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Subj: AVIATION OPERATIONS SPECIALIST TRAINING AND READINESS MANUAL
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Encl: (1) Aviation Operations Specialist (AOS) Training and Readiness (T&R)
MANUAL

1. Purpose. In accordance with the reference, publish standards and regulations regarding the training of Aviation Operations Specialists, enclosure (1).

2. Scope. Highlights of major training and readiness planning considerations included in this Manual are as follows:

a. Provides for alignment with policy and format per the Aviation Training and Readiness (T&R) Program Manual, reference (a).

b. Defines the requirements for positions within the 7041 Military Occupational Specialty (MOS).

c. Identifies Tables of Organization and Core Model Minimum Requirements for each of the major commands where 7041 Marines serve.

3. Information. Recommended changes to this Manual are invited and may be submitted via the syllabus sponsor and the appropriate chain of command to: Commanding General (CG), Training and Education Command (TECOM), Marine Air Ground Task Force Training and Education (MAGTF T&E), Standards Division, Aviation Standards Branch (ASB) using standard Naval correspondence or the Automated Message Handling System plain language address: CG TECOM Aviation Training Division (ATD).

4. Command. This Manual is applicable to the Marine Corps Total Force.

5. Certification. Reviewed and approved this date.


R. C. FOX
By direction

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CHAPTER 1

AVIATION OPERATIONS SPECIALIST (AOS) TRAINING AND READINESS UNIT REQUIREMENTS

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CHAPTER 1

AVIATION OPERATIONS SPECIALIST (AOS) MOS 7041
TRAINING AND READINESS UNIT REQUIREMENTS

1.1 AOS TRAINING AND READINESS REQUIREMENTS. The Marine Aviation Training and Readiness (T&R) Program provides the Marine Air-Ground Task Force (MAGTF) commander with an Aviation Combat Element (ACE) capable of executing the six functions of Marine Aviation. The T&R Program is the fundamental tool used by commanders to construct, attain, and maintain effective training programs. The standards established in this program are validated by subject matter experts to maximize combat capabilities for assigned METs while conserving resources. These standards describe and define unit capabilities and requirements necessary to maintain proficiency in mission skills and combat leadership. Training events are based on specific requirements and performance standards to ensure a common base of training and depth of combat capability.

1.1 MISSION. The Aviation Operations Specialist community supports tactical and supporting Aviation unit commanders by providing the administrative and technical expertise necessary to: 1) Employ various tactical and reporting data systems, plan and produce operational and training related documents, report unit readiness status, and maintain records of flight documentation; 2) Coordinate internal airfield communications; and conduct airfield services support functions and flight clearance operations in order to facilitate maintenance and safe operation of an airfield and flight line for aircraft operations.

1.2 TABLE OF ORGANIZATION (T/O). Refer to Tables of Organization listed below for the Aviation Operations Specialist MOS. Due to the placement of AOS Marines in a multitude of organizations, the following T/Os are referenced for their manning: 8600, 8600A, 8800, 8900, 8800A, 8900X, 8362, 8323, 8343, 8322, 8342, 8340, 8341, 8321, 8361, 8970, 8970A, 8970B, 8970D, 8590, 8950, 8950X, 8960, 8960A, 8860, 8940, 8940A, 8940B, 8597, 8830, 8830D, 8840, 8920, 8600E, 8600D, 8344, 8970B, 8591, 8950X, 8820A, 8820B, 8820X, 8890, 8890A, 8990, 8573, 8590, 8553, 8890, 8960A, 8890A, 8551, 8880, 8597, 8580, 8597, 8820A, 8820B, 8940A, 8940B, 8830D, 8597, 8582, 8580X, 5168, 4925A, 4930, 4926A, 4918G, 7402, 8701, 8701A, 8265, 8584, 8596, 8594, 8416, 8641, 8641A, 8642, 8642A, 8644, 8644A, 8691, 8693, 5107, 4956P, TECOM, 5020, 5051, 8512, 4928P, 8221A, 8225. All T/Os are managed by Total Force Structure, MCCDC, for current authorized organizational structure and personnel strength. Information below depicts (community) T/O information as of the date of this directive.

1.2.1 Headquarters Marine Corps and MARFOR Tables of Organization

<p>HQMC SAFETY/MARFOR CENTCOM/MARFORRES/MARFOR KOREA/I MEF/CG MCCDC/MWSG/MATSG-23/CNATT CHERRY POINT/CNATT CAMPDEN/CNATT NEW RIVER/FRC EAST CHERRY POINT/MACS HQTRS/MACS TAOC DET/MACS EW/C DET/HQTRS LAAD/DET HS LAAD</p>	
<p>T/O 5168/4925A/4930/4926A/4918G/7402/8701/8701A/8265/8584/8596/8594/8416/8641/8641A/8642/8642A/8644/8644A/8691/8693 (AOS) ENLISTED -- 1</p>	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

<p>HQMC D/CAVN</p>	
<p>T/O 5107 (AOS) ENLISTED -- 6</p>	
CREW COMPOSITION	7041
CHIEF	1
CLERK	3

MARFORPAC/MATSG-21/MATSS-1	
T/O 4928P/8221A/8225 (AOS) ENLISTED -- 6	
CREW COMPOSITION	7041
CHIEF	1
CLERK	3

MARFORCOM/TECOM/TRANSCO M/MARINE CORPS NON DEPT/MARINE AIRCREW TRNG/ 2D MAW	
T/O 4956P/TECOM/5020/5051/8512 (AOS) ENLISTED -- 2	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

1.2.2 Wing and Station Tables of Organization

MAW 1ST/2ND/3RD	
T/O 8600 (AOS) ENLISTED -- 18	
CREW COMPOSITION	7041
CHIEF	1
CLERK	10

MAW 4TH	
T/O 8600A (AOS) ENLISTED -- 4	
CREW COMPOSITION	7041
CHIEF	1
CLERK	2

MCAS CAMPEN/MCAS KANEOHE BAY	
T/O 8362/8323 (AOS) ENLISTED -- 9	
CREW COMPOSITION	7041
CHIEF	1
CLERK	5

MCI WEST/MCAF QUANTICO	
T/O 8343 (AOS) ENLISTED -- 3	
CREW COMPOSITION	7041
CHIEF	1
CLERK	1

MCAS FUTENMA/MCAS BEAUFORT	
T/O 8322/8342 (AOS) ENLISTED -- 11	
CREW COMPOSITION	7041
CHIEF	1
CLERK	6

MCAS CHERRY POINT/MCAS NEW RIVER	
T/O 8340/8341 (AOS) ENLISTED -- 7	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

MCAS IWAKUNI	
T/O 8321 (AOS) ENLISTED -- 8	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

MCI EAST	
T/O 8343A(AOS) ENLISTED -- 2	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

MCAS YUMA	
T/O 8361 (AOS) ENLISTED -- 17	
CREW COMPOSITION	7041
CHIEF	1
CLERK	10

1.2.3 MAG Tables of Organization

HQTRS MAG	
T/O 8800/8900/(AOS) ENLISTED -- 8	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

HQTRS MAG 41	
T/O 8800A/(AOS) ENLISTED -- 1	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

HQTRS MAG 24	
T/O 8900X/(AOS) ENLISTED -- 7	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

1.2.4 Squadron Tables of Organization

HMLA/HMH/VMA	
T/O 8970/8970A/8970B/8970D/8590/8950/8950X/8960/8960A/8860 (AOS) ENLISTED -- 5	
CREW COMPOSITION	7041
CHIEF	1
CLERK	3

HMM/VMFA/VMFA(AW)/VMM/VMR/HMLA-773(-)/HMT-302/HMH-362/HMH-363/HMH-563	
T/O 8940/8940A/8940B/8597/8830/8830D/8840/8920/8600E/8600D/8344/8970B/8591/8950X (AOS) ENLISTED -- 4	
CREW COMPOSITION	7041
CHIEF	1
CLERK	2

VMGR	
T/O 8820A/8820B/8820X(AOS) ENLISTED -- 7	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

VMU	
T/O 8890/8890A(AOS) ENLISTED -- 2	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

HMX-1	
T/O 8990 (AOS) ENLISTED -- 13	
CREW COMPOSITION	7041
CHIEF	1
CLERK	8

MAWTS-1/HMLA(T)-303	
T/O 8573/8590 (AOS) ENLISTED -- 6	
CREW COMPOSITION	7041
CHIEF	1
CLERK	3

VMU	
T/O 8890/8890A(AOS) ENLISTED -- 2	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

HMX-1	
T/O 8990 (AOS) ENLISTED -- 13	
CREW COMPOSITION	7041
CHIEF	1
CLERK	8

MAWTS-1/HMLA(T)-303	
T/O 8573/8590 (AOS) ENLISTED -- 6	
CREW COMPOSITION	7041
CHIEF	1
CLERK	3

VFA-125/VMU-4/HMH-772(-)	
T/O 8553/8890/8960A/8890A (AOS) ENLISTED -- 1	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

VMAQ/HMM(T)-164	
T/O 8551/ 8880/8597 (AOS) ENLISTED -- 3	
CREW COMPOSITION	7041
CHIEF	1
CLERK	1

VMFA(T)-101	
T/O 8580 (AOS) ENLISTED -- 12	
CREW COMPOSITION	7041
CHIEF	1
CLERK	7

HMM(T)	
T/O 8597 (AOS) ENLISTED -- 3	
CREW COMPOSITION	7041
CHIEF	1
CLERK	1

VMGR-234/VMGR-452/HMM-764/HMM-774/VMFA-112	
T/O 8820A/8820B/8940A/8940B/8830D (AOS) ENLISTED -- 2	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

HMM(T)	
T/O 8597 (AOS) ENLISTED -- 3	
CREW COMPOSITION	7041
CHIEF	1
CLERK	1

VMA(T)-203	
T/O 8582 (AOS) ENLISTED -- 11	
CREW COMPOSITION	7041
CHIEF	1
CLERK	6

VMFA(T)-501	
T/O 8580X (AOS) ENLISTED -- 9	
CREW COMPOSITION	7041
CHIEF	1
CLERK	5

1.3 SIX FUNCTIONS OF MARINE AVIATION

SIX FUNCTIONS OF MARINE AVIATION		
FUNCTION	ABBREVIATION	DESCRIPTION
Offensive Air Support	OAS	OAS involves air operations that are conducted against enemy installations, facilities, and personnel in order to directly assist in the attainment of MAGTF objectives by destroying enemy resources or isolating enemy military forces. Its primary support of the warfighting functions is to provide fires and force protection through CAS and DAS.
Assault Support	ASPT	ASPT contributes to the warfighting functions of maneuver and logistics. Maneuver warfare demands rapid, flexible maneuverability to achieve a decision. Assault support uses aircraft to provide tactical mobility and logistic support to the MAGTF for the movement of high priority personnel and cargo within the immediate area of operations (or the evacuation of personnel and cargo).
Anti-Air Warfare	AAW	AAW is the actions used to destroy or reduce the enemy air and missile threat to an acceptable level. The primary purpose of AAW is to gain and maintain whatever degree of air superiority is required; this permits the conduct of operations without prohibitive interference by opposing air and missile forces. AAW's other purpose is force protection.
Electronic Warfare	EW	EW is any military action involving the use of electromagnetic and directed energy to control the electromagnetic spectrum or to attack the enemy. EW supports the warfighting functions of fires, command and control, and intelligence through the three major subdivisions: electronic attack, electronic protection, and electronic warfare support.
Control of Aircraft & Missiles	CoA&M	The control of aircraft and missiles supports the warfighting function of Command and Control. The ACE commander maintains centralized command, while control is decentralized and executed through the Marine Air Command and Control System (MACCS). CoA&M integrates the other five functions of Marine Aviation by providing the commander with the ability to exercise Command and Control authority over Marine Aviation assets.
Aerial Reconnaissance	AerRec	AerRec employs visual observation and/or sensors in aerial vehicles to acquire intelligence information. It supports the intelligence warfighting function and is employed tactically, operationally, and strategically. The three types of air reconnaissance are visual, multi-sensor imagery, and electronic.

1.4 ABBREVIATIONS

AVIATION OPERATIONS SPECIALIST (7041)	
CORE/MISSION/CORE PLUS SKILL ABBREVIATIONS	
CORE SKILLS (2000 Phase)	
GENA	GENERAL ADMINISTRATION
OPSA	OPERATIONS ADMINISTRATION
AOPS	AIRFIELD OPERATIONS
MISSION SKILLS (3000 Phase)	
AVOPS	AVIATION OPERATIONS
AFLDS	AIRFIELD SERVICES
CORE PLUS (4000 Phase)	
AEOPS	AVIATION EXPEDITIONARY OPERATIONS
ATCO	AIR TRANSPORTATION COORDINATION OFFICE

1.5 MISSION ESSENTIAL TASK LIST (METL). The METL is a list of specified tasks a specific unit is designed to perform. Core METs are drawn from the Marine Corps Task List (MCTL), are standardized by type unit, and are used for unit readiness. Core Plus METs are additional METs that are theater specific and/or have a low likelihood of occurrence. Core Plus METs may be included in readiness reporting when contained within an Assigned Mission

METL. An Assigned Mission METL consists of only the selected METs (drawn from the MCTL, Core, or Core Plus METs) necessary for that Assigned Mission.

The unit METL consists of Mission Essential Tasks (METs). Shading indicates Core Plus METs.

AVIATIONS OPERATIONS SPECIALIST (7041)		
MISSION ESSENTIAL TASK LIST (METL)		
CORE		
MET	ABBREVIATION	MCT DESCRIPTION
MCT 1.3.3	AVOPS	CONDUCT AVIATION OPERATIONS
MCT 4.6.3	AFLDS	PROVIDE AIRFIELD SERVICES
CORE PLUS		
MCT 1.3.3.3	AEOPS	CONDUCT AVIATION OPERATIONS FROM EXPEDITIONARY SITES

1.6 MISSION ESSENTIAL TASK (MET) TO SIX FUNCTIONS OF MARINE AVIATION. Shading indicates Core Plus METs.

AVIATION OPERATIONS SPECIALIST (7041)							
MISSION ESSENTIAL TASK LIST (METL)							
CORE							
MET	ABBREVIATION	SIX FUNCTIONS OF MARINE AVIATION					
		OAS	ASPT	AAW	EW	CoA&M	AerRec
MCT 1.3.3	AVOPS	-	-	-	-	-	-
MCT 4.6.3	AFLDS	-	-	-	-	-	-
CORE PLUS							
MCT 1.3.3.3	AEOPS	-	-	-	-	-	-

1.7 MISSION ESSENTIAL TASKS (MET) OUTPUT STANDARDS.

AVIATION OPERATIONS SPECIALIST (7041)					
CORE MET OUTPUT STANDARDS					
MET	ABBREVIATION	OUTPUT STANDARDS	OUTPUT HOURS (PER DAY SUSTAINED FOR 90 DAYS)		
			MAX HRS PER CREW	HRS PER DAY	TOTAL NUMBER OF CREWS
MCT 1.3.3	AVOPS	Employ various tactical data systems and computer applications (i.e. TBMCs, C2PC, JADOCs, ARMS, PFPS, JMPS, MS Office Suite, ATCO, JALIS, CAMPS) in support of the unit mission essential task to defeat, destroy or neutralize the enemy.	8	24	3
		Prepare operational and training related documents and maintain training and aviation directives and files (i.e. serious incident reports, Op Orders).			

