointed as a Quality Assurance Inspector for the ALIMS having been initially screened by the Quality Assurance Manager and receiving CompTIA Network+/CompTIA A+ certification.

                              H. L. MARINE
_____

FIRST ENDORSEMENT

From: GySgt J. C. Marine XXXX/6694 USMC
To: Officer in Charge, Aviation Logistics Information Management and
       Support Department, MALS-XX

1. I have determined Sgt J. P. Marine, XXXX/6694 qualified to fulfill the requirements of Quality Assurance Inspector for the ALIMS Department.

                              J. C. MARINE

          Figure A-2.--Quality Assurance Inspector Request

UNITED STATES MARINE CORPS
MARINE AVIATION LOGISTICS SQUADRON XX
CITY, STATE ZIP

1000
ALIMS
30 AUG 12

From: Sgt T. L. Marine, XXXX/6694 MALS-XX ALIMS
To: Quality Assurance Chief, ALIMS, Marine Aviation Logistics Squadron XX

Subj: REQUIRED READING CHECKLIST FOR QUALIFICATION TO QUALITY ASSURANCE INSPECTOR

1. In preparation for my assignment as a Quality Assurance Inspector, I have read and understand the following documents:

_____ a. MCO 2020.1, Marine Corps Aviation Logistics Information Management and Support Department Standard Operating Procedures (ALIMS SOP)

_____ b. Local turnover binder for ALIMS Customer Support Division

_____ c. Local turnover binder for ALIMS Network Support Division

_____ d. Local turnover binder for ALIMS Administration Division

_____ e. Local turnover binder for ALIMS Quality Assurance Division

T. L. MARINE

Figure A-3.--Required Reading Checklist

QUALITY ASSURANCE ASSIGNMENT COUNSELING

30 August 2012

Rank, F. M. Last, XXXX/6694, ALIMS Specialist

Reason Counseled:

1.   SNM assigned to the Quality Assurance Inspector/Representative billet on this date of August 30, 2012.

2.   SNM has read the document "Required Reading Checklist" in its' entirety and made to follow the following conclusions:

- QAI assignment is a prestigious title given only to those Marines who have, through demonstrated competency and technical proficiency are most likely to carry out the tasks of a QAI without failure.

- Failure as a QAI will result in revocation of QAI status and possibly punitive action.

- A QAI cannot and will not inspect/verify a system or procedure in question if he or she is not versed in the subject and cannot obtain the necessary documentation to determine whether a system or procedure is sound.

Marine Counseled   _____

Marine Performing Counseling   _____

Figure A-4.--QA Assignment Counseling

Equipment Status Report Message (ESR)

```
UNCLASSIFIED//
UNCLAS/4790//
MSGID/GENADMIN/COMMARFORXXX ALD-X//
SUBJ/EQUIPMENT STATUS REPORT (ESR) FOR THE MONTH OF MAY 2012//
REF/A/MSG/HQMC/062200ZSEP2008//
AMPN/REF A IS, HQMC SOP IAW ASL ESR REPORTING GUIDELINES.//
POC/LNAME, F.M./MGYSGT/MARFORPAC ALD/TEL:DSN XXX-XXXX//
RMKS/1.  EQUIPMENT STATUS REPORT FOR ALIMS:
A.  HARDWARE STATUS, (READ IN SEVEN COLS):
A.1.     RSUPPLY    NALCOMIS   COM RACK   O@I   NFSA/MT RACK   IMDS RACK
MAG-XX
STATUS   FMC        FMC        FMC        N/A   FMC            N/A
MAG-XX
STATUS   FMC        FMC        FMC        NR    FMC            NR
MAG-XX
STATUS   FMC        FMC        FMC        FMC   FMC            N/A
MAG-XX
STATUS   FMC*       FMC*       FMC        FMC   FMC            FMC
MAG-XX
STATUS   FMC        FMC        FMC        FMC   FMC            NR
MAG-XX
STATUS   FMC        FMC        FMC        FMC   FMC            NR
MAG-XX
STATUS   FMC        FMC        FMC        FMC   FMC            FMC
STATUS EXPLANATION:
NR:  NOT REPORTED;
FMC* = MAL-SXX UNDERGOING NTCSS VIKING INSTALL


A.2.  OMA HOST STATUS, (READ IN FOUR COLS)
MAG-XX
SQUADRON              SERIAL NUMBER     HOST/ALT     STATUS
VMFAT-101             US23100070        HOST         FMC
VMFAT-101             US23100147        ALT          FMC
VMFAT-101             USU3360BQ0        DET          FMC
VMFA-121              US12502617        HOST         FMC
VMFA-121              US11255124        DET          FMC
VMFA-121              US12502331        ALT          FMC
VMFA-225              US23003726        HOST         FMC
VMFA-225              US23003915        ALT          FMC
VMFA-232              USU33203XM        HOST         FMC
VMFA-232              USU33203YC        ALT          FMC
VMFA-314(DEPLOYED)    US23011659        HOST         ---
VMFA-314(DEPLOYED)    US23003993        ALT          ---
VMFA-314(DEPLOYED)    USU3360C87        DET          ---
VMFA-323(DEPLOYED)    US12505501        HOST         ---
VMFA-323(DEPLOYED)    USU3360BFN        DET          ---
VMGR-352              USU3360C99        HOST         FMC
VMGR-352              USU3360BDK        ALT          FMC
VMGR-352              U313KNAZA577      DET          FMC
```