		<p>Provide administrative and technical expertise required to assist in: 1) creating and publishing flight schedules; 2) documenting, retrieving, and maintaining operational and training flight data; and 3) tracking, validating and submitting aircrew flight data (i.e. sorties, flight hours, aircrew training).</p> <p>Prepare aviator flight logbooks and qualification jackets for NATOPS evaluation reports and instrument rating requests.</p> <p>Maintain unit reports, aircrew personnel profiles, aviation performance records and aviator and enlisted flight logbooks, command master flight files, command historical program and the temporary enlisted flight orders program.</p> <p>Prepare the units' readiness reporting data for using the readiness reporting systems, DRRS and SORTS.</p>			
MCT 4.6.3	AFLDS	<p>Provide airfield operation support functions and services necessary to establish and operate the flight line at air stations, air facility's or forward operating bases (FOB).</p> <p>Develop, publish, implement and maintain Airfield Operations Manuals (AOM).</p> <p>Support and coordinate the five airfield support functions, to include 1) weather services; 2) expeditionary airfield (EAF) services; 3) aircraft rescue and fire fighting (ARFF); 4) aviation and ground refueling; and, 5) explosive ordnance disposal (EOD).</p> <p>Provide the technical expertise required to coordinate with airfield support divisions to ensure required equipment, and personnel are available to operate and maintain the flight line (i.e., emergency response procedures, aircraft arrestment, airfield maintenance, aviation refueling, EOD response, managing flight line hours, lighting and marking, establishing parking).</p> <p>Publish internal airfield communications (i.e., NOTAMS, OpGRAM, flight plans, and schedules) and effect external airfield communications (i.e. FAA, customs, HHQ) concerning airfield operations matters.</p> <p>Conduct daily flight clearance operations (i.e. prepare and conduct daily briefs, assist in development, maintenance and submission of all related flight planning information).</p> <p>Perform administrative functions that support airfield operations, tenants and visitors (i.e. VIP, diplomatic, Angel Flights).</p>	8	24	3
CORE PLUS					
MCT 13.3.3	AEOPS	Assist in the production of the Air Tasking Order (ATO) using TBMCS.	12	24	2

		Provide and maintain a friendly situational map and tracking system (i.e., using C2PC).			
		Support, through the employment of AOS stated capabilities, this unit MET while operating on amphibious platforms, or at forward operating bases (FOBs), forward expeditionary land bases, or any combination thereof.			

Note 1: MCT output standards are based on 24-hour continuous contingency/combat operations.

1.8 MET TO CORE/MISSION/CORE PLUS SKILL MATRIX. Provides a pictorial view of the relationship between the Core MCT (Marine Corps Task) and each Core/Mission/Core Plus skill associated with the MCT. Shading indicates Core Plus.

AVIATION OPERATIONS SPECIALIST (7041)								
MISSION ESSENTIAL TASK (MET) TO CORE/MISSION/CORE PLUS SKILL MATRIX								
MET	CORE SKILLS			MISSION SKILLS		CORE PLUS		
	2000 PHASE			3000 PHASE		4000 PHASE		
	GENA	OPSA	AOPS	AVOPS	AFLDS	AEOPS	ATCO	C2SYS
MCT 1.3.3	X	X		X			X	X
MCT 4.6.3	X		X		X		X	X
MCT 1.3.3.3	X	X				X	X	X

1.9 CORE MODEL MINIMUM REQUIREMENT (CMMR) SKILLS PROFICIENCY REQUIREMENTS. The CMMR is the minimum number of aircrew, per crew position, to be trained per stage of flight as detailed below.

MAW 1ST/2ND/3RD	
T/O 8600 (AOS) ENLISTED -- 18	
CREW COMPOSITION	7041
CHIEF	1
CLERK	11

MAW 4TH	
T/O 8600A (AOS) ENLISTED -- 4	
CREW COMPOSITION	7041
CHIEF	0
CLERK	2

MCAS CAMPEN/MCAS KANEOHE BAY	
T/O 8362/8323 (AOS) ENLISTED -- 9	
CREW COMPOSITION	7041
CHIEF	1
CLERK	5

MCI WEST/MCAF QUANTICO	
T/O 8343 (AOS) ENLISTED -- 3	
CREW COMPOSITION	7041
CHIEF	0
CLERK	2

MCAS FUTENMA/MCAS BEAUFORT	
T/O 8322/8342 (AOS) ENLISTED -- 11	
CREW COMPOSITION	7041
CHIEF	1
CLERK	6

MCAS CHERRY POINT/MCAS NEW RIVER	
T/O 8340/8341 (AOS) ENLISTED -- 7	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

MCAS IWAKUNI	
T/O 8321 (AOS)	

MCI EAST	
T/O 8343A(AOS)	

MCAS YUMA	
T/O 8361 (AOS)	

ENLISTED -- 8	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

ENLISTED -- 2	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

ENLISTED -- 17	
CREW COMPOSITION	7041
CHIEF	1
CLERK	10

HQTRS MAG	
T/O 8800/8900/(AOS) ENLISTED -- 8	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

HQTRS MAG 41	
T/O 8800A/(AOS) ENLISTED -- 1	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

HQTRS MAG 24	
T/O 8900X/(AOS) ENLISTED -- 7	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

HMLA/HMH/VMA	
T/O 8970/8970A/8970B/8970D/8590/8950 /8950X/8960/8960A/8860 (AOS) ENLISTED -- 5	
CREW COMPOSITION	7041
CHIEF	1
CLERK	2

HMM/VMFA/VMFA(AW)/VMM/VM R/HMLA-773(-)/HMT-302/HMH- 362/HMH-363/HMH-563	
T/O 8940/8940A/8940B/8597/8830/8830 D/8840/8920/8600E/8600D/8344/89 70B/8591/8950X (AOS) ENLISTED -- 4	
CREW COMPOSITION	7041
CHIEF	1
CLERK	1

VMGR	
T/O 8820A/8820B/8820X(AOS) ENLISTED -- 7	
CREW COMPOSITION	7041
CHIEF	1
CLERK	4

VMU	
T/O 8890/8890A(AOS) ENLISTED -- 2	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

HM-X-1	
T/O 8990 (AOS) ENLISTED -- 13	
CREW COMPOSITION	7041
CHIEF	1
CLERK	7

MAWTS-1/HMLA(T)-303	
T/O 8573/8590 (AOS) ENLISTED -- 6	
CREW COMPOSITION	7041
CHIEF	1
CLERK	3

VFA-125/VMU-4/HMH-772(-)	
T/O 8553/8890/8960A/8890A (AOS) ENLISTED -- 1	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

VMAQ/HMM(T)-164	
T/O 8551/ 8880/8597 (AOS) ENLISTED -- 3	
CREW COMPOSITION	7041
CHIEF	0
CLERK	2

VMFA(T)-101	
T/O 8580 (AOS) ENLISTED -- 12	
CREW COMPOSITION	7041
CHIEF	1
CLERK	6

HMM(T)	
T/O 8597 (AOS) ENLISTED -- 3	
CREW COMPOSITION	7041
CHIEF	0
CLERK	2

VMGR-234/VMGR-452/HMM- 764/HMM-774/VMFA-112	
T/O 8820A/8820B/8940A/8940B/8830D (AOS) ENLISTED -- 2	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

HMM(T)	
T/O 8597 (AOS) ENLISTED -- 3	
CREW COMPOSITION	7041
CHIEF	0
CLERK	2

VMA(T)-203	
T/O 8582 (AOS) ENLISTED -- 11	
CREW COMPOSITION	7041
CHIEF	1
CLERK	6

VMFA(T)-501	
T/O 8580X (AOS) ENLISTED -- 9	
CREW COMPOSITION	7041
CHIEF	1
CLERK	5

HQMC SAFETY/MARFOR CENTCOM/MARFORRES/MARFOR KOREA/I MEF/CG MCCDC/MWSG/MATSG-23/CNATT CHERRY POINT/CNATT CAMPEN/CNATT NEW RIVER/FRC EAST CHERRY POINT/MACS HQTRS/MACS TAOC DET/MACS EW/C DET/HQTRS LAAD/DET HS LAAD	
T/O	
5168/4925A/4930/4926 A/4918G/7402/8701/87 01A/8265/8584/8596/8 594/8416/8641/8641A/ 8642/8642A/8644/8644 A/8691/8693 (AOS) ENLISTED -- 1	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

HQMC D/C AVN	
T/O 5107 (AOS) ENLISTED -- 6	
CREW COMPOSITION	7041
CHIEF	1
CLERK	3

MARFORPAC/MATSG-21/MATSS-1	
T/O 4928P/8221A/8225 (AOS) ENLISTED -- 6	
CREW COMPOSITION	7041
CHIEF	1
CLERK	3

MARFORCOM/TECOM/TRANSCOM/ MARINE CORPS NON DEPT/MARINE AIRCREW TRNG/ 2D MAW	
T/O 4956P/TECOM/5020/5051/8512 (AOS) ENLISTED -- 2	
CREW COMPOSITION	7041
CHIEF	0
CLERK	1

1.10 READINESS REPORTING. The paragraphs and tables below delineate the minimum aircrew qualifications and designations required to contribute to unit readiness. Chapter 7 of the Aviation T&R Program Manual provides additional guidance and a detailed description of readiness reporting using the Defense Readiness Reporting System - Marine Corps (DRRS-MC) and the Current Readiness program.

1.10.1 Combat Leadership requirements for readiness reporting are per paragraph 1.12.

1.11 INSTRUCTOR DESIGNATIONS (5000 Phase)

AVIATION OPERATIONS SPECIALIST (7041)				
INSTRUCTOR DESIGNATIONS (5000 Phase)				
CMMR				
INSTRUCTOR DESIGNATIONS	Wing	Station	Group	Squadron
BASIC INSTRUCTOR	1	1	1	1
SENIOR INSTRUCTOR	1	1	1	1

1.12 REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS, AND DESIGNATIONS (RCQD) (6000 Phase)

AVIATION OPERATIONS SPECIALIST (7041)				
REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS, AND DESIGNATIONS (RCQD)				
(6000 Phase)				
RCQD	Wing	Station	Group	Squadron
Operations Chief	1	1	1	1
Clerk	2	1	1	1
Dispatcher	0	1	1	1
Facility/Station Supervisor	0	1	0	0

1.13 UNIT EXTERNAL SYLLABUS RESOURCE REQUIREMENTS. Not Applicable.

CHAPTER 2

AVIATION OPERATIONS SPECIALIST (AOS) TRAINING AND READINESS INDIVIDUAL
REQUIREMENTS

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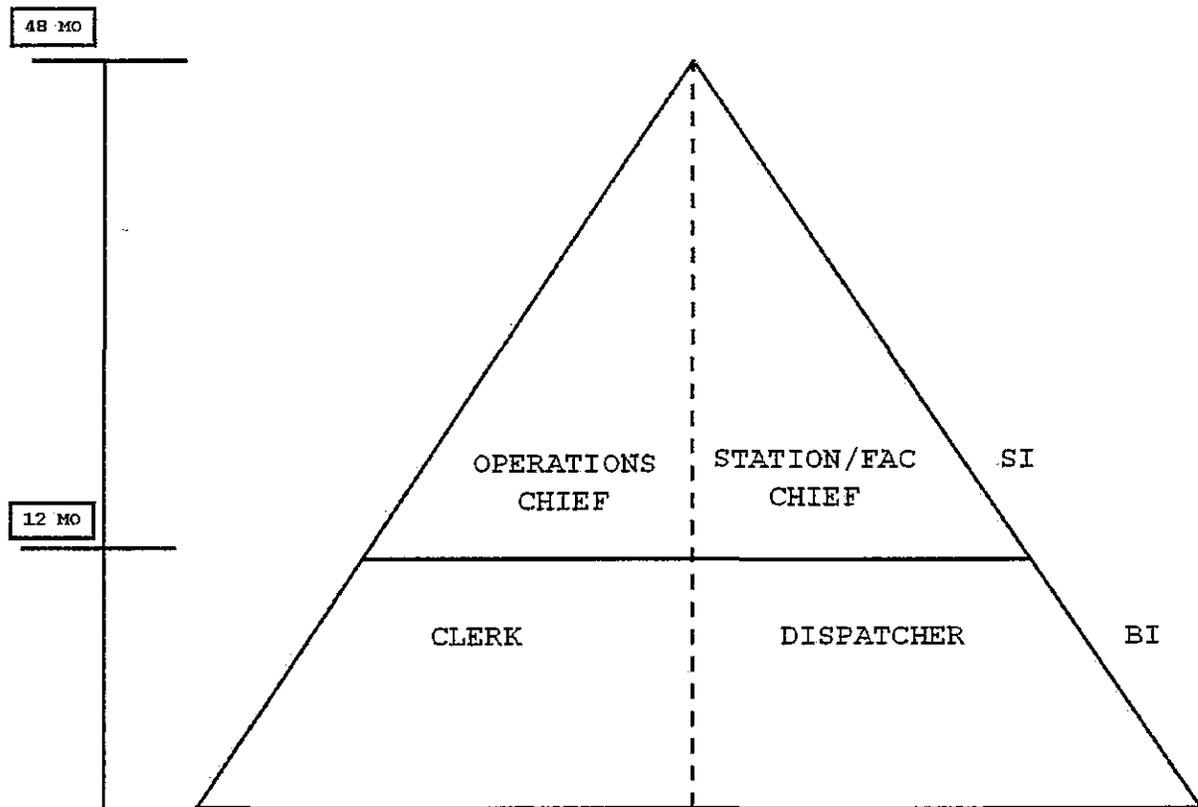
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CHAPTER 2

AVIATION OPERATIONS SPECIALIST (AOS) MOS 7041
INDIVIDUAL TRAINING AND READINESS REQUIREMENTS

2.0 AOS/7041 INDIVIDUAL TRAINING AND READINESS REQUIREMENTS. This T&R Syllabus is based on specific goals and performance standards designed to ensure individual proficiency in Core and Mission Skills. The goal of this chapter is to develop individual and unit war fighting capabilities.