Figure A-5.--Sample Monthly ESR Message Format

MAG-XX

SQUADRON	SERIAL NUMBER	HOST/ALT	STATUS
VMFA 242	USU3400LF	HOST	FMC
VMFA 242	USU3360BXW	DET	FMC
VMFA 242	US23004667	ALT	FMC
VMFA-224	USU3360BDY	HOST	FMC
VMFA-224	USU3360BSN	ALT	FMC
VMFA-225(DEPLOYED)	US2171134	HOST	FMC
VMFA-225(DEPLOYED)	USU5560BC6	ALT	FMC
VMFA-225(DEPLOYED)	US23100055	ALT	FMC

MAG-XX

SQUADRON	SERIAL NUMBER	HOST/ALT	STATUS
VMA-211	D337LDQ1H245	DET	FMC
VMA-211(DEPLOYED)	D338LDQ1H037	HOME	---
VMA-214	D337CDQ1H074	HOME	PMC
VMA-214	D338CDQ1H042	DET	FMC
VMA-311(DEPLOYED)	D338LDQ1H082	HOME	---
VMA-311(DEPLOYED)	D337LDQ1H117	DET	---
VMA-513	D338LDQ1H130	HOME	FMC
VMA-513	D338CDQ1H379	DET	NMC

STATUS EXPLANATION:
D337CDQ1H074 IS AWAITING TAPE DRIVE WARRANTY REPLACEMENT, BACKUPS ARE
EXECUTED ON DVD.
D338CDQ1H379 IS AWAITING MOTHERBOARD WARRANTY REPLACEMENT.

MAG-XX

SQUADRON	SERIAL NUMBER	HOST/ALT	STATUS
HMH-161	USE734NAFN	HOME	FMC
HMM-163(DEPLOYED)	USE735N050	HOME	---
HMM-165	USE735N05B	HOME	FMC
HMM-165	USE735N63B	DET	FMC
HMM-166	USE816N060	HOME	FMC
HMM-166	USE8C4N85B	DET	FMC
HMH-361(DEPLOYED)	US23100118	HOME	---
HMH-361(DEPLOYED)	USE816N0GB	DET	---
HMH-462	USE814N95D	HOME	FMC
HMH-462	USE814N98H	DET	FMC
HMH-465	USE814N981	HOME	FMC
HMH-465	USE814N984	DET	FMC
HMM-466	USU3360BMD	HOME	FMC
HMM-466	USU3360CBY	DET	FMC

MAG-XX

SQUADRON	SERIAL NUMBER	HOST/ALT	STATUS
HMH-362	US20430872	HOST	FMC
HMH-362	US23003783	ALT	FMC
HMH-363	USU33203VL	HOST	FMC
HMH-363	USU33203YT	ALT	FMC
HMH-463	USU33203Y1	HOST	FMC
HMH-463	USU33203W3	ALT	FMC

Figure A-5.--Sample Monthly ESR Message Format--Continued

MAG-XX

SQUADRON	SERIAL NUMBER	HOST/ALT	STATUS
VMGR-152	USU33203XY	HOST	FMC
VMGR-152	USU33203YJ	DET	FMC
VMGR-152	US23100072	ALT	FMC
HMM-262	US23003992	DET	FMC
HMM-262	USU3360BDP	HOST	FMC
HMM-262	USU3360BNV	ALT	NMC
HMM-265	USU3360BCN	HOST	FMC
HMM-265	USU3360BLR	ALT	FMC
HMM-265	US23100059	DET	FMC
HMH-463	D3373LDQ1H097	HOST	FMC
FUTNEMA H&HS	US23003775	DET	FMC
FUTNEMA H&HS	US23003970	ALT	FMC
MALS M/A Trainer	US23100108	ALT	FMC
MAG S6 SPARE	USU33203X4	DET	FMC

STATUS EXPLANATION:
USU3360BNV: STATUS EXPLANATION NOT REPORTED/PROVIDED

MAG-XX

SQUADRON	SERIAL NUMBER	HOST/ALT	STATUS
HMMT 164	D338LDQ1H141	HOME	FMC
HMMT 164	D337LDQ1H133	DET	FMC
HMLA 169	USE814N96H	HOST	FMC
HMLA 169 (DEPLOYED)	USE735N051	DET1	---
HMLA 267	USE814N859	HOST	FMC
HMLA 267	USE814N97K	DET1	FMC
HMM 268 (DEPLOYED)	USE816N0FH	HOME	---
HMM 268 (DEPLOYED)	USU3360BHW	HOST*	---
HMM 268 (DEPLOYED)	US23100138	ALT*	---
HMLAT 303	USE833NC78	OOMA HOST	FMC
HMLAT 303	USU34004L9	NW/HOST	FMC
HMLAT 303	USU3360C67	YZ/HOST	FMC
HMLAT 303	USU3360BF1	OMA ALT	FMC
HMM 364	USE734NAJA	HOME	FMC
HMM 364	US23003728	ALT*	FMC
HMLA 367	USE734NAJN	OOMA HOST	FMC
HMLA 367	USE814N90C	DET1	FMC
HMM 369 (DEPLOYED)	USE735N04X	HOME	---
HMM 369 (DEPLOYED)	USU3360BT0	HOST*	---
HMM 369 (DEPLOYED)	USU3360BK9	ALT*	---

STATUS EXPLANATION:

* RECENTLY UPGRADED OOMA UNITS ARE MAINTAINING OFFLINE OMA HOSTS

A.3. JMPS/N-PFPS STATUS, (READ IN FOUR COLS):

MAG-XX

SQUADRON	SERIAL NUMBER	JMPS/N-PFPS	STATUS
VMFAT-101	02-0845	PFPS	FMC
VMFAT-101	02-0846	PFPS	FMC
VMFAT-101	4LMTA25554	JMPS	FMC
VMFAT-101	4LMTA25711	JMPS	FMC

Figure A-5.--Sample Monthly ESR Message Format—Continued

VMFA-121	4LMTA25669	JMPS	FMC
VMFA-121	4LMTA25937	JMPS	FMC
VMFA-225	2-0148	PFPS	FMC
VMFA-225	02-0741	PFPS	FMC
VMFA-225	5CMTB31397	JMPS	FMC
VMFA-225	5CMTB34200	JMPS	FMC
VMFA-232	02-0134	PFPS	FMC
VMFA-232	02-0135	PFPS	FMC
VMFA-232	5CMTB34456	JMPS	FMC
VMFA-232	5CMTB34592	JMPS	FMC
VMFA-314	02-0139	PFPS	FMC
VMFA-314	02-0655	PFPS	FMC
VMFA-314	4LMTA25537	JMPS	FMC
VMFA-314	4LMTA25649	JMPS	FMC
VMFA-323	02-0142	PFPS	FMC
VMFA-323	4LMTA25627	JMPS	FMC
VMFA-323	4LMTA25650	JMPS	FMC
VMGR-352	02-0433	PFPS	FMC
VMGR-352	02-0434	PFPS	FMC

MAG-XX

SQUADRON	SERIAL NUMBER	JMPS/N-PFPS	STATUS
VMA-211(DEPLOYED)	5CMYB35046	JMPS	---
VMA-211(DEPLOYED)	4LMTA25824	JMPS	---
VMA-214	5CMTB34814	JMPS	FMC
VMA-214	4LMTA25862	JMPS	FMC
VMA-311(DEPLOYED)	4LMTA25707	JMPS	---
VMA-311(DEPLOYED)	4LMTA25916	JMPS	---
VMA-513	4LMTA25578	JMPS	FMC
VMA-513	4LMTA25702	JMPS	FMC
MAWTS-1	5CMTB34586	JMPS	FMC
MAWTS-1	5CMTB34565	JMPS	FMC

MAG-XX

SQUADRON	SERIAL NUMBER	JMPS/N-PFPS	STATUS
HMH-165	5CMYB34823	PFPS	FMC
HMH-165	5CMYB34688	PFPS	FMC
HMM-166	6JTYA12226	PFPS	FMC
HMM-166	6ITYA08227	PFPS	FMC
HMH-361(DEPLOYED)	0028732211	PFPS	---
HMH-361(DEPLOYED)	0028702348	PFPS	---
HMH-462	5CMYB35001	PFPS	FMC
HMH-462	7DTYA41393	PFPS	FMC
HMH-465	5CMYB34879	PFPS	FMC
HMH-465	5CMTB34467	PFPS	FMC

MAG-XX

SQUADRON	SERIAL NUMBER	JMPS/N-PFPS	STATUS
HMLA-367	5CMTB34296	PFPS	FMC
HMLA-367	5CMTB34295	PFPS	FMC
HMLA-267	5CMYB34721	PFPS	FMC
HMLA-267	5CMYB35086	PFPS	FMC

Figure A-5.--Sample Monthly ESR Message Format—Continued

```
HMLA-267(11 MEU)    5CMTB34397          PFPS          FMC
HMLA-267(13 MEU)    5CMYB34898          PFPS          FMC
HMLA-267(31 MEU)    5CMYB34916          PFPS          FMC
HMLA-169            5CMTB34344          PFPS          FMC
HMLA-169            6ITYA08664          PFPS          FMC
HMT-303             4LMTA25665          PFPS          FMC
HMT-303             53MYB35014          PFPS          FMC
HMM-364             5CMYB34690          PFPS          FMC
HMM-364             4LMTA26255          PFPS          FMC
HMM-268(deployed)   5CMYB34867          PFPS          ---
HMM-268(deployed)   5CMYB34877          PFPS          ---
HMM(T)-164          4264906-0001        PFPS          FMC
HMM(T)-164          4264882-0001        PFPS          FMC
```

A.4. INMARSAT STATUS, (READ IN FOUR COLS):

MALS-XX

SERIAL NUMBER	MODEL	ACTIVATED	STATUS
06451341	EXPLORER 700	ACTIVE	FMC
06451771	EXPLORER 700	ACTIVE	FMC

MAG-XX

SERIAL NUMBER	MODEL	ACTIVATED	STATUS
SSD 03	SWIFT LINK	ACTIVE	FMC
SSD 02	SWIFT LINK	ACTIVE	FMC
233-572E	MAGNAVOX	ACTIVE	FMC
233-560E	MAGNAVOX	ACTIVE	FMC
1264	MAGNAPHONE	ACTIVE	FMC
1263	MAGNAPHONE	ACTIVE	FMC
76TT71-4F30BF	THRANE	ACTIVE	FMC
76TT71-566F2B	THRANE	ACTIVE	FMC

MALS-XX

SERIAL NUMBER	MODEL	ACTIVATED	STATUS
06452302	EXPLORER 700	ACTIVE	FMC
06452237	EXPLORER 700	ACTIVE	FMC

MALS-XX

SERIAL NUMBER	MODEL	ACTIVATED	STATUS
06452445	EXPLORER 700	ACTIVE	FMC
06452397	EXPLORER 700	ACTIVE	FMC

MAG-XX

SERIAL NUMBER	MODEL	ACTIVATED	STATUS
838008	THRANE TT-3060A	NO	PMC
838013	THRANE TT-3060A	ACTIVE	FMC
TCS-SLP0006	SWIFTLINK	NO	FMC