2.1 7041 TRAINING PROGRESSION MODEL. This model represents the recommended training progression for the average AOS crewmember. Units should use the model as a point of departure to generate individual training plans.



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2.2 ABBREVIATIONS

AVIATION OPERATIONS SPECIALIST (7041)	
CORE/MISSION/CORE PLUS SKILL ABBREVIATIONS	
CORE SKILL (2000 Phase)	
AOPS	AIRFIELD OPERATIONS
GENA	GENERAL ADMINISTRATION
OPSA	OPERATIONS ADMINISTRATION
MISSION SKILL (3000 Phase)	
AFLDS	AIRFIELD SERVICES
AVOPS	AVIATION OPERATIONS
CORE PLUS (4000 Phase)	
AEOPS	AVIATION EXPEDITIONARY OPERATIONS
ATCO	AIR TRANSPORTATION COORDINATION OFFICE
INSTRUCTOR (5000 Phase)	
BI	BASIC INSTRUCTOR
SI	SENIOR INSTRUCTOR
CERTIFICATIONS, QUALIFICATIONS, AND DESIGNATIONS (6000 Phase)	
OPSCH	OPERATIONS CHIEF
CLK	CLERK
DISP	DISPATCHER
FSSUP	FACILITY/STATION SUPERVISOR

2.3 DEFINITIONS

TERM	DEFINITION
Core Model	The Core Model is the basic foundation or standardized format by which all T&Rs are constructed. The Core model provides the capability of quantifying both unit and individual training requirements and measuring readiness. This is accomplished by linking community Mission Statements, Mission Essential Task Lists, Output Standards, Core Skill Proficiency Requirements and Combat Leadership Matrices
Core Skill	Fundamental, environmental, or conditional capabilities required to perform basic functions. These basic functions serve as tactical enablers that allow crews to progress to the more complex Mission Skills. Primarily 2000 Phase events but may be introduced in the 1000 Phase.
Mission Skill	Mission Skills enable a unit to execute a specific MET. They are comprised of advanced event(s) that are focused on MET performance and draw upon the knowledge, aeronautical abilities, and situational awareness developed during Core Skill training. 3000 Phase events.
Core Plus Skill	Training events that can be theater specific or that have a low likelihood of occurrence. They may be Fundamental, environmental, or conditional capabilities required to perform basic functions. 4000 Phase events.
Core Plus Mission	Training events that can be theater specific or that have a low likelihood of occurrence. They are comprised of advanced event(s) that are focused on Core Plus MET performance and draw upon the knowledge, aeronautical abilities, and situational awareness. 4000 Phase events.
Core Skill Proficiency (CSP)	CSP is a measure of training completion for 2000 Phase events. CSP is attained by executing all events listed in the Attain Table for each Core Skill. The individual must be simultaneously proficient in all events within that Core Skill to attain CSP.
Mission Skill Proficiency (MSP)	MSP is a measure of training completion for 3000 Phase events. MSP is attained by executing all events listed in the Attain Table for each Mission Skill. The individual must be simultaneously proficient in all events within that Mission Skill to attain MSP. MSP is directly related to Training Readiness.
Core Plus Skill Proficiency (CPSP)	CPSP is a measure of training completion for 4000 Phase "Skill" events. CPSP is attained by executing all events listed in the Attain Table for each Core Plus Skill. The individual must be simultaneously proficient in all events within that Core Plus Skill to attain CPSP
Core Plus Mission Proficiency (CPMP)	CPMP is a measure of training completion for 4000 Phase "Mission" events. CPMP is attained by executing all events listed in the Attain Table for each Core Plus Mission. The individual must be simultaneously proficient in all events within that Core Plus Mission to attain CPMP

2.4 INDIVIDUAL CORE/MISSION/CORE PLUS PROFICIENCY REQUIREMENTS

2.4.1 Management of individual CSP/MSP/CPSP/CPMP serves as the foundation for developing proficiency requirements in DRRS.

2.4.2 Individual CSP is a "Yes/No" status assigned to an individual by Core Skill. When an individual attains and maintains CSP in a Core Skill, the individual counts towards CMMR Unit CSP requirements for that Core Skill.

2.4.3 Proficiency is attained by individual Core/Mission/Core Plus skill where the training events for each skill are determined by POI assignment.

2.4.4 Once proficiency has been attained by Core/Mission/Core Plus Skill (by any POI assignment) then the individual maintains proficiency by executing those events noted in the maintain table and in the "Maintain POI" column of the T&R syllabus matrix. An individual maintains proficiency by individual Core/Mission/Core Plus Skill.

Note

Individuals may be attaining proficiency in some Core/Mission/Core Plus Skills while maintaining proficiency in other Core/Mission/Core Plus Skills.

2.4.5 Once proficiency has been attained, should one lose proficiency in an event in the "Maintain POI" column, proficiency can be re-attained by demonstrating proficiency in the delinquent event. Should an individual lose proficiency in all events in the "Maintain POI" column by Core/Mission/Core Plus Skill, the individual will be assigned to the Refresher POI for that Skill. To regain proficiency for that Core/Mission/Core Plus Skill the individual must demonstrate proficiency in all R-coded events for that Skill.

Note

See Chapter 2 for amplifying information on POI updating.

AVIATION OPERATIONS SPECIALIST (7041)					
ATTAIN AND MAINTAIN CORE/MISSION/CORE PLUS PROFICIENCY MATRIX BY POI					
ATTAIN PROFICIENCY			MAINTAIN		
BASIC POI		REFRESHER POI		PROFICIENCY	
CORE SKILL (2000 Phase)					
STAGE	CODE	STAGE	CODE	STAGE	CODE
	2000R		2000R		2000R
	2002R		2002R		2002R
	2004R		2004R		2004R
	2006R		2006R		2006R
	2008				
	2010				
	2012R		2012R		2012R
	2014R		2014R		2014R
	2016				
AOPS	2018	AOPS		AOPS	
	2020R		2020R		2020R
	2022				
	2024				
	2026				
	2028				
	2030				
	2032				
	2034				

	2036						
	2038						
	2040						
	2042						
	2044						
	2046						
	2048R		2048R		2048R		
GENA	2100	GENA		GENA			
	2105						
	2110						
	2115						
	2120						
	2125						
	2130						
	2135						
	2140						
	2145						
	2150						
	2155R				2155R		2155R
	2160R				2160R		2160R
2200R		2200R		2200R			
2205R		2205R		2205R			
2210R		2210R		2210R			
2215R		2215R		2215R			
2220R		2220R		2220R			
2225R		2225R		2225R			
2230R		2230R		2230R			
2235R		2235R		2235R			
2240R		2240R		2240R			
2245R		2245R		2245R			
2250R		2250R		2250R			
2255R		2255R		2255R			
2260R		2260R		2260R			
2270							
2275R		2275R		2275R			
2280							
2285R		2285R		2285R			
2290R		2290R		2290R			
MISSION SKILL (3000 Phase)							
STAGE	CODE	STAGE	CODE	STAGE	CODE		

AFLDS	3000R	AFLDS	3000R	AFLDS	3000R
	3005				
AVOPS	3100	AVOPS		AVOPS	
	3105R		3105R		3105R
	3110R		3110R		3110R
	3115R		3115R		3115R
	3120				
	3125R		3125R		3125R
	3130R		3130R		3130R
CORE PLUS (4000 Phase)					
STAGE	CODE	STAGE	CODE	STAGE	CODE
ATCO	4100	ATCO		ATCO	
AEOPS	4200R	AEOPS	4200R	AEOPS	4200R
	4205R		4205R		4205R
	4210				
	4215R		4215R		4215R
C2SYS	4900R	C2SYS	4900R	C2SYS	4900R
	4901R		4901R		4901R
	4902R		4902R		4902R
	4903R		4903R		4903R
	4904R		4904R		4904R
	4905R		4905R		4905R
	4906R		4906R		4906R
	4907R		4907R		4907R
	4908R		4908R		4908R
	4909R		4909R		4909R
	4910R		4910R		4910R
	4911R		4911R		4911R
	4912R		4912R		4912R
	4913R		4913R		4913R
	4914R		4914R		4914R
	4915R		4915R		4915R
	4916R		4916R		4916R
	4917R		4917R		4917R
	4920R		4920R		4920R
	4921R		4921R		4921R
4922R	4922R	4922R			
4923R	4923R	4923R			
4924R	4924R	4924R			
4925R	4925R	4925R			

4940R	4940R	4940R
4941R	4941R	4941R
4942R	4942R	4942R
"S" PREFIX AND BLUE FONT = SIMULATOR EVENT		
"R" SUFFIX AND GRAY HIGHLIGHT = R-CODED "REFRESHER" EVENT		

2.5 REQUIREMENT, CERTIFICATION, QUALIFICATION AND DESIGNATION TABLES.
The tables below delineate T&R events required to be completed to attain proficiency for select certifications, qualifications and designations. In addition to event requirements, all required stage lectures, briefs, squadron training, prerequisites, and other criteria shall be completed prior to completing final events. Certification, qualification and designation letters signed by the commanding officer shall be placed in training Performance Records and NATOPS. See Chapter 6 of the Aviation T&R Program Manual on regaining lost qualifications.

2.5.1 INSTRUCTOR DESIGNATIONS

AVIATION OPERATIONS SPECIALIST (7041) INSTRUCTOR DESIGNATIONS (5000 Phase)	
INSTRUCTOR DESIGNATION	EVENTS
BASIC INSTRUCTOR (BI)	5000, 5010, 5020
SENIOR INSTRUCTOR (SI)	5100, 5110, 5120, 5130, M-SHARP FORMAL TRAINING, 6320

2.5.2 REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS AND DESIGNATIONS

AVIATION OPERATIONS SPECIALIST (7041) REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS, AND DESIGNATIONS (RCQD) (6000 Phase)	
RCQD	EVENTS
STATION/FACILITY CHIEF (STAT/FAC CHF)	2002, 2006, 2008, 2010, 2012, 2000, 2004, 2012, 2014, 2016, 2018, 2022, 2024, 2026, 2028, 2030, 2032, 2034, 2036, 2038, 2040, 2048, 3000, 3005, 6000
SQUADRON OPERATIONS CHIEF (SQDN OPS)	2135, 2140, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2270, 2275, 2280, 2285, 2290, 3100, 3105, 3110, 3115, 3120, 3125, 3130, 6001
MAG OPERATIONS CHIEF (MAG OPS)	2135, 2140, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2270, 2275, 2280, 2285, 2290, 3100, 3105, 3110, 3115, 3120, 3125, 3130, 6002
WING OPERATIONS CHIEF (WING OPS)	2135, 2140, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2270, 2275, 2280, 2285, 2290, 3100, 3105, 3110, 3115, 3120, 3125, 3130, 6003
AIR FIELD DISPATCHER (DISP)	2000, 2006, 2008, 2010, 2012, 2026, 2028, 2030, 2032, 2040, 2048, 6004
OPERATIONS CLERK (OPS CLK)	2100, 2105, 2110, 2115, 2120, 2125, 2130, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2230, 2240, 2245, 2250, 2255, 2275, 2260, 2285, 2290, 3100, 3105, 6005
STATION/FACILITY CHIEF (STAT/FAC CHF)	6000, 6100
SQUADRON OPERATIONS CHIEF (SQDN OPS)	6001, 6101
MAG OPERATIONS CHIEF (MAG OPS)	6002, 6102
WING OPERATIONS CHIEF (WING OPS)	6003, 6103
AIR FIELD DISPATCHER (DISP)	6004, 6104
OPERATIONS CLERK (OPS CLK)	6005, 6105
BASIC INSTRUCTOR (BI)	5000, 5010, 5020, 6320
SENIOR INSTRUCTOR (SI)	5100, 5110, 5120, 5130, 6320, 6321

2.6 PROGRAMS OF INSTRUCTION (POI). These tables reflect average time-to-train versus the minimum to maximum time-to-train parameters in the Training Progression Model.

2.6.1 BASIC POI

AVIATION OPERATIONS SPECIALIST (7041) BASIC POI		
WEEKS ¹	PHASE OF INSTRUCTION	UNIT RESPONSIBLE
1-6	CORE SKILL INTRODUCTION TRAINING	NAS MERIDIAN
7-32	CORE SKILL TRAINING	TACTICAL SQUADRON
32-104	MISSION SKILL TRAINING	TACTICAL SQUADRON
104-160	CORE PLUS	TACTICAL SQUADRON

2.6.2 REFRESHER POI

AVIATION OPERATIONS SPECIALIST (7041) REFRESHER POI		
WEEKS ¹	PHASE OF INSTRUCTION	UNIT RESPONSIBLE
1-20	CORE SKILL TRAINING	TACTICAL SQUADRON
21-52	MISSION SKILL TRAINING	TACTICAL SQUADRON
52-104	CORE PLUS	TACTICAL SQUADRON

NOTE 1: TRAINING DURATIONS VARIES BY POSITION BEING TRAINED.
SEE PROGRESSION MODEL FOR NOTIONAL TRAINING TIMES.

2.7 SYLLABUS NOTES

2.7.1 Environmental Conditions Matrix

Environmental Conditions	
Code	Meaning
D	Shall be conducted during hours of daylight: (by exception - there is no use of a symbol)
N	Shall be conducted during hours of darkness, may be aided or unaided
N*	Shall be conducted during hours of darkness must be flown unaided
(N*)	May be conducted during hours of darkness - If conducted during hours of darkness must be flown unaided
(N)	May be conducted during darkness - If conducted during hours of darkness; may be flown aided or unaided
NS	Shall be conducted during hours of darkness - Mandatory use of Night Vision Devices
(NS)	May be conducted during darkness - If conducted during hours of darkness; must be flown with Night Vision Devices
Note - If the event is to be conducted in the simulator the Simulator Instructor shall set the desired environmental conditions for the event.	

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2.7.2 DEVICE MATRIX

DEVICE	
Symbol	Meaning
L	Event shall be conducted live (conducted in the field/garrison, during an exercise, etc). Requires live (non-simulated) execution of the event.
L/S	Event performed live preferred/simulator optional.
S/L	Event performed in simulator preferred/live optional.
G	Ground/academic training. May include Distance Learning, CBT, lectures, self paced.
CBT	Computer Based Training
LAB	Laboratory
LEC	Lecture
CP	Command Post
TEN	Tactical Environment Network. Events designated as TEN require an approved tactical environment simulation capable of introducing both semi-autonomous threats and moving models controllable from the tactical operator station.
TEN+	Enhanced Tactical Environment Network. Events designated as TEN+ require an approved tactical environment simulation and at least one additional, networked, man-in-the-loop simulator to meet the training objectives. A moving model controlled from the operator station does not satisfy the man-in-the-loop requirement.
Note - If the event is to be flown in the simulator the Simulator Instructor shall set the desired environmental conditions for the event.	