STATUS EXPLANATION:
838008 NON FUNTIONAL 0.15M ANTENNA CABLE, DEFICIENT 5M ANTENNA CABLE, FAST
CHARGE AC ADAPTER, AND AC PLUG ADAPTER
838013 DEFICIENT 5M ANTENNA CABLE

Figure A-5.--Sample Monthly ESR Message Format—Continued

MAG-XX

SERIAL NUMBER	MODEL	ACTIVATED	STATUS
B7313	TCS 7700	ACTIVE	PMC
B7314	TCS 7700	ACTIVE	PMC
99420884	THRANE M	ACTIVE	NMC
SLP-1203-378	TCS-0006	ACTIVE	NMC
SLP-0503-174	TCS-0006	ACTIVE	NMC

STATUS EXPLANATION:
B7313 VOICE CAPABLE AND SLOW BIT RATE DATA CONNECTION TO WINSALTS POSSIBLE
B7314 VOICE CAPABLE AND SLOW BIT RATE DATA CONNECTION TO WINSALTS POSSIBLE
99420884 COMMISSIONED, BUT NOT ENROLLED IN DISA DIRECT/DITCO
SLP-1203-378 LAPTOP HARD DRIVE IS SECURED AT CMCC
SLP-0503-174 LAPTOP HARD DRIVE IS SECURED AT CMCC

MALS-XX

SERIAL NUMBER	MODEL	ACTIVATED	STATUS
06452430	EXPLORER 700	ACTIVE	FMC
06452323	EXPLORER 700	ACTIVE	FMC

B.   SOFTWARE STATUS, (READ IN FOUR COLS):
MAG-XX

NAME OF SYSTEM	VERSION	PATCH/IAVA	DATE LOADED
B.1. RSUPPLY:	822-01.02.00	2004-T-0032	9/DEC/2006
B.2. SRVR 2003*	2003 SRV	SP1	
B.3. NALCOMIS IMA	815-01.07.05	2004-T-0032	12/SEP/2008
B.4. NALCOMIS OMA	122-03.05.18		12/SEP/2003
B.5. ALCATEL	9X: 4.4.4.100B	5.1.6.424.R01	10/DEC/2003
	6602: 4.4.4.57.B	5.1.6.424.R02	03/13/2008
B.6. JKCS	SERVER 2003	SP6A	01/AUG/2008
B.7. MIDTIER	SERVER 2003	SP6A	01/AUG/2008

REMARKS: ALL WINDOWS SERVERS RUNNING CURRENT UPGRADES\PATCHES; *OFFLINE
SINCE NMCI MIGRATION

MAG-XX

NAME OF SYSTEM	VERSION	PATCH/IAVA	DATE LOADED
B.1 RSUPPLY:	815-01.01.65	02-A-SNMP-003	18/SEP/2004
		DST	21/MAR/2007
B.2 WIN NT:	4.0 SRVR	SP6A	09/MAY/2002
B.3 WIN NT:	2000 WRKS	SP6A	01/DEC/2004
B.4 NALCOMIS IMA	815-01.06.00	02-A-SNMP-003	18/SEP/2004
		DST	21/MAR/2007
B.5 NALCOMIS OMA	122-03.05.18		01/JUL/2005
B.6 ALCATEL	9X: 4.1.4.		
B.7 JKCS	2003 SERVER	2005-A-0028	01/AUG/2007
B.8 MIDTIER	2003 SERVER	2005-A-0028	01/AUG/2007

REMARKS: ALL WORKSTATIONS RUNNING CURRENT UPGRADES/PATCHES

MAG-XX

NAME OF SYSTEM	VERSION	PATCH/IAVA	DATE LOADED
B.1. RSUPPLY:	822-01.02.00	987-1.00.12	14/JUN/2006
B.2. M13NTCSSUPD01	4.0SRVR	SP6A	28/NOV/2000

Figure A-5.--Sample Monthly ESR Message Format—Continued

```
B.3.  NALCOMIS IMA        815-01.07.00       987-1.00.14       14/JUN/2008
B.4.  O@I                 831-01.05.10       985-01.01.22      16/MAR/2009
B.5.  ALCATEL             9WX:  4.1.6.0                         26/APR/2005
B.6.  MIDTIER             2003 SVR           SP2               16/JUL/2008
B.7.  ASM                 2003 SVR           SP2               16/JUL/2008
B.8.  JKCS                2003 SVR           SP2               16/JUL/2008
B.9.  AIRSPEED            2003 SVR           SP2               16/JUL/2008
B.10. NAMDRP              2003 SVR           SP2               16/JUL/2008
B.11. IETMS               2003 SVR           SP2               16/JUL/2008
```