2.7.3 Program of Instruction Matrix

PROGRAM OF INSTRUCTION MATRIX		
Program of Instruction (POI)	Symbol	Aviation Ground
Basic	B	Initial MOS Training
Refresher	R	Return to community from non (MOS/Skill) associated tour
Maintain	M	All individuals who have attained CSP/MSP/CPD by initial POI assignment are re-assigned to the M POI to maintain proficiency.

2.7.4 Event Terms

EVENT TERMS	
TERM	DESCRIPTION
Discuss	An explanation of systems, procedures, or tactics during the brief, exercise, or debrief. Student is responsible for knowledge of procedures.
Demonstrate	The description and performance of a particular event by the instructor, observed by the student. The student is responsible for knowledge of the procedures prior to the demonstration of a required event.
Introduce	The instructor may demonstrate a procedure or event to a student, or may coach the student through the maneuver without demonstration. The student performs the procedures or maneuver with coaching as necessary. The student is responsible for knowledge of the procedures.
Practice	The performance of a maneuver or procedure by the student that may have been previously introduced in order to attain a specified level of performance.
Review	Demonstrated proficiency of an event by the student.
Evaluate	Any event designed to evaluate team/crew standardization that does not fit another category.
E-Coded	This term means an event evaluation form is required each time the event is logged. Requires evaluation by a certified standardization instructor (NATOPS I, WTI, INST Evaluator etc.)

2.8 CORE SKILL INTRODUCTION PHASE (1000)

2.8.1 Purpose. The Core Skill Introduction phase provides entry-level classroom instruction to develop the basic skills necessary for an enlisted Marine to meet the requirements to be assigned the MOS 7041, Aviation Operations Specialist. This training is complete upon graduation from the Marine Aviation Operations Specialist Course (MARAOS), Marine Aviation Training Support Squadron One (MATSS-1), Naval Air Station (NAS) Meridian, MS. Upon completion of the MARAOS course, the Marine is trained in Aviation Operations and receives the MOS 7041 classification.

2.8.2 General

2.8.2.1 Prerequisite.

- (1) Must possess a CL score of 100 or higher.
- (2) Must possess a secret security clearance.
- (3) Must be a U.S. citizen.

2.8.2.2 Admin Notes. Additional information may be found in the MOS manual, MCO 1200.17.

2.8.2.3 Stages. The following stages are included in the Core Skill Introduction Phase of training.

PAR NO.	STAGE NAME
2.8.3	Marine Aviation Operations Specialist (MAOS)

2.8.3 Marine Aviation Operations Specialist (MAOS)

2.8.3.1 Purpose. These Core Skills are intended to develop basic knowledge of the principles and concepts of the MOS skills of an Aviation Operations Specialist.

2.8.3.2 General

Prerequisite. NONE.

Admin Notes. The MAOS course is located at MATSS-1, NAS Meridian, MS. The 1000 level MAOS program of instruction can be viewed at <https://www.intranet.tecom.usmc.mil/hq/branches/atb1/default.aspx>.

Crew Requirements. NONE

MAOS-1100 40.0 (*) B L

Goal. Introduce the trainee to Personal Computer Operations needed to perform as an eventual Aviation Operations Specialist.

Requirement. Without the aid of references, the trainee will accomplish the following criterion:

1. Identify the parts of a basic computer.
2. Type for three sustained sessions of five minutes with a 25 word GPM.

Performance Standard. Complete the requirement with a minimum of 80% accuracy.

MAOS-1101 28.0 (*) B L

Goal. Introduce the trainee to Aviation Operations Specialist skills with an overview of tasks that will need to be mastered for designation as a MOS 7041.

Requirement. With the aid of references, the trainee will accomplish the following criterion:

1. Identify the structure of Marine Corps Aviation.
2. Identify the components of a Simulated Squadron.
3. Identify the Navy & Marine Corps Security of Classified Materials program and procedures.
4. Identify the purpose and elements of a Tactical Air Command Center.

Performance Standard. Score a minimum of 80% on a written, knowledge based exam.

Instructor. AOS Course Instructor.

Prerequisite. MAOS-1100.

Reference. MCRP 5-12, MCWP 3-2, NAVAIRINST 13100.16, MCAS Facility Manual and Airfield Operations Manual.

MAOS-1102 33.0 (*) B _____ L

Goal. Introduce the trainee to Airfield Operations skills needed to perform as a MOS 7041.

Requirement. With the aid of references, the trainee will accomplish the following criterion:

1. Identify the structure of Marine Corps Air Station.
2. Identify the parts of a Julian date and convert Date-Time-Groups.
3. Identify the process and procedures for processing NOTAMS.
4. Identify the process and procedures for Military Flight Plan (DD-175).
5. Identify the process and procedures for Overdue Aircraft.

Performance Standard. Score a minimum of 80% on a written, knowledge based exam.

Instructor. AOS Course Instructor.

Prerequisite. MAOS-1101.

Reference. OPNAVINST 3710, DoD Flight Planning-General Flight Planning (GP), FAA JO 7110.10, MCAS Facility Manual and Airfield Operations Manual.

MAOS-1103 34.0 (*) B _____ L

Goal. Introduce the trainee to Correspondence tasks that will need to be mastered for designation as a MOS 7041.

Requirement. With the aid of references, the trainee will accomplish the following criterion:

1. Identify the structure of Marine Corps Air Station.
2. Identify the parts of a Julian date and convert Date-Time-Groups.
3. Identify the process and procedures for processing NOTAMS.
4. Identify the process and procedures for Military Flight Plan (DD-175).

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5. Identify the process and procedures for Overdue Aircraft.

Performance Standard. Score a minimum of 80% on a written, knowledge based exam.

Instructor. AOS Course Instructor.

Reference. SECNAV M-5216.5, SECNAV M-5210.2, MCO 5215.1, MCO P1070.12K, SECNAVINST 5210.8, MCO 5210.11, NAVMC DIR 5210.11.

MAOS-1104 28.0 (*) B L

Goal. Introduce the trainee to Flight Planning tasks that will need to be mastered for designation as a MOS 7041.

Requirement. With the aid of references, the trainee will accomplish the following criterion:

1. Identify the purpose and utilize Aviation Directives.
2. Identify the process and procedures for Foreign Clearance.
3. Identify the process and procedures for General Planning Publications.
4. Identify the process and procedures for Flight Information Publications.
5. Identify the process and procedures for Portable Flight Planning Systems.

Performance Standard. Score a minimum of 80% on a written, knowledge based exam.

Instructor. AOS Course Instructor.

Reference. MCO 1326.2, NAVMC 3500.14, MCO 3500.48, NAVMC 3500.20, OPNAVINST 3710.7.

MAOS-1105 28.0 (*) B L

Goal. Introduce the trainee to Aviation Flight Records tasks that will need to be mastered for designation as a MOS 7041.

Requirement. With the aid of references, the trainee will accomplish the following criterion:

1. Identify the purpose of Flight Data Processing.
2. Identify the purpose of NAVFLIRS forms.
3. Identify the process and procedures for NAVFLIRS Record Type 7D.

4. Identify the process and procedures for NAVFLIRS.

Performance Standard. Score a minimum of 80% on a written, knowledge based exam.

Instructor. AOS Course Instructor.

Reference. OPNAVINST 3710.7.

MAOS-1106 46.0 (*) B _____ L

Goal. Introduce the trainee to Operations Administration tasks that will need to be mastered for designation as a MOS 7041.

Requirement. With the aid of references, the trainee will accomplish the following criterion:

1. Identify the procedures and utilize an Aviator Flight Log Book.
2. Identify the procedures and utilize an Enlisted Flight Log Book.
3. Identify the procedures and utilize M-SHARP.
4. Identify the process and procedures for NATOPS Evaluation Form.
5. Identify the process and procedures for NATOPS Instrument Rating Request.

Performance Standard. Score a minimum of 80% on a written, knowledge based exam.

Instructor. AOS Course Instructor.

Reference. OPNAVINST 3710.7, M-SHARP User's Manual version 1.0.30.

2.9 CORE SKILL TRAINING (2000)

2.9.1 Purpose. This phase provides Core Skill training to develop the basic skills necessary for an AOS Marine to meet the requirements of the operating forces in both Wing/Group/Squadron and Station/Facility as an Aviation Operations Specialist.

2.9.2 General

2.9.2.1 Prerequisite. Completion of the Core Skill Introduction (1000) training phase.

2.9.2.2 Admin Notes. As applicable.

2.9.2.3 Stages. The following stages are included in the Core Skill Phase of training.

FAR NO.	STAGE NAME
2.9.3	AIRFIELD OPERATIONS (AOPS)
2.9.4	GENERAL ADMINISTRATION (GENA)
2.9.5	OPERATIONS ADMINISTRATION (OPSA)

2.9.3 Airfield Operations (AOPS)

2.9.3.1 Purpose. These Core Skills are intended to develop basic knowledge and comprehension of the principles and concepts of providing and maintaining essential airfield services to tenant and non-tenant units.

2.9.3.2 General

Prerequisite. None.

Admin Notes. Academic training will be conducted prior to and concurrent with required events. An academic event, once completed, can be credited as a prerequisite for follow-on training events.

Crew Requirements: Three crews consisting of (1) Supervisor, (2) Dispatchers and (1) Planner.

AOPS-2000 60.0 (180) B,R,M L

Goal. Provide and Maintain Airfield Base Operations on an air facility/station or at a Forward Operating Base (FOB).

Requirement. Demonstrate the ability to perform as a planner/dispatcher at an airbase operations facility or Forward Operating Base (FOB) by performing the following steps:

- (1) State the working relationships of flight planning, METOC, ATC, ARFF, EAF, Passenger Terminal, and Visiting Aircraft Line (VAL).
- (2) Complete a Search and Rescue (SAR) checklist.
- (3) Create and publish an operation gram.
- (4) Create and publish quiet hours.
- (5) Facilitate community events/tours.
- (6) Identify airfield operation hours.
- (7) Identify International Civil Aviation Organization Airport Code (ICAO).
- (8) Process combat aircraft loading area (CALA) request.
- (9) Process/Research noise complaints.
- (10) Publish hot pit hours.

- (11) Maintain and submit airfield status reports to HHQ and adjacent commands.
- (12) Prepare and analyze logistical flight records for submission to HHQ.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. 180.3 Facility planning, FA 7110.10 flight services, OPNAVINST 3710.7, Local AOM.

AOPS-2002 60.0 (180) B,R,M L

Goal. Manage Airfield Base Operations on an air facility/station or at a Forward Operating Base (FOB).

Requirement. Demonstrate the ability to perform as a supervisor at an airbase operations facility or Forward Operating Base (FOB) by performing the following steps:

- (1) Create and maintain a situation map (station) or friendly situation map (FOB).
- (2) Coordinate Angel flights.
- (3) Coordinate station/airfield construction meetings.
- (4) Coordinate station/airfield operations meetings.
- (5) Coordinate/Facilitate Air shows.
- (6) Maintain Airfield Operations Manual (AOM).
- (7) Conduct Operation Risk Management (ORM) analysis of tenant squadron activities.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2000.

External Syllabus Support. None.

References. 180.3 Facility planning, FA 7110.10 flight services, OPNAVINST 3710.7, Local AOM.

AOPS-2004 30.0 (365) B,R,M L

Goal. Manage an Airfield Vehicle Operators Course (AVOC).

Requirement. With the use of references, the Marine will be able to:

- (1) Maintain an airfield vehicle driver's license program.
- (2) Maintain an airfield vehicle driver's license database.

(3) Conduct airfield vehicles operators course (AVOC).

(4) Properly operate a vehicle on an airfield.

Performance Standard. Complete the requirement with no errors.

Prerequisite. Possess a valid state driver's license.

External Syllabus Support. None.

References. NAVAIR 00-80T-114, Naval Safety Center Guidance, Local AVOC order, and Local AOM.

AOPS-2006 80.0 (180) B,R,M L

Goal. Support Emergency Operations.

Requirement. Demonstrate airfield emergency procedures by performing the following steps:

- (1) Demonstrate over due or lost plane procedures.
- (2) Demonstrate SAR procedures.
- (3) Demonstrate the actions taken in the event of an aircraft mishap.
- (4) Implement aircraft mishap procedures.
- (5) Implement lost plane procedures.
- (6) Coordinate asset movement for other government agencies (OGA) during national disasters.
- (7) Coordinate with Emergency Operation Center (EOC)-mass casualty drill.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2000.

External Syllabus Support. None.

References. IFR Supplement, Flip handbook, OPNAVINST 3710.7, Local AOM.

AOPS-2008 90.0 (*) B L

Goal. Conduct daily flight clearance operations.

Requirement. Given an air facility and with the use of references, identify daily flight clearance operations by performing the following steps:

- (1) Coordinate customs inspections for incoming/outgoing aircraft.
- (2) Coordinate the delivery of fuel for transient aircraft.

- (3) Describe the airfield layout and services available.
- (4) Facilitate ramp space for tenant and non-tenant squadrons.
- (5) Maintain passenger manifest for incoming/outgoing aircraft.
- (6) Perform hand and arm signals for taxiing/parking aircraft.
- (7) Process a Prior Permission Required (PPR) request.
- (8) Provide general services to transient aircraft as required.
- (9) Recite the phonetic alphabet.
- (10) Validate airlift requests for aircraft support.
- (11) Coordinate movement of VIPs.
- (12) Coordinate with the TACC movement of the Strategic Airlift Missions (SAM).
- (13) Issue unauthorized arrival PPR violations.
- (14) Process civil aircraft usage requests (required DD forms).
- (15) Process closed field PPRs.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. OPNAVINST 3710.7, OPNAVINST 2721.20, FAA Advisory circulars, IFR supplement, and FLIP handbook.

AOPS-2010 90.0 (*) B _____ L

Goal. Perform flight planning coordination.

Requirement. With the use of references, the Marine will be able to;

- (1) Prepare daily brief sheets.
- (2) Maintain Flight Data tracking sheets.
- (3) Communicate flight information to ATC.
- (4) Prepare Instrument flight package.
- (5) Conduct pre-flight briefs.
- (6) Provide flight planning guidance.
- (7) Maintain flight planning pass down log.
- (8) Maintain airfield status board.
- (9) Prepare flight data strips.

- (10) Track aircraft at an air facility utilizing flight data strips.
 - (11) Submit updated required FLIPs.
 - (12) Enter flight plans into the current flight data system.
 - (13) Transmit departure/arrival reports in the Aviation Information System (AIS).
 - (14) Enter flight data into flight data input/output.
 - (15) Audit Visual Flight Rules (VFR)/Instrument Flight Rules (IFR) flight plans.
 - (16) Maintain a flight planning pass down log.
 - (17) Procure and maintain required publications, directives, charts, and supplies for pilots and branch personnel reference and use.
 - (18) Verify aircraft weight and balance documents.
 - (19) Verify pavement conditions numbers for visiting aircraft.
 - (20) Complete and verify military flight plan (DD-175).
 - (21) Enter military flight plan (DD-175) into Flight Data Input/Output (FIDO) or Aeronautical Information System (AIS).
 - (22) Process international flight plans (4k).
 - (23) Complete and verify military flight plan (DD-1801).
- Performance Standard. Complete the requirement with no errors.
- Prerequisite. None.
- External Syllabus Support. None.
- References. OPNAVINST 3710.7, Local AOM, and Local Station Orders.

AOPS-2012 10.0 (180) B,R,M L

Goal. Demonstrate the ability to properly submit Notice to Airmen (NOTAMS) for publication of safety of flight requirements.

Requirement. Publish a NOTAM by performing the following steps:

- (1) Prepare and publish NOTAM in Defense Internet NOTAM Service (DINS).
- (2) Prepare and submit E-NOTAM.
- (3) Utilize the NOTAM system.

- (4) Publish and disseminate general airfield advisories.
- (5) Advise Aircrews of NOTAMS for en-route stops and final destination.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. OPNAVINST 3710.7 and Local AOM.

AOPS-2014 60.0 (180) B,R,M _____ L

Goal. Facilitate daily Range Operation Control Centers (ROCC).

Requirement. Given an air facility and with the use of references, the Marine will manage Range Operations Control Center (ROCC) by performing the following steps:

- (1) Schedule range/operation area usage.
- (2) Process range operations usage requests.
- (3) Publish range advisories.
- (4) Enter requests data into database.
- (5) Publish/maintain range schedule.
- (6) Maintain the range utilization data system used to enter range request by the ROCC.
- (7) Identify local operating areas, ranges, and routes.
- (8) Publish course rules and routes.
- (9) Coordinate with outside agencies (Embedded).

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. FACSACINST 3120.1, Local ROCC Orders.

AOPS-2016 10.0 (*) B _____ L

Goal. Support airfield security functions of the air station/facility.

Requirement. With the aid of references and appropriate materials, the Marine will be able to;

- (1) Monitor flight line vehicle access.

9 May 12

(2) Validate movement of contractors through PMO.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. Local Air Ops SOP.

AOPS-2018 20.0 (*) B _____ L

Goal. Coordinate safety functions of an air station/facility.

Requirement. Conduct and coordinate safety requirements on an airfield by performing the following steps:

- (1) Coordinate Foreign Object Debris (FOD) checks.
- (2) Coordinate FOD sweeps with vehicles.
- (3) Demonstrate procedures for hazardous cargo movement.
- (4) Facilitate Bird Activity Safety Hazard (BASH) Controls.
- (5) Track runway incursion violations.

Performance Standard. Manage Air Field Safety IAW local SOP/AOM.

Prerequisite. None.

External Syllabus Support. None.

References. OPNAVINST 3710.7 and Local AOM.

AOPS-2020 30.0 (365) B,R,M _____ L

Goal. Provide and Maintain Airfield Base Operations on an air facility/station or at a Forward Operating Base (FOB).

Requirement. Demonstrate the ability to perform as a planner/dispatcher at an airbase operations facility or Forward Operating Base (FOB) by performing the following steps:

- (1) State the working relationships of following departments:
 - (a) Flight Planning/Flight Clearance
 - (b) Meteorological and Oceanographic (METOC)
 - (c) Air Traffic Control (ATC)
 - (d) Aircraft Rescue and Fire Fighting (ARFF)
 - (e) Expeditionary Airfield (EAF)

(f) Explosive Ordnance Disposal (EOD)

(g) Passenger Terminal

(h) Visiting Aircraft Line (VAL).

(2) Identify the local International Civil Aviation Organization Airport Codes (ICAO) for the region.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. 180.3 Facility planning, FA
7110.10 Flight Services, OPNAVINST 3710.7,
Local AOM.

AOPS-2022 5.0 (*) B _____ L

Goal. Properly instruct individuals on how to operate vehicles on the airfield and successfully issue Airfield Drivers licenses.

Requirement. Properly give the Aviation Vehicle Operators Instruction Course (AVOIC) and issue airfield drivers licenses by performing the following steps:

- (1) Individual must schedule an AVOIC via telephone or in person.
- (2) Requesting individual(s) must provide License Request Letter (LRL).
- (3) Given the individual(s) provides LRL, he/she may partake in the AVOIC at the scheduled time and date.
- (4) Flight Clearance personnel then instruct an AVOIC via power point.
- (5) Upon completion of the Airfield Vehicle Operators Course, individuals then receive a test.
- (6) Upon passing the required test the instructor then grades the tests with either a pass or fail.
- (7) Flight Clearance personnel then input the individual's information who passed the test into the Airfield Drivers License Database.
- (8) Those who pass the AVOIC Test are required to pick up their respective drivers license within 1 weeks time.
- (9) Flight Clearance personnel are to ensure the Vehicle Operators and Issuing Official spaces on the license have both been signed.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. AVOIC

AOPS-2024 5.0 (*) B L

Goal. Issue Warnings, Suspensions and Revocations of airfield driving privileges.

Requirement. Demonstrate how to identify violations and issue citations by performing the following steps:

- (1) Demonstrate how to recognize an airfield violation.
- (2) Conduct a visual and physical assessment of the violation.
- (3) Demonstrate the actions taken to remove person(s) and/or vehicle(s) from airfield.
- (4) Retain Airfield Drivers license, Access Pass and other substantiating documents.
- (5) Implement search of vehicle(s)/person(s) if necessary.
- (6) Escort violator(s) to Base Operations for receipt of Warning, Suspension or Revocation of driving privileges.
- (7) Issue citation letter and reprimand violator(s) of AVOIC order.
- (8) Forward citation letter to violator(s) command.
- (9) Retain electronic and hard copy on file of citation letter for future use and review.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. Station Airfield Vehicle Operators Instruction Course (AVOIC).

AOPS-2026 60.0 (*) B L

Goal. Filing Flight Plans (DD175/1801).

Requirement. Properly filing flight Plans.

- (1) Received Flight Plan.
- (2) Check that all required blocks are filled.
- (3) Verify that Flight Plan has been signed.

- (4) Enter Flight Plan into Aeronautical Information System (AIS).
- (5) Check the message system on AIS for confirmation of Flight Plan.
- (6) When message received from AIS write the record number next to each leg on Flight Plan.
- (7) Make a Flight Strip for the Flight Plan.
- (8) When Flight Strip has been created call tower and pass the appropriate information.
- (9) File Flight Plan in the Flight Data outbound box and time is relayed to tower.
- (10) When A/C departs send a SVC B message to designated locations.
- (11) Fill in the Flight Plan with the actual departure time.
- (12) File Flight Plan and strip on the Flight Data outbound box.
- (13) At the end of the day count all inbound/outbound/pending strips.
- (14) Staple Flight strips together and put a date on the back of the last strip.
- (15) File Flight Plans in Monthly Folder.
- (16) File Flight Strips in Inbound/Outbound boxes.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References.

AOPS-2028 80.0 (*) B _____ L

Goal. How to use the AIS system successfully

Requirement. Demonstrate how to properly input a flight plan and send a message using Aeronautical Information System (AIS) by performing the following steps:

- (1) Ensuring that the computer is on, the logon screen for the computer should be the first thing you see.
- (2) Entering the logon and the password from the Crew Supervisor's Log to get on that computer and go to the web browser.
- (3) That will take you to the Aeronautical Information System page, which is the home page for that specific computer. Enter the username and the password.

- (4) The AIS user menu will appear, click on Flight Plan tab.
- (5) The Flight Plan-processing menu allows users to manage flight plans. The following options are available:
 - (A) Domestic/International:
 - (1) Used for domestic or civilian flight plans that is submitted.
 - (2) Fill out the minimum required red asterisks label fields.
 - (3) Once these fields are completed correctly scroll to the bottom of the screen and press file.
 - (a) In case of an error message, simply go back through the flight plan and make sure everything is correctly entered in the appropriate fields and you send the flight plan again.
 - (B) OCONUS Flight Plan (DD-175):
 - (1) Used to input the information gathered off the DD175.
 - (2) Red asterisks will label the required information.
 - (3) The flight plan will be filed with the appropriate center.
 - (4) You will receive either a (RGR) roger message or an error message.
 - (a) In case of an error message, simply go back through the flight plan and make sure everything is correctly entered in the appropriate fields and you send the flight plan again.
 - (C) DD-1801:
 - (1) Used for flights overseas. Information is gathered off the DD1801.
 - (2) Fill out the required fields labeled with red asterisks.
 - (3) Unlike the other flight plans you will not receive a (RGR) roger or an error message.
 - (4) To receive a confirmation number you must call the appropriate center to which the flight plan was sent to.
 - (a) If they say "not stored" then you must go into the ICAO template and review your flight plan to ensure there are no mistakes then repeat the process.
 - (b) If you are still unable to receive a confirmation number, you must call the center that sent the original flight plan.

(D) Free form (Service Broadcast Message):

(1) There are only three fields to properly fill out. Priority fields, the routing field, and the data field.

(2) You must look up the appropriate center in which the plane is taking off from. Under the ADDRESS block, enter the three letter identifier code.

(3) When all appropriate fields are filled out, the flight plan can be filed.

(E) Batch Forms:

(1) This format is the same as the single free format.

(F) List pending:

(1) Used to modify or cancel a specific flight plan.

(2) A screen will appear with the aircraft call sign, departure point, ETD, and destination point. Press view/modify to change an entry.

(3) Fill out all the required information with the changes and submit.

(4) To cancel that entry, just press CANCEL FLIGHT PLAN.

(G) Cancel flight plan:

(1) Used as a quick cancellation of a flight plan by knowing the specifics about a particular flight.

(2) Know the aircraft call sign, departure time, departure point, and destination point. Fill out all the fields and submit it.

(H) List Stored:

(1) a list of commonly used templates that can be viewed, modified, or deleted.

(2) Any domestic, ICAO, military, Freeform, or batch freeform entry can be stored.

(6) AIS down time procedures

(a) Utilize the following procedure in order to expedite flight plans in a fast efficient manner while the AIS is down.

(b) Reset computer by turning the system completely off.

(c) If the above fails, continue with the following steps

(1) Inform the flight clearance chief and the tower watch supervisor IMMEDIATELY.

(2) Call the GTE network management operations center. Inform them of the problem.

(3) If the system is still down contact PRESCOTT FSS to guard all message traffic.

(d) Once the system is back up and running, notify the flight clearance chief and the tower watch supervisor.

(7) AIS trouble shooting guide

(a) Verify the power is on for the CRT, CPU, and Printer.

(b) Call the proper personnel for your AIS PC.

(c) if the problem persists, call PRESCOTT FLIGHT DATA, ask an operator to check the re-route table.

(8) Common message format

(a) There are three message formats used for transmitting air traffic control and movement messages

(1) IFR/VFR Flight planning proposals (CONUS)

(2) Aircraft departures (CONUS)

(3) ICAO messages

(b) Each message will include a precedence from the following list:

(1) SS: Message involving safety of life and property. Restricted to emergency information.

(2) DD: Priority operation and circuit control messages.

(c) FF: Flight movement, including modification/change message directly relating to the safe and efficient operations of the aircraft.

(d) GG: Flight cancellation, delay message, and all others.

(9) Departure notification messages

(a) Departure message- immediately after a departure, flight-planning personnel will submit a flight notification departure message to the next point of landing, which will always have the ETE time added to the time of actual departure from MCAS YUMA.

(b) Visual flight rules (VFR) departures

(1) Only the destination station will be addressed.

(c) VFR stopover departure message

(1) Address message to all base operations of FSS's having tie-in responsibility for the different points of intended landing.

(2) Place remarks that apply to the entire route at the end of the message.

(3) Begin each stopover leg as a new line.

(4) The first leg will show the ETA to the first stop.

(5) The additional legs will show the ETE between landing and proposed departure times.

(d) VFR departure message from stopover point

(1) Reroute stations are responsible for sending departure notices when an aircraft departs their location.

(e) Instrument flight rules (IFR) departure messages

(1) IFR one way: the same element used in VFR departure notice will be used in IFR departure notice, except they type of flight will be shown as IFR.

(10) Altitude Reservation (ALTRV)

(a) CONUS: Flight planning should not resubmit to the CONUS ARTC that portion of the flight plan that contains an ALTRV being flown in US Airspace.

(b) If the ALTRV starts at the originating base, that is the aircraft is on an ALTRV, immediately after departure, flight planning personnel do not submit an IFR flight plan proposal message.

(c) If the ALTRV is initiated or begins en route, use the following procedure:

(1) The originating base operations submit a flight data message.

(2) The originating base operations submits a flight message specifying the fix (point) where the ALTRV begins, followed by the amount of time required to fly from the ALTRV entry and exit point.

(3) Flight planning supervisors will ensure their personnel understand the ALTRV entry point, ALTRV delay time and exit point.

(4) The remarks section of the flight data message should specify the point where the ALTRV is joined and the ALTRV name.

(d) International flight plans

(1) the ALTRV must be shown in the international flight plan DD 1801.

(11) Stereo flight plan

(a) A stereo flight plan is used to file a route of flight that is pre-stored in the ARTCC computer.

(b) You can also file by DD-175.

(12) Military training routes

(a) General: Flight plans indicate flight along MTR's requires special handling.

(b) Scheduling requirements

(1) Scheduled in advance

(2) Flight clearance personnel will only schedule these specific routes and will input the information into the AIS.

(3) Routes will be sent to AWP.

(4) Message will include route identifier, time of use, and altitude involved.

(c) Formats

(1) Each message will be sent separately, do not include more than one route on a single message.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. NAVAIR 00-80T-114, AIS USERS MANUAL

AOPS-2030 20.0 (*) B _____ L

Goal: How to fill out and file a flight strip.

Requirement: Procedures for filing and filling out a flight strip:

- (1) Upon receiving a flight plan DD175/1801 or Service B message.
- (2) Acquire a blank flight strip.
- (3) Demonstrate where to write the call sign, number of aircraft, type of aircraft, the point of destination and flight rules.
- (4) Illustrate in which block you will write the departure time or the arrival time.
- (5) Demonstrate when to relay the strip information to the service tower.
- (6) Upon tower receiving all the information where would you write towers operating initials on the flight strip in blocks, and when would you respond with your initials.
- (7) After the aircraft lands/takes off, tower will call down with the time; fill in block 11 with towers operator's initials and in block 12 your initials after relaying your operating initials to tower.