REMARKS: ALL WINDOWS SERVERS RUNNING CURRENT UPGRADES\PATCHES

```
MAG-XX
NAME OF SYSTEM          VERSION            PATCH/IAVA         DATE LOADED
B.1.  RSUPPLY:           837-02.02.05       006-01.00.61      04/APR/2009
B.2.  MALS16DC001*       2003 SVR           SP2               14/MAY/2008
B.3.  MALS16RS002*       2003 SVR           SP2               14/MAY/2008
B.4.  NALCOMIS IMA       815-01-06-00       006-01.00.61      04/APR/2009
B.5.  NALCOMIS OOMA      831-01.05.10       985-01.00.75      14/MAY/2008
B.6.  ALCATEL            7700               5.1.6.424 R1      01/FEB/2007
B.7.  JKCS               2003 SVR           SP2               14/MAY/2008
B.8.  MIDTIER            2003 SVR           SP2               14/MAY/2008
B.9.  C27ASMMRMR02       2003 SVR           SP2               14/MAY/2008
B.10. C27AIRMRMR02       2003 SVR           SP2               14/MAY/2008
B.11. C27NAMDRPMRMR02    2003 SVR           SP2               14/MAY/2008
B.12. C27IETMSMRMR02     2003 SVR           SP2               14/MAY/2008
B.13. C27IMD1MRMR02W     2003 SVR           SP2               02/JUN/2008
B.14. C27IMD2MRMR04W     2003 SVR           SP2               02/JUN/2008
B.15. C27361IMMRMR01D    2003 SVR           SP2               02/JUN/2008
B.16. C27462IMMRMR03D    2003 SVR           SP2               02/JUN/2008
B.17. C27465IMMRMR05D    2003 SVR           SP2               02/JUN/2008
B.18. C27466IMMRMR07D    2003 SVR           SP2               02/JUN/2008
```

REMARKS: ALL WINDOWS SERVERS RUNNING CURRENT UPGRADES\PATCHES; *OFFLINE
SINCE NMCI MIGRATION

```
MAG-XX
NAME OF SYSTEM          VERSION            PATCH/IAVA         DATE LOADED
B.1.  RSUPPLY            822-01.02.00       2003-T-0020       13/FEB/2006
B.2.  OOMA               2003 SVR           SP2               08/MAY/2008
B.3.  NAMDRP             2003 SVR           SP2               08/MAY/2008
B.4.  NALCOMIS IMA       815-01.07.00       2003-T-0020       13/FEB/2006
B.5.  NALCOMIS OMA       122-03.05.18       122-03.05.18A     22/JAN/2002
B.6.  ALCATEL            6624/7700:  5.1.6                    24/SEP/2005
B.7.  JKCS               2003 ENT SVR R2                      19/JUN/2007
B.8.  MIDTIER            2003 ENT SVR R2                      08/MAY/2008
B.9.  NALCOMIS O@I       2003 SVR           SP2               08/MAY/2008
B.10. IETMS              2003 SVR           SP2               08/MAY/2008
B.11. AIRSPEED           2003 SVR           SP2               08/MAY/2008
B.12. RACK UTIL          2003 SVR           SP2               08/MAY/2008
B.13. ASM                2003 SVR           SP2               08/MAY/2008
```

Figure A-5.--Sample Monthly ESR Message Format—Continued

MAG-XX

NAME OF SYSTEM	VERSION	PATCH/IAVA	DATE LOADED
B.1. RSUPPLY	822-01.02.00		20/AUG/2007
B.2. NTCSSII	803-02.02.05		20/AUG/2007
B.3. WIN 2K	PROFESSIONAL	SP4	10/OCT/2004
B.4. WIN 2K3	PROFESSIONAL	SP2	13/JUN/2006
B.5. NALCOMIS IMA	815-01.07.00		20/AUG/2007
B.6. NALCOMIS OMA	122-03.05.18P		
B.7. ALCATEL	9WX: 4.4.4.57 GA		
	4024: 4.3.3.226 B		
B.8. JKCS	4.0		20/AUG/2007
B.9. MIDTIER	827-03-06.00		21/MAR/2006
B.10. NALCOMIS O@I			05/FEB/2008

REMARKS: ALL WINDOWS 2K/2K3 ARE IA AND ANTIVIRUS UP-TO-DATE

MAG-XX

NAME OF SYSTEM	VERSION	PATCH/IAVA	DATE LOADED
B.1. RSUPPLY	822-01.02.00	DST	06/MAR/2007
B.2. C27MALS39PNDL01	2003 SRV	SP2	17/FEB/2007
B.3. NALCOMIS IMA	815-01.07.00		31/OCT/2007
B.4. NALCOMIS OMA	122-03.05.18	P1	25/JAN/2006
B.5. ALCATEL	4.4.4.100.B		23/AUG/2005
B.6. JKCS	JK UPDATE 4.0		13/NOV/2005
B.7. MIDTIER	2003 R2	SP2	12/DEC/2007
B.8. NALCOMIS O@I	831-01.05.10		04/MAY/2007
B.9. C27303IMPNDL01D02W	2003 SVR	SP2	02/JUN/2008
B.10. C27169IMPNDL03D02W	2003 SVR	SP2	02/JUN/2008

REMARKS: ALL WINDOWS SERVERS RUNNING CURRENT UPGRADES\PATCHES

C. DEPLOYMENT LAN KIT (DLK):

1MAW/MAG-XX

INVENTORY DATE:	ITEMS ACCOUNTED/UNACCOUNTED	PATCH/IAVA:
01 MAR 12	ALL ITEMS ACCOUNTED FOR	N/A

3MAW/MALS-XX

INVENTORY DATE:	ITEMS ACCOUNTED/UNACCOUNTED	PATCH/IAVA:
03 MAR 12	MOST ITEMS MISSING	N/A

REMARKS: PURCHASE REQUEST/PR SUBMITTED AND APPROVED IN 2007; MIPR WAS NEVER COMPLETED. BEING LOOKED INTO BY OIF SSD (MALS-XX).

D. 6694 MANPOWER:

MAG-XX
D.1. TOTAL FORCE (MAG): 35
D.2 MALS ALIMS: 19
D.3. INBOUND: 01
D.4. OUTBOUND: 06
D.5. OUT OF SHOP: 08
RECALL NUMBER FOR ALIMS: (XXX) XXX-XXXX

Figure A-5.--Sample Monthly ESR Message Format--Continued

MAG-XX
D.1. TOTAL FORCE (MAG): 37
D.2 MALS ALIMS: 15
D.3. INBOUND: 01
D.4. OUTBOUND: 04
D.5. OUT OF SHOP: 04   .
RECALL NUMBER FOR ALIMS: (XXX) XXX-XXXX

RECALL NUMBER FOR 1MAW ALIMS: DSN XXX-XXXX
RECALL NUMBER FOR 3MAW ALIMS: DSN XXX-XXXX

Figure A-5.--Sample Monthly ESR Message Format--Continued

Monthly Maintenance Operational Plan (SAMPLE)

MEMORANDUM

From: ALIMS Chief, Marine Aviation Logistics Squadron XX
To: Distribution List

Subj: ALIMS MAINTENANCE / OPERATION PLAN FOR JUNE 2012 (SHORT TITLE: ALIMS
       MOP)

Encl: (1) Roster of Key Personnel
       (2) ALIMS Technical Training Schedule
       (3) ALIMS Collateral Duties

1. Purpose. To publish a schedule for information and planning for the
Aviation Logistics Information Management and Support Department.

2. Action. All personnel concerned will utilize enclosures (1) and (2) for
planning purposes and will comply with the schedule to the maximum extent
possible. The Maintenance / Operations Plan will be promulgated monthly and
will be updated as required. ALIMS MOP inputs from each division will be
submitted to the ALIMS Chief by the second week of each month.

3. Work Schedule. Monday through Friday normal work hours are Day Crew 0730
to 1630, Night Crew 1200 to 2000, and Mid Crew 0400 to 1200. Customer
Support Division hours of operation are 0730 to 1630 with duty section
assigned during the weekend and holidays. ALIMS Technical Training is
conducted every Monday from 0800-1100.

4. NTCSS Availability. Daily saves are mandatory and will occur during off-
duty hours. However, on Saturday NTCSS will be down from 0400 to 0600
(tentatively), for weekly processing. End of month and yearly saves will
occur based upon input and coordination with maintenance and supply.

5. Network Availability. Is provided by NMCI/NGEN or other service
providers and is no longer controlled by MALS-XX ALIMS.

6. Cancellation. Insert one month deadline here.

                          A. J. MARINE

                   Figure A-6.--Monthly MOP

Roster Of Key Personnel

Title	Rank	Name	Wk Nr
ALIMS OIC	Maj	Marine, R. H.	XXXX
ALIMS Chief	GySgt	Marine, A. J.	XXXX
ALIMS QAM	SSgt	Marine, D. A.	XXXX
Network Support NCOIC	Sgt	Marine, T. L.	XXXX
Customer Support SNCOIC	Cpl	Marine, C. J.	XXXX
Administration NCOIC	LCpl	Marine, J. R.	XXXX

Customer Support: XXX-XXX-XXXX
ALIMS Duty Phone: XXX-XXX-XXXX

Figure A-7.--Roster of Key Personnel

ALIMS Technical Training Plan

Date	Division		Class	Instructor
04 Jun 12	NSD	0800	RAS CONNECTION	Cpl Marine
		0900	OMA HOST	Cpl Marine
		1000	AMRR	LCpl Marine
11 Jun 12	QA	0800	SHIFT OPERATING PROCS	LCpl Marine
		0900	ANTI-TERRORISM	LCpl Marine
		1000	NTCSS	LCpl Marine
18 Jun 12	CSD	0800	LOADING MS OFFICE	LCpl Marine
		0900	ADDING PRINTERS	LCpl Marine
		1000	UNIFORM REGULATIONS	LCpl Marine
25 Jun 12	ADMIN	0800	SUBSTANCE ABUSE	LCpl Marine
		0900	TURNOVER BINDER	LCpl Marine
		1000	OPEN PURCHASE	LCpl Marine

Figure A-8.--ALIMS Technical Training Plan

Collateral Duties

ESD Coordinator

Primary: LCpl Marine
    Alt: LCpl Marine

Technical Training

Primary: LCpl Marine
    Alt: LCpl Marine

Tool Control

Primary: Cpl Marine
    Alt: LCpl Marine

Embarkation

Primary: Sgt Marine
    Alt: LCpl Marine

Mobile Facilities
Primary: Cpl Marine
    Alt: LCpl Marine

Tape Librarian
Primary: Sgt Marine
    Alt: Cpl Marine

HAZMAT/Safety

Primary: Sgt Marine
    Alt: LCpl Marine

TPL

Primary: LCpl Marine
    Alt: LCpl Marine

Government Vehicle

Primary: LCpl Marine
    Alt: LCpl Marine

SERVMART NCO

Primary: Cpl Marine
    Alt: LCpl Marine

Security
Primary: LCpl Marine
    Alt: LCpl Marine

Figure A-9.--Collateral Duties

Enclosure (2)