- (8) After completing the flight strip, demonstrate how to send a SVC B message in AISR, and file the flight strip in the outbound/inbound box.

Performance Standard. Complete the requirement with no errors.

Prerequisite Legible hand writing skills.

External Syllabus Support. None.

References. Flight Clearance Syllabus.

AOPS-2032 6.0 (*) B _____ L

Goal. Demonstrate the ability to properly submit Notice to Airmen (NOTAMS) for publication of safety of flight requirements.

Requirement. Publish a NOTAM by performing the following steps:

- (1) Receive email or verbal approval from proper authorities.
- (2) Prepare a DD2349 form and have authorities sign off on information.
- (3) Publish NOTAM in Defense Internet NOTAM Service (DINS) when information pertains to military traffic only.
- (4) Prepare and submit E-NOTAM by calling Prescott FSS when information pertains to both civilian and military air traffic.
- (5) Publish and disseminate general airfield advisories with NOTAM information via fax to recipients.
- (6) Send OPSGRAM with NOTAM information via email to recipients.
- (7) Advise Aircrews of NOTAMS for en-route stops and final destination.

Performance Standard. With the aid of the references Complete the requirement with no errors.

Prerequisite. Become familiar with the Defense Internet NOTAM Service CCR Application User Training Manual.

External Syllabus Support. None.

References. OPNAVINST 3710.7 and Local AOM.

AOPS-2034 2.0 (*) B _____ L

Goal. Properly handle a Very Important Person (VIP).

Requirement. Acquire information on inbound/outbound VIPs, and be able to provide customary services.

- (1) Receive the VIP notifications from Visiting Aircraft Line, Tenant Squadrons or Base Headquarters.

- (2) Inform all personnel in Base Operations that a VIP will be on deck with the time, and stand by to give the proper greeting when VIP steps aboard.
- (3) Update the marquee board with the VIP's rank and name.
- (4) Ensure the VIP room is unlocked, and make sure that it is presentable with the required provisions stocked.
- (5) Periodically inform the liaisons with the updated inbound time or delays regarding the VIP's transportation.

Performance Standard. Complete the requirement with no errors.

Prerequisite. Familiarization of the Airfield, routes, VIP line, and VIP room.

External Syllabus Support. None.

References. Airfield Operations Manual (AOM).

AOPS-2036 20.0 (*) B _____ L

Goal. Demonstrate how to properly conduct Airfield Light Check/Surface Check.

Requirement. Demonstrate the proper vehicle, radio, and lighting diagram procedures for conducting a Light Check.

- (1) Demonstrate How to properly drive on the Airfield while maintaining speed limits and other safety regulations.
- (2) Demonstrate How to properly use the radio to communicate with tower and other personnel.
- (3) Demonstrate How to correctly update, file and email the lighting diagram or surface check diagram.

Driving Procedures.

- (a). Before driving on the Airfield, ensure the driver meets all Pre-Requisites e.g. Valid Airfield License, Valid State Drivers License, No Base Suspensions, Appropriate GSE License.
- (b). Inspect airfield to include active and non-active areas.
- (c). Visually inspect whether lights are out or just dim. Upon locating damaged lights conduct a physical inspection.
- (d). Note discrepancies on the Airfield Lighting Diagram while safely operating a vehicle.
- (e). Observe the runway, taxiway and other hard surfaces for cracks, holes or disturbances and report all discrepancies.

Radio Procedures.

- (a). Use only clear and concise English while talking on the radio and requesting clearances on the airfield.

- (b). CB lingo is not authorized while talking on the radio i.e. 10-4 Ol' Buddy.
- (c). Have patience while communicating with ground they have six frequencies to monitor and may take awhile to respond.
- (d). Conduct a radio check prior to accessing any active movement area, periodically to ensure continuous two-way communications.

Updating, Filing, and Emailing Procedures.

- (a). Access the Share Drive file containing the Airfield Lighting Diagram from the previous night. Update the diagram with any discrepancies, and save as a new document with the current date.
- (b). When the new diagram is saved, print off a copy and place it into the Light Check/Surface Check clipboard and file the previous days diagram in the Light Check/Surface folder.
- (c). Copy the updated diagram from the Share Drive and paste into an email addressed to the Light Check/Surface Distribution List and send.

Performance Standard. Complete the requirement with no errors.

Pre-requisites. Valid Airfield Drivers License, valid State Drivers License, No Base Suspensions, Appropriate GSE License.

External Syllabus Support. N/A

References. AVOIC.

AOPS-2038 20.0 (*) B L

Goal. Ensure airfield is discrepancy free and safe for aircraft and vehicles to conduct operations on airfield surfaces.

Requirement. Vehicle driver driving on airfield must have valid airfield drivers license and vehicle equipped with a radio and beacon/flag:

- (1) Ensure vehicle beacon is in working order and the vehicle is in safe condition to be driven on airfield.
- (2) Conduct a radio check with Control Tower prior to driving on airfield surfaces.
- (3) Check all airfield movement surfaces for discrepancies while driving the center line of each movement area.
- (4) Keep in constant radio communication with control tower.

- (5) Ensure airfield is FOD free. If required have sweeper clean required area.
- (6) If discrepancy is found contact BSD and set up time to have surface repaired.
- (7) Issue NOTAM and notify all tenant squadrons.

Performance Standard. Complete the requirement with no errors.

Prerequisite. Valid Airfield Drivers License, valid State Drivers License, No Base Suspensions, Appropriate GSE License.

External Syllabus Support. None.

References. Local AOM.

AOPS-2040 5.0 (*) B _____ L

Goal. Demonstrate how to properly maintain Military Victor Route Book.

Requirement. Demonstrate the logging and inputting of the VR route info.

- (1) Demonstrate How to legibly input vr route information into vr route book.
- (2) Demonstrate How to input information from the book into the computer.
- (3) Demonstrate how to take the same information from the VR route book and E-file the numbers.

Logging Procedures.

- (a). When first receiving the call ensure that the route looking to be scheduled is within the 48 period.
- (b). When taking the information to log, be sure that you get all times in Zulu.
- (c). Once you have all the information written down legibly and ensuring that times are not over lapping, initial your work and close the log book.

Computer Procedures.

- (a). Open up the messaging tab in the AIS system.
- (b). The message will be sent to AWP
- (c). Once on this screen you will enter all route appropriate information as follows.

Example: VR-1266 1915-1945 A-H 2/T45 005 AND BELOW

Filing Procedures.

- (a). The VR route sheet is not to be filed until the next morning by the oncoming crew.
 - (b). Before filing the sheet away in the appropriate folder, you must take all the numbers and e-file them on the share drive.
 - (c). Once all numbers are filed, place the VR route sheet in the Corresponding month's folder.
- Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. Syllabus.

AOPS-2042 5.0 (*) B _____ L

Goal. To prevent mistakes handling crash phone emergency procedures.

Requirement. Demonstrate how to properly operate and conduct crash phone procedures.

- (1) Demonstrate How to handle a Crash Phone test.
- (2) Demonstrate How to handle a Crash Phone actual.

Crash Phone Test.

- (a). There are two crash phones located in flight clearance. The black phone is the Primary Crash phone that is called down to tower. The red phone is the Secondary Crash phone that is used to contact the local base units.
- (b). The service tower will initiate a test of the Primary Crash Phone after opening the airfield.
- (c). After receiving notification of the test and relaying the responders initials the Primary Crash Phone is secured.
- (d). Immediately the Secondary Crash phone test is initiated by Flight Clearance utilizing the Daily Crash Phone Checklist.
- (e). After a few seconds on the Secondary phone the individual would relay the following, "Base Ops with a Daily Crash phone test, all stations acknowledge with your initials when called"
- (f). After completing the broadcast the individual would request initials from the personnel responding to the Crash Phone test by requesting each sections initials upon request, even those deployed would be requested.
- (g). Once finished respond with, "All stations heard loud and clear please secure your crash phone now."
- (h). Complete the Daily Crash Phone checklist by having the Crew

Supervisor on duty initial off on the checklist, and file the checklist.

- (i). Finally the Crew Supervisor will log the event in the Position and Controller log once everything is complete.

Crash Phone Actual.

- (a). The service tower will initiate /pull the Primary Crash Phone during an airfield emergency.
- (b). After receiving notification of the Crash Phone responders will standby for information to follow about the emergency, and relay the responders initials before the Primary Crash Phone is secured.
- (c). Immediately the Secondary Crash phone is pulled and initiated by Flight Clearance utilizing the Daily Crash Phone Checklist and a red pen.
- (d). After a few seconds on the Secondary phone the individual would relay the following, "Base Ops with an airfield emergency, all stations acknowledge with your initials when called"
- (e). After completing the broadcast the individual would request initials from the personnel responding to the Crash Phone test by requesting each sections initials upon request, even those deployed would be requested.
- (f). Once finished information about the emergency would be relayed, and Flight Clearance would respond with, "All stations heard loud and clear please secure your crash phone now."
- (g). Depending on the type of emergency the next actions of Flight Clearance would be determined.
- (h). Finally the Crew Supervisor will log the event in the Position and Controller log once everything is complete.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None

External Syllabus Support. None.

References. Syllabus.

AOPS-2044 5.0 (*) B L

Goal. Ensure integrity of the airfield is maintained continuously at all times.

Requirement. Airfield checks are performed:

- (1) Every hour on the hour and randomly throughout the day.

- (2) Ensure drivers and vehicles are properly entering and exiting the airfield gates.
- (3) Random checks of vehicles/drivers occupying ramps and cala's to ensure they are properly licensed.
- (4) Ensure there are no vulnerable avenues throughout the airfield.

Performance Standard. Complete the requirement with no errors.

Prerequisite. Valid Airfield Drivers License, valid State Drivers License, No Base Suspensions, Appropriate GSE License.

External Syllabus Support. None.

References. Local AOM.

AOPS-2046 2.0 (*) B _____ L

Goal. Ensure all vehicles conducting operations on airfield are properly equipped.

Requirement. All vehicles driving on airfield must be equipped with a radio and beacon/flag:

- (1) Ensure before checking out radio or flag that requester is properly licensed to drive upon airfield.
- (2) Conduct a radio check with Control Tower prior to issuing radio to requester.
- (3) Properly check radio or flag out to requester in proper log book.
- (4) Before airfield closure ensure all radio and flags have been returned.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. Local Airfield Operations Manual (AOM).

AOPS-2048 5.0 (*) B _____ L

Goal. Manage Airfield Operations schedules.

Requirement. With the use of references, the Marine will be able to:

- (1) Create and publish Monthly Airfield Hours.
 - a. Compose a single Monthly Airfield Hours schedule.
 - b. List the appropriate distribution of the schedule.
 - c. Utilize the appropriate systems to distribute the schedule.

- (2) Create and publish Daily Brief Sheets.
 - a. Compose a single Daily Brief sheet.
 - b. List the appropriate distribution of the Brief.
 - c. Utilize the appropriate systems to distribute the Brief.
- (3) Create and publish Hot Pit Hours.
 - a. Compose a single Hot Pit Hours schedule.
 - b. List the appropriate distribute of the schedule.
 - c. Utilize the appropriate systems to distribution the schedule.
- (4) Create and publish Quiet Hours.
 - a. Compose a single Monthly Quiet Hours schedule.
 - b. List the appropriate distribution of the schedule.
 - c. Utilize the appropriate systems to distribute the schedule.
- (5) Create and publish Combat Aircraft Loading Area (CALA) hours.
 - a. Compose a single Monthly Combat Aircraft Loading Area Hours schedule.
 - b. Demonstrate the process for scheduling CALA requests.
 - c. List the appropriate distribution of the schedule.
 - d. Utilize the appropriate systems to distribute the schedule.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. 180.3 Facility planning, FA 7110.10 flight services, OPNAVINST 3710.7, Local AOM, Updated IFR Supplement.

2.9.4 General Administration (GENA)

2.9.4.1 Purpose. These Core Skills are intended to develop the basic knowledge of standard correspondence preparation and the proper handling of classified material.

2.9.4.2 General

Prerequisite. None.

Admin Notes. Academic training will be conducted prior to and concurrent with required events. An academic event, once completed, can be credited as a prerequisite for follow-on training events.

Crew Requirements: A crew consisting of (1) AOS Marine.

GENA-2100 1.0 (*) B L

Goal. Setup a computer.

Requirement. Given all applicable computer components, insure the proper connection, operation and establishment of connectivity to the Local Area Network (LAN), to include printer operations.

- (1) Connect Mouse, Key board and monitor
- (2) Connect to Network
- (3) Connect power source, power up computer

Performance Standard. Complete the requirement with no errors.

Prerequisites.

- (1) Complete DD 2875 (SAAR).
- (2) Successfully complete DOD directed Information Assurance Training.
- (3) Successfully complete DOD directed Personally Identifiable Information Training.

External Syllabus Support. Information Systems Specialist (I.E. S-6 or NMCI).

References. Local SOP.

GENA-2105 5.0 (*) B L

Goal. Operate Microsoft Word.

Requirement. Given a draft source document containing instructions/information and a computer containing the Microsoft Word program, generate a Word document.

- (1) Create a new Word document.
- (2) Type and process the document from a draft.
- (3) Print the document.
- (4) Save and close the document.
- (5) Retrieve document for further edit.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2100

External Syllabus Support. <http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

[http://www.gcfllearnfree.org/computer/.](http://www.gcfllearnfree.org/computer/)

Local Microsoft Office training classes.

References. Microsoft Word user's manual.

GENA-2110 1.0 (*) B _____ L

Goal. Operate Microsoft Outlook application.

Requirement. Given a draft source document containing instructions/information and computer with Microsoft Outlook; generate an unclassified email with attachment (i.e. - IOI, Monthly Closeout Report).

- (1) Create a new Outlook Email.
- (2) Insert Addressees.
- (3) Locate and attach the data file.
- (4) Provide a description of the attachment in the body of the email.
- (5) Send Email.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2100.

External Syllabus Support. <http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

<http://www.gcfllearnfree.org/computer/>.

Local Microsoft Office training classes.

References. Microsoft Outlook users manual.

GENA-2115 5.0 (*) B _____ L

Goal. Operate Microsoft Excel spreadsheet application.

Requirement. Given a draft source document containing instructions/information and computer containing Microsoft Excel create a spreadsheet.

- (1) Create a new Excel spreadsheet.
- (2) Type and process the spreadsheet from a draft.
- (3) Select the range to be printed and print the spreadsheet.
- (4) Save and close the spreadsheet.
- (5) Retrieve spreadsheet for further edit.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2100.

External Syllabus Support. <http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

<http://www.gcflearnfree.org/computer/>.

Local Microsoft Office training classes.

References. Microsoft Excel users manual.

GENA-2120 24.0 (*) B _____ L

Goal. Operate Microsoft Access database application.