APPENDIX B

Technical References

CJCSM 6510.01A	Information Assurance (IA) and Computer Network Defense (CND) Volume I (Incident Handling Program)
COMNAVAIRFORINST 4790.2A	Naval Aviation Maintenance Program (NAMP)
DoD 8570.01M	Information Assurance Workforce
	Marine Corps Third Generation Deployable LAN Kit User Manual
MCDP 3	Expeditionary Operations
MCDP 5	Planning
MCDP 6	Command and Control
MCO 3000.18A	Marine Corps Force Deployment Planning and Execution Process Manual
MCO P5100.8	Marine Corps Occupational Safety and Health (OSH) Policy Order
MCO 5100.29A	Marine Corps Safety Program
MCO 5215.1K	Marine Corps Directives Management Program
MCRP 4-11.3G	Unit Embarkation Handbook
MCWP 3-21.2	Aviation Logistics
MCWP 3-40.3	MAGTF Communications System
MCWP 5-1	Marine Corps Planning Process
MIL-HDBK-263B	Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)
MIL-STD-1686C	Department of Defense Standard Practice Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices)
MIL-HDBK-773A	Electrostatic Discharge Protective Packaging
NAVAIR 00-25-100	Naval Air Systems Command Technical Manual Program
NAVAIR 01-1A-23	Standard Maintenance Practices Miniature/Microminiature (2M) Electronic Assembly Repair
NAVAIR 01-1A-509-1	Cleaning and Corrosion Control, Volume I, Corrosion Program and Corrosion Theory
NAVAIR 01-1A-509-3	Cleaning and Corrosion Control, Volume III, Avionics and Electronics
NAVAIR 17-1-125	Support Equipment Cleaning, Prevention and Corrosion Control
NAVAIR 17-600-193-6-2	PRC-2000-2M System Maintenance Requirement Cards
	NTCSS System Administration Manual
	NTCSS Security Features User Guide for OMA
	NALCOMIS Optimized OMA System and Database Administration Guide
SECNAV M-5210.1	Department of the Navy Records Management Manual

SECNAV M-5210.2   Department of the Navy Records Management
                                  Program Standard Subject Identification Code
                                  (SSIC) Manual
SECNAVINST 5211.5E   Department of the Navy (DON) Privacy Program
SECNAVINST 5216.5D   Department of the Navy Correspondence Manual

APPENDIX C

<u>System Commands</u>

1. <u>Purpose</u>. This appendix provides guidance on the use of additional systems commands while managing computer systems supported by ALIMS personnel. This list is not all inclusive, as new technology advances, new commands will be required. These steps are to be performed by the Systems Administrator.

2. <u>Background</u>. The System Administration manuals provided with new computer systems does not include the advanced commands required to adequately allow an ALIMS Marine to maintain the system.

    a. File system maintenance: Deletes obsolete root files:

```
# find / -name "core" -exec rm {} \; | more

# find / -name "trap.tty" -exec rm {} \; | more
```

    b. File system maintenance: Locate extra large files, delete obsolete non-system files accordingly. The file "big" will be created in the temp directory:

```
# find / -type f -size +25000k -exec ls -lh {} \; | awk '{
print $9 ": " $5 }' > /tmp/big

more /tmp/big
```

    c. File system maintenance: Delete files over 10 days old (view date-time sequence in file names):

```
/h/NTCSS_RSUP/errors

/h/NTCSS_RSUP/dbcc

/h/NTCSS_RSUP/sessionlog
```

    d. Review log files for Sybase logs and search for the following words: error, warning, fault, and Corrupt(ex: /Corrupt):

(View Sybase Error Log)

```
# cd /opt/sybase/ASE-15_0/install
# less NTCSS_RSUP_BACKUP_errorlog
```

(View Sybase Backup Server Error Log)

```
# cd /opt/sybase/ASE-15_0/install
# less NTCSS_RSUP_errorlog
```

(View DBCC Results)

```
# cd /h/NTCSS_RSUP/dbcc
# less (each of the database files)
```

e.   Produce System Verification Report:

```
# system.verify
```

f.   If server looses power or is not shutdown properly, LDAP will get corrupted. To recover LDAP:

```
# service ldap stop
# /usr/sbin/slapd_db_recover -h /var/lib/ldap/optimized
# service ldap start
```

g.   Change Time Zone in Viking:

```
# mv /etc/localtime /etc/localtime-old
# ln -sf /usr/share/zoneinfo/country/region /etc/localtime
```

Example: ln -sf /usr/share/zoneinfo/America/Los_Angeles /etc/localtime

Zone regions are found in the /usr/share/zoneinfo directory.

Set date: # date MMDDhhmm

Verify that date took: # date

Set the hardware clock by executing: # /sbin/hwclock --systohc

h.   Booting in Single User

(1) At GRUB splash screen (blue screen with a countdown), press any key.

(2) Select Red Hat Enterprise Linux with the version of the kernel you wish to boot - should be highlighted by default and type "a" to append to the line.

(3) At the next screen press the spacebar once and type "single" Then press Enter to exit the edit mode and boot up in single user mode.

i.   Setting the correct settings on NALCOMIS printers.

```
# cd /etc/cups
# lpoptions -d PrinterName -o cpi=14
# lpoptions -d PrinterName -o lpi=8
# service cups restart
```

j.   Blocking OOMA Squadrons during EOM/EOY:

```
# cd /etc/xinetd.d
# vi applibd   (change disable to yes and save file)
# service xinetd restart
```

k.   OOMA database backup: Open a command prompt window and type J:\h\omasrv\bin\J_backup.bat

1. RAID Array troubleshooting:

    Boot from Hp Smart Start Cd
    Select English
    Select Continue
    Select Agree
    Select Maintain Server
    Select Diagnose Array
    View Results
    Select Exit ADU
    Select Diagnose Server
    Select Test tab
    Scroll down and Select All the Physical Hard Drives
    Select Begin Testing
    View Results
    Exit Diagnostics
    Select Exit
    Server Reboots

APPENDIX D

Change/Correction/Deviation Requests To
Marine Corps Aviation Logistics Information Management
and Support Department Standard Operating Procedures

1. General. All changes and corrections to the ALIMS SOP are approved, or
disapproved, by the Commandant of the Marine Corps after they have been
reviewed and evaluated by the chain of command. Deviations may be approved
(pending final approval) by the appropriate Fleet Marine Force/Marine
Aircraft Wing Commander.