Requirement. Given a list of data containing instructions/information and a computer containing Microsoft Access create a database.

- (1) Determine the data to be tracked
- (2) Create a new data base
- (3) Input data
- (4) Save the database
- (5) Print selected data fields
- (6) Retrieve database for further edit.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2100

External Syllabus Support. <http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

<http://www.gcflearnfree.org/computer/>.

Local Microsoft Office training classes.

References. Microsoft Access users manual.

GENA-2125 5.0 (*) B _____ L

Goal. Operate Microsoft Power Point application.

Requirement. Given a source document containing instructions/information and computer with Microsoft Power Point; generate an unclassified Power Point slide.

- (1) Create a new Power Point presentation.

- (2) From a draft, input text to be presented in the presentation.
- (3) Create a new slide
- (4) Organize slides in order of presentation.
- (3) Print the presentation.
- (4) Save and close the presentation.
- (5) Retrieve presentation for further edit.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2100.

External Syllabus Support. <http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

[http://www.gcflearnfree.org/computer/.](http://www.gcflearnfree.org/computer/)

Local Microsoft Office training classes.

References. Microsoft Office Power Point users manual.

GENA-2130 8.0 (*) B _____ L

Goal. Operate SharePoint.

Requirement. Given a source document containing instructions/information and a computer containing the Share Point program be able to access documents.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2100.

External Syllabus Support. <http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

[http://www.gcflearnfree.org/computer/.](http://www.gcflearnfree.org/computer/)

References. Microsoft Share Point users manual.

GENA-2135 5.0 (*) B _____ L

Goal. Manage the proper setup of Microsoft applications.

Requirement. Given Microsoft Application suite (Word, Outlook, Access, Power Point, and Excel) install programs to a stand alone computer.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. NONE.

References. Microsoft Application Installation guide.

GENA-2140 1.0 (*) B _____ L

Goal. Develop a data management policy.

Requirement. Given a list of files, a computer, external hard drive, and media, standardize an electronic data management system.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2100.

External Syllabus Support. Local S/G-6, NCMI Representative.

References. Local SOP.

GENA-2145 16.0 (*) B _____ L

Goal. Prepare and maintain Naval Correspondence.

Requirement. With the aid of references, given a rough draft and verbal instruction, the Marine will prepare a standard naval letter by completing the following:

- (1) Assigning the correct Standard Subject Identification Code (SSIC).
- (2) Type the following correspondence for signature:
 - (a) Prepare a "Standard Naval Letter".
 - (b) Prepare a "New Page Endorsement".
 - (c) Prepare a "Same Page Endorsement".
 - (d) Prepare a "Marine Corps Directive".
- (3) Determining appropriate abbreviations that may be used in correspondence.
- (4) Submit typed correspondence for review and signature.
- (5) Route and file completed correspondence as required.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2100

External Syllabus Support. MCI's (Spelling, Grammar, Correspondence, Punctuation).

Reference. MCO P1070.12, MCO 5210.11, MCO P5215.1 and SECNAVINST 5216.5

GENA-2150 8.0 (*) B _____ L

Goal. Prepare an unclassified AMHS Message.

Requirement. With the aid of references properly prepare a standard Naval Message by completing the following:

- (1) Create a blank message template.
- (2) Identify and insert Plain Language Address (PLA).
- (3) Insert appropriate references in the proper format.
- (4) Insert amplifying instructions.
- (5) Insert body of message.
- (6) Properly save the naval message.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2100

External Syllabus Support. Computer and Message creation software.

Reference. MCO 5740.2 and AMHS User's Manual.

GENA-2155 3.0 (90) B,R,M _____ L

Goal. Handle Classified Material.

Requirement. Prepare classified naval correspondence, mark documents with appropriate classification, receive documents requiring special handling, and secure classified material/equipment by performing the following steps:

- (1) Prepare classified Naval correspondence.
- (2) Appropriately mark classified correspondence.
- (3) Appropriately transfer custody of documents requiring special handling.
- (4) Properly secure classified material and equipment.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2145, and secondary control point training

External Syllabus Support. Annual refresher training, as directed by unit Security Manager.

References. SECNAVINST 5510.30 and SECNAVINST 5510.36.

GENA-2160 10.0 (365) B,R,M L

Goal. Maintain Aviation Flight Publications.

Requirement. Given the reference, maintain required publications, charts, and supplies for pilot and branch personnel reference for use by performing the following steps:

1. Identify unit's DODACC.
2. Procure and maintain required publications, charts, and supplies.
3. Prepare Instrument Navigation packages.
4. Maintain current updates to flight publications.

Performance Standard. Complete the requirement IAW the reference; minor errors corrected by the trainee are acceptable.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

References. FLIP Handbook.

2.9.5 Operations Administration (OPSA)

2.9.5.1 Purpose. These Core Skills are intended to develop the basic knowledge of Naval Flight Record Subsystem (NAVFLIRS) and Temporary Enlisted Flight Orders (TEFO) management; incident reporting preparation; aviation publications, master flight files and aviator flight logbooks maintenance; and unit readiness reporting.

2.9.5.2 General

Prerequisite. None.

Admin Notes. Academic training will be conducted prior to and concurrent with required events. An academic event, once completed, can be credited as a prerequisite for follow-on training events.

Crew Requirements: A crew consisting of (1) AOS Marine.

OPSA-2200 16.0 (365) B,R,M L

Goal. Employ Marine Sierra Hotel Aviation Readiness Program (M-SHARP).

Requirement. With the aid of the reference, manage and maintain

the unit's M-SHARP program by completing the following:

- (1) Query and retrieve flight data from M-SHARP.
- (2) Analyze core skills proficiency data.
- (3) Create and maintain M-SHARP personnel profiles/accounts.
- (4) Validate and correct daily flight data.
- (5) Create and publish flight schedules.
- (6) Monitor crew event proficiency.
- (7) Prepare M-SHARP Transfer Files (MSTF).
- (8) Provide quality assurance of daily flight records.
- (9) Prepare flight data for transfer to NALCOMIS.

Performance Standard. Complete the requirement with no errors.

Prerequisite. Complete M-SHARP online training for user.

External Syllabus Support. M-SHARP software. Innova Systems Int'l, support provided via quarterly refresher training.
<https://msharpsupport.com/>

Reference. M-SHARP software user manual.

OPSA-2205 10.0 (90) B,R,M E L

Goal. Create a flight schedule.

Requirement. Given the Reference:

1. Identify Aircraft Availability.
2. Identify Aircrew Availability.
3. Check availability of ranges/routes.
4. Identify T&R Events.

Performance Standard. Complete the requirement IAW the reference; minor errors corrected by the trainee are acceptable.

Instructor. BI.

Prerequisite. 2200

External Syllabus Support. M-SHARP training.
<https://msharpsupport.com>

Reference. M-SHARP User Manual

OPSA-2210 10.0 (90) B,R,M E L

Goal. Publish a flight schedule.

Requirement. Given the Reference:

1. Identify the number of copies required.
2. Distribute to appropriate departments/agencies.
3. Publish the flight schedule in M-SHARP.

Performance Standard. Complete the requirement IAW the references; minor errors corrected by the trainee are acceptable.

Instructor. BI.

Prerequisite. 2200, 2205

External Syllabus Support. M-SHARP training.
<https://msharpsupport.com>

Reference. OPNAVINST 3710.7, M-SHARP User Manual.

OPSA-2215 1.0 (90) B,R,M E L

Goal. Create and Maintain M-SHARP personnel profiles/accounts.

Requirement. Given the Reference, create and maintain appropriate profiles:

1. Create new account.
2. Manage/edit security groups.
3. Assign/edit syllabus.
4. Manage External Personnel.
5. Conduct personnel transfers.
6. Assign/reset passwords/usernames.

Performance Standard. Complete the requirement IAW the reference; minor errors corrected by the trainee are acceptable.

Instructor. BI.

Prerequisite. 2200

External Syllabus Support. M-SHARP training.
<https://msharpsupport.com>

Reference. M-SHARP User Manual

OPSA-2220 4.0 (180) B,R,M L

Goal. Supervise the administration of annual NATOPS Requirements.

Requirement. Given the reference and an aircrew flight logbook supervise the proper completion of the following:

1. Utilizing the Naval Aviators flight logbook, and NATOPS Qualification Jacket, prepare and complete a NATOPS evaluation report.

2. Utilizing the Naval Aviators flight logbook, and NATOPS Qualification Jacket, prepare and complete a NATOPS instrument rating request.

Performance Standard. Complete the requirement IAW the reference; minor errors corrected by the trainee are acceptable.

Instructor. BI

Prerequisite. 2200, 2210

External Syllabus Support. None.

References. OPNAVINST 3710.7.

OPSA-2225 16.0 (180) B,R,M _____ L

Goal. Audit daily logbook entries for accuracy.

Requirement. With the use of references and given an aviator and enlisted flight logbook supervise the proper auditing of daily flight hours and sorties in the appropriate logbooks.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. OPNAVINST 3710.7.

OPSA-2230 8.0 (180) B,R,M _____ E _____ L

Goal. Record daily flight transactions into appropriate logbook using NAVFLIRS

Requirement. Given the reference and completed NAVFLIR, aviator logbook aircrew logbook:

1. Verify NAVFLIR has been signed by acft commander.
2. Identify required entries.
3. Record daily flight transactions into aircrew flight logbook.

Performance Standard. Complete the requirement IAW the reference; minor errors corrected by the trainee are acceptable.

Instructor. BI

Prerequisite. 2200, 2205, 2210

External Syllabus Support. None.

Reference. OPNAVINST 3710.7.

OPSA-2235 2.0 (365) B,R,M _____ L

Goal. Review, correct, and audit daily logbook.

Requirement. Given the reference and aviator flight logbook supervise the proper auditing of daily flight hours and sorties in the appropriate logbooks.

1. Print MIFAR for each aircrew.
2. Use MIFAR to audit entries in Logbook.
3. Correct identified discrepancies.

Performance Standard. Complete the requirement IAW the reference; minor errors corrected by the trainee are acceptable.

Instructor. BI

Prerequisite. 2200, 2205, 2210

External Syllabus Support. None.

References. OPNAVINST 3710.7.

OPSA-2240 2.0 (180) B,R,M _____ L

Goal. Prepare a correctly formatted Serious Incident Report (SIR).

Requirement. With the aid of references properly prepare a SIR using the standard naval message format by completing the following:

- (1) Compile required information.
- (2) Create a blank message template.
- (3) Identify and insert Plain Language Address (PLA).
- (4) Insert appropriate references in the proper format.
- (5) Insert amplifying instructions.
- (6) Insert body of message.
- (7) Properly save the naval message.
- (8) Transmit message.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2150.

External Syllabus Support. Computer and Message generation program.

Reference. MCO 3504.2.

OPSA-2245 8.0 (365) B,R,M E L

Goal. Maintain Master Flight Files.

Requirement. With the use of references and given appropriate materials the Marine will:

- (1) File NAVFLIR source documents by chronological order, ensuring that NAVFLIRs are separated by month, location of aircraft, peace time and war time.
- (2) Prepare a master flight files certification letter for each folder ensuring its place at the top of the NAVFLIRs.
- (3) Prepare an SF-135 form to receive accession numbers from national archive section.
- (4) Store the master flight files in preparation for shipment to the national archives section.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2275, 2280

External Syllabus Support. NARA Website:
<http://www.archives.gov/frc/records-transfer.html>.

References. OPNAVINST 3710.7.

OPSA-2250 10.0 (365) B,R,M E L

Goal. Manage Temporary Enlisted Flight Orders (TEFO).

Requirement. With the aid of references the Marine will:

- (1) Verify aircrew member eligibility for assignment to temporary enlisted flight orders.
- (2) Issue temporary enlisted flight orders for crew and non-crew members.
- (3) Monitor temporary flight expenditures.
- (4) Review daily validation report to ensure accuracy.
- (5) Conduct a monthly audit of a squadron's temporary enlisted flight order program.
- (6) Conduct and track required monthly and quarterly meetings as directed by the reference.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

Reference. MCO 1326.2.

OPSA-2255 4.0 (180) B,R,M L

Goal. Review and correct a Naval Aviator Flight Logbook.

Requirement. With the use of references and given a completed yellow sheet, aviator logbook, and enlisted aircrew logbook the Marine will accurately review and correct discrepancies.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2230, 2280

External Syllabus Support. OPNAV 3710/4

Reference. OPNAVINST 3710.7.

OPSA-2260 5.0 (180) B,R,M E L

Goal. Create Temporary Flight Orders (TEFO)

Requirement. Given the reference:

1. Verify aircrew member eligibility for assignment per T/M/S.
2. Prepare flight orders.
3. Submit flight orders for approval/signature.
4. Aircrew acknowledgment of TEFO.

Performance Standard. Complete the requirement IAW the reference; minor errors corrected by the trainee are acceptable.

Instructor. BI

Prerequisite. 2105

External Syllabus Support. None.

Reference. MCO 1326.2

OPSA-2270 16.0 (*) B L

Goal. Report unit readiness using the Status of Readiness and Training System (SORTS) and Defense Readiness Reporting System (DRRS).

Requirement. Per the reference and using the appropriate input tool the Marine will:

- (1) Compile unit data from applicable sources.
- (2) Compile and prepare a brief for the Commanding Officer on the unit's current and forecast C-level status.
- (3) Correctly audit and submit a SORTS.
- (4) Correctly audit and submit unit readiness data via DRRS.

Performance Standard. Complete the requirement with no errors.

Prerequisite. Appropriate security clearance, SORTS MTT course, DRRS MTT course.

External Syllabus Support. SORTS/DRRS MTT.

Reference. MCO P3000.13.

OPSA-2275 1.0 (180) B,R,M L/S

Goal. Obtain basic knowledge and understanding of plotting and tracking friendly forces.

Requirement. Given the reference:

1. Identify the colors of the map.
2. Identify map symbology.

Performance Standard. Complete the requirement IAW the reference; minor errors corrected by the trainee are acceptable.

Instructor. BI

Prerequisite. MCI 0381

External Syllabus Support. None

Reference. Army FM 3-25 26; Army FM 21-30

OPSA-2280 16.0 (*) B L

Goal. Manage NAVFLIRS.

Requirement. With the use of references accurately supervise the proper auditing, and correcting of a NAVFLIR by completing the following:

- (1) Verify the proper entry of data into the all applicable field in record type 7B through 7G.

- (2) Verify the proper use of exception codes.
- (3) Verify the proper transfer of aircrew in and out of unit's database.
- (4) Properly file in Master Flight Files.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. OPNAVINST 3710.7 and OPNAVINST 4790.2

OPSA-2285 20.0 (180) B,R,M L

Goal. Process Naval Aircraft Flight Records (NAVFLIR).