2. Definitions

    a. Change. A modification to the content of the ALIMS SOP involving a
revision of, addition to, or deletion of existing policies or procedures.

    b. Correction. A modification in punctuation, grammar, spelling,
capitalization, tense, typographical errors, word omissions, or ambiguities
not affecting established policies or procedures.

    c. Deviation. A departure from policies, procedures and/or
responsibilities contained in the ALIMS SOP. Deviations are granted by the
appropriate Fleet Marine Force/Marine Aircraft Wing Commander for a specific
situation or set of circumstances which does not require a revision, addition
or deletion to the ALIMS SOP. Deviations will be approved only in those
cases where it is physically impossible for a unit to comply with the ALIMS
SOP as written. All other conditions will be submitted as change requests to
the Commandant of the Marine Corps. A deviation may be disapproved at any
level of the chain of command. Disposition of deviation requests will be
provided to Commandant of the Marine Corps, Fleet Marine Force, Wings, and
Space and Warfare System Center (SPAWARSYSCEN) regardless of
approval/disapproval determination.

3. Submission of Requested Changes/Corrections. Requests for changes or
corrections to the ALIMS SOP will be submitted to the Commandant of the
Marine Corps via the chain of command as shown in figures E-1 and E-2.

4. Submission of Deviation Requests. Requests for deviation will be
submitted to the appropriate Fleet Marine Force/Wing as shown in figure E-3.

From: (Activity Submitting Change Request)
To: Commandant of the Marine Corps (ASL-36), Washington DC 20380
Via: Chain of Command

Subj: Submission of Change Request to the MCO 2020.1

Ref: (a) MCO 2020.19

1. Recommended change to reference (a) is submitted as follows:

    a. Chapter, page, figure, paragraph, line, etc., to be changed.

        (1) Revise/Add/Delete (as applicable); indicate the material to be revised, added, or deleted. Be as specific as possible.

        (2) Additional references, information and comments to substantiate requested change.

2. Name, Grade, and Telephone Number (DSN and commercial) of point of contact at submitting activity.

                            F. M. LAST
                            Billet

Copy to: (as applicable)

        CG MARFORCOM (ALD)
        CG MARFORCOMPAC (ALD)
        CG FIRST MAW (ALD)
        CG SECOND MAW (ALD)
        CG THIRD MAW (ALD)
        CG FOURTH MAW (ALD)
        SPAWARSYSCEN CHESAPEAKE VA. (CODE 50)
        SPAWARSYSCEN DETPAC SAN DIEGO CA. (CODE 60)

            Figure D-1.--Sample ALIMS SOP Change Request.

From: (Activity Submitting Correction Request)
To: Commandant of the Marine Corps (ASL-36), Washington DC 20380
Via: Chain of Command

Subj: Submission of Correction Request to the MCO 2020.1

Ref: (a) MCO 2020.1

1. Recommended correction to reference (a) is submitted as follow:

    a. Chapter, page, figure, paragraph, line, etc., to be corrected.

        (1) Correct: (indicate material to be corrected).

        (2) Additional references, information and comments to substantiate
requested change.

2. Name, Grade, and Telephone Number (DSN and commercial) of point of
contact at submitting activity.

                              F. M. LAST
                              Billet

Copy to: (as applicable)

           CG MARFORCOM (ALD)
           CG MARFORCOMPAC (ALD)
           CG FIRST MAW (ALD)
           CG SECOND MAW (ALD)
           CG THIRD MAW (ALD)
           CG FOURTH MAW (ALD)
           SPAWARSYSCEN CHESAPEAKE VA. (CODE 50)
           SPAWARSYSCEN DETPAC SAN DIEGO CA. (CODE 60)

           Figure D-2.--Sample ALIMS SOP Correction Request.

From: (Activity Submitting Deviation Request)
To: Commandant of the Marine Corps (ASL-36), Washington DC 20380
Via: Chain of Command

Subj: Submission of Deviation Request to MCO 2020.1

Ref: (a) MCO 2020.1

1.   Request authorization to deviate from the reference as described below:

    a.   Chapter, page, figure, paragraph, line, etc., to be deviated from.

    b.   Narrative description of requested deviation.

    c.   Justification

2.   Name, Grade, and Telephone Number (DSN and commercial) of point of contact at submitting activity.

                    F. M. LAST
                    Billet

Copy to: (as applicable)

      CG MARFORCOM (ALD)
      CG MARFORCOMPAC (ALD)
      CG FIRST MAW (ALD)
      CG SECOND MAW (ALD)
      CG THIRD MAW (ALD)
      CG FOURTH MAW (ALD)
      SPAWARSYSCEN CHESAPEAKE VA. (CODE 50)
      SPAWARSYSCEN DETPAC SAN DIEGO CA. (CODE 60)

Figure D-3.--Sample ALIMS SOP Deviation Request.