Requirement. With the aid of references the Marine will:

- (1) Accurately enter NAVFLIR data into M-SHARP.
- (2) Correctly resubmit corrected NAVFLIR data.
- (3) Review daily validation reports and make appropriate corrections.
- (4) Maintain NAVFLIRS 7D records for updating the Individual Master Roster (IMR).

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

Reference. OPNAVINST 3710.7.

OPSA-2290 16.0 (180) B,R,M L

Goal. Maintain Aviation Flight Publications.

Requirement. With the aid of references, maintain required publications, charts, and supplies for pilot and branch personnel reference for use by performing the following steps:

- (1) Procure and maintain required publications, charts, and supplies.
- (2) Prepare Instrument Navigation packages.
- (3) Maintain current updates to flight publications.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. FLIP Handbook.

2.10 MISSION SKILL TRAINING (3000)

2.10.1 Purpose. This phase provides Mission Skill training to develop the advanced skills necessary for an enlisted Marine to meet the requirements of the operating forces in both Wing/MAG/Squadron and Station/Facility as an Aviation Operations Specialist.

2.10.2 General

2.10.2.1 Prerequisite. Completion of the Core Skill (2000) training phase.

2.10.2.2 Admin Notes. None.

2.10.2.3 Stages. The following stages are included in the Core Skill Phase of training.

PAR NO.	STAGE NAME
2.10.3	AIRFIELD SERVICES (AFLDS)
2.10.4	AVIATION OPERATIONS (AVOPS)

2.10.3 Airfield Services (AFLDS)

2.10.3.1 Purpose. This Mission Skill is intended to develop advanced knowledge of Airfield Services.

2.10.3.2 General

Prerequisite. None.

Admin Notes. Academic training will be conducted prior to and concurrent with required events. An academic event, once completed, can be credited as a prerequisite for follow-on training events.

Crew Requirements: (1) Supervisor, (2) dispatchers, and (1) planner.

AFLDS-3000 20.0 (365) B,R,M L

Goal. Provide desired and requested administrative and logistical support for specified flights carrying service members of non-combat and combat related fatalities (Angel Flights).

Requirement. With the use of references, conduct and coordinate as required arrivals and departures of specified flights carrying service members of non-combat and combat related fatalities by performing the following steps:

- (1) Publish quiet hours/Operations Gram for aircraft arrival and departure.
- (2) Clear/provide ramp space for aircraft arrival.
- (3) Advise Provost Marshall Office (PMO) and Anti-Terrorism Force Protection (ATFP) Officer of the event.
- (4) Provide comfort area for family/friends and local media.

Performance Standard. With accuracy, conduct and coordinate as required arrivals and departures of specified flights carrying service members of non-combat and combat related fatalities.

Prerequisite. 2005, 2015.

External Syllabus Support. None.

References. Local AOM, Base Protocol MOU/MOA, and Casualty Assistant Call Officer (CACO).

AFLDS-3005 16.0 (*) B _____ L

Goal. Process foreign diplomatic clearances for host countries and input OPARS.

Requirement. With the use of references, compile required information and accurately process a foreign diplomatic clearance request.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. Foreign clearance guide.

2.10.4 Aviation Operations (AVOPS)

2.10.4.1 Purpose. These Mission Skills are intended to develop advanced knowledge of maintaining correspondence files and secondary control points.

2.10.4.2 General

Prerequisite. None.

Admin Notes. Academic training will be conducted prior to and concurrent with required events. An academic event, once completed, can be credited as a prerequisite for follow-on training events.

Crew Requirements: NONE

AVOPS-3100 2.0 (*) B _____ L

Goal. Operate Microsoft operating systems.

Requirement. Demonstrate proficiency in the following computer applications:

- (1) Set up a computer.
- (2) Operate Microsoft Word.
- (3) Operate Microsoft Outlook.
- (4) Operate Microsoft Excel.
- (5) Operate Microsoft Access.
- (6) Operate Microsoft Power Point.
- (7) Operate Microsoft Share Point.
- (8) Manage the proper set-up of Microsoft applications.
- (9) Establish data management policy.

Performance Standard. Per the reference listed below show proficiency.

Prerequisite. 2200, 2205, 2210, 2215, 2220, 2225, 2230, 2235, 2240

External Syllabus Support. Computer applicable software.

Reference. Microsoft specific user's manuals.

AVOPS-3105 10.0 (365) B,R,M L

Goal. Maintain correspondence files.

Requirement. With the aid of the references listed below show proficiency in maintaining correspondence by completing the following steps:

- (1) Properly label the correspondence folders with open/close dates.
- (2) Properly label the correspondence folders with destruction date.
- (3) Properly file daily correspondence.

Performance Standard. Per the reference listed below and at a 100% accuracy.

Prerequisite. 2145

External Syllabus Support. None.

Reference. MCO 5210.11, MCO P5215.1, MCO P1070.12 and SECNAVINST 5216.5.

AVOPS-3110 10.0 (180) B,R,M L

Goal. Maintain a Secondary Control Point.

Requirement. With the aid or references, properly maintain a secondary control point by performing the following:

- (1) Properly identify the method for transporting classified material.
- (2) Properly Maintain classified document destruction reports.
- (3) Properly conduct a classified material inventory.
- (4) Properly Prepare secondary control point appointment letters.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2155

External Syllabus Support. Local security training

Reference. MCO 5510.18 and SECNAVINST 5510.30, and SECNAVINST 5510.36.

AVOPS-3115 2.0 (365) B,R,M L

Goal. Maintain the Command Historical Program.

Requirement. With the aid of references properly maintain the Command's Historical Program by completing the following:

- (1) Properly receive, compile and consolidate input for and prepare the Command Chronology.
- (2) Properly procure, display and update the Command's Honors and Lineage.
- (3) Properly maintain the Command's Historical Library.

Performance Standard Complete the requirement with no errors.

Prerequisite. 2205

External Syllabus Support. None.

Reference. MCO 5750.3.

AVOPS-3120 8.0 (*) B L

Goal. Manage M-SHARP database.

Requirement. With the aid of references and given appropriate materials the Marine will:

- (1) Supervise the accurate input of M-SHARP data.
- (2) Provide quality assurance control of M-SHARP data.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2200

External Syllabus Support. None.

References. M-SHARP users manual.

AVOPS-3125 8.0 (365) B,R,M L

Goal. Manage Master Flight Files.

Requirement. With the aid of references and given appropriate materials the Marine will:

- (1) Ensure the files are labeled appropriately:
 - (a) Effective dates for each month.
 - (b) List the location of unit/detachment/aircraft.
 - (c) Separate peace time and wartime documentation.
- (2) Ensure desktop procedures are established for proper filing, storing, and forwarding of master flight files.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2145

External Syllabus Support. None.

References. OPNAVINST 3710.7.

AVOPS-3130 1.0 (365) B,R,M L

Goal. Supervise and audit monthly flight logbook closeouts.

Requirement. With the use of references and given an aviator and enlisted flight logbook supervise the proper auditing of monthly entries for all aircrew.

Performance Standard. Complete the requirement with no errors.

Prerequisite. 2255

External Syllabus Support. None.

References. OPNAVINST 3710.7.

2.11 CORE PLUS TRAINING (4000)

2.11.1 Purpose. This phase provides Core Plus Skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the operating forces at Wing as an Aviation Operations Specialist.

2.11.2 General

2.11.2.1 Prerequisite. Completion of the Mission Skill (3000) training phase.

2.11.2.2 Admin Notes. As applicable.

2.11.2.3 Stages. The following stages are included in the Core Skill Phase of training.

PAR NO.	STAGE NAME
2.11.3	AVIATION TRANSPORTATION COORDINATOR OFFICE (ATCO)
2.11.4	AIRFIELD EXPEDITIONARY OPERATIONS (AEOPS)
2.11.5	COMMAND AND CONTROL SYSTEMS (C2SYS)

2.11.3 Air Transportation Coordination Office (ATCO)

2.11.3.1 Purpose. This Core Plus Skill is intended to develop senior management skills for ATCO responsibilities.

2.11.3.2 General

Prerequisite. None.

Admin Notes. Academic training will be conducted prior to and concurrent with required events. An academic event, once completed, can be credited as a prerequisite for follow-on training events.

Crew Requirements: (1) Supervisor.

ATCO-4100 (40.0) B L/S

Goal. Demonstrate the ability to perform basic duties in the Aviation Transportation Coordinator Office (ATCO).

Requirement. Given the references:

1. Consolidate/input information into the Joint Automated Logistics Information System (JALIS).

2. Prepare requests for U.S. Air Force strategic aerial refueling to the Air Mobility Commands, Consolidated Air Mobility Planning and Scheduling System (CAMPS).

Performance Standard. Complete the requirement IAW the reference; minor errors corrected by the trainee are acceptable.

Instructor. SI

Prerequisite. None.

External Syllabus Support. Joint Air Logistics Information System Training

<http://www.public.navy.mil/airfor/nalo/Pages/JALISClass.aspx>

References.

1. DOD 4500.43
2. DOD 4500.56
3. NAVAIR 00-807-109
4. MCO 3500.25
5. MCO 4631.1
6. FAA 7110.10.

2.11.4 Aviation Expeditionary Operations (AEOPS)

2.11.4.1 Purpose. This Mission Skill is intended to develop advanced knowledge of establishing a Command Operations Center (COC).

2.11.4.2 General

Prerequisite. None.

Admin Notes. Academic training will be conducted prior to and concurrent with required events. An academic event, once completed, can be credited as a prerequisite for follow-on training events.

Crew Requirements: A crew consisting of (1) Wing or MAG Chief.

AEOPS-4200 40.0 (365) B,R,M L

Goal. Organize and establish a Command Operations Center (COC) or Tactical Air Command Center (TACC).

Requirement. Per the references, establish a functional COC or TACC by performing the following steps:

- (1) Assigning and training personnel to function in a COC/TACC.
- (2) Determining necessary equipment to employ and operate in a deployed environment.
- (3) Establishing deployment procedures for COC/TACC assigned personnel and equipment when directed.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. 14 support Marines.

References. JP 1-0, JP 5-0 and MCWP 3-25-3.

AEOPS-4205 40.0 (365) B,R,M L

Goal. Utilize the Theater Battle Management Core System (TBMCS).

Requirement. With the aid of reference, acquire the basic working knowledge of TBMCS by completing the following:

- (1) Identify the functions and basic modules of TBMCS.
- (2) Identify the proper sequence of TBMCS data flow.
- (3) Demonstrate the basic knowledge for assisting in preparing an ATO/ITO.
- (4) Demonstrate the basic knowledge for preparing an ATO for execution.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. TBMCS class at Hurlburt Field, Fl.

References. TBMCS users Manual.

AEOPS-4210 16.0 (*) B L

Goal. Manage and assist in the creation of Operations Orders.

Requirement. With the use of references the Marine will accurately complete the following:

- (1) Maintain current Operations Orders.
- (2) Prepare the Operational Planning Team (OPT) by completing the following:
 - (a) Identify the members of the OPT.
 - (b) Create templates for the individual divisions that are responsible for the different Appendixes and Annexes of the Operations Order.
- (3) Compile final submissions and incorporate into the final Operations Order as per the guidance in the reference.

Performance Standard. Complete the requirement with no errors.

Prerequisite. None.

External Syllabus Support. None.

References. MCWP 5-1.

AEOPS-4215 120.0 (365) B,R,M L

Goal. Manage the proper Utilization of Tactical Data Systems.

Requirement. Given the appropriate equipment acquire an advanced working knowledge of the following software packages associated with a Tactical Data System.

- (1) Command and Control Personal Computer (C2PC).

- (2) Joint Automated Deep Coordination Operations System (JADOCS).
- (3) Aerial Refueling Management System (ARMS).
- (4) Portable Flight Planning System (PFPS).
- (5) Joint Mission Planning System (JMPS).

Performance Standard. Complete the requirement with no errors.

Prerequisite. Appropriate security clearance.

External Syllabus Support. Unit Operations Specialist Course at EWTGPAC and EWTGLANT, MAGTF Integrated System Training Center (MISTC).

Reference. C2PC user manual, JADOCS user manual, ARMS manual and PFPS user manual.

2.11.5 Command and Control Systems (C2SYS)

2.11.5.1 Purpose. This Mission Skill is intended to develop advanced knowledge of Command and Control Systems that the AOS Marine may come in contact with.

2.11.5.2 General

Prerequisite. None.

Admin Notes. Academic training will be conducted prior to and concurrent with required events. An academic event, once completed, can be credited as a prerequisite for follow-on training events.

Crew Requirements: None.

T&R CODE	EVENT DESCRIPTION	HOURS	REFLY INTERVAL
C2SYS-4900	Set up profile on TBMCS client	1	1460
C2SYS-4901	Access TBMCS Online Master Help Index	1	1460
C2SYS-4902	Utilize the TBMCS Alerts Service Web Applications	2	1460
C2SYS-4903	Use TBMCS Map Manager	1	1460
C2SYS-4904	Use TBMCS Web Mapping	1	1460
C2SYS-4905	Utilize the Air Tasking Order Airspace Control Order Tool (AATWEB)	1	1460
C2SYS-4906	Use the Web Based Airspace Deconfliction Software (WEBAD)	1	1460
C2SYS-4907	Generate Battle Management Reports	1	1460
C2SYS-4908	Use the Air Battle Information Monitoring (ABIM) tool	1	1460
C2SYS-4909	Use the Force Status and Monitoring (FSTAT) tool to monitor and update Friendly Order of Battle (FrOB) status	1	1460
C2SYS-4910	Use the Execution Status and Monitoring (ESTAT) tool	2	1460
C2SYS-4911	Use the Web Air Request Processor (WARP)	2	1460
C2SYS-4912	Use the Execution Management Replanner (EMR)	2	1460

C2SYS-4913	Import an airspace group	2	1460
C2SYS-4914	Create Air Battle Plan (ABP) shell	2	1460
C2SYS-4915	Create ground targets	2	1460
C2SYS-4916	Create missions	2	1460
C2SYS-4917	Publish the ATO	1	1460
C2SYS-4920	Operate Advanced Field Artillery Tactical Data System (AFATDS)	4	1460
C2SYS-4921	Operate C2 Personal Computer (C2PC)	4	1460
C2SYS-4922	Operate Blue Force Tracker (BFT) equipment	4	1460
C2SYS-4923	Operate Command Post of the Future (CPoF)	4	1460
C2SYS-4924	Operate Joint Automated Deep Operations Coordination System (JADOCS)	1	1460
C2SYS-4925	Operate Combat Survivor Evader Locator (CSEL)	1	1460
C2SYS-4940	Set up and establish communications utilizing an IRC network	1	1460
C2SYS-4941	Operate Web Development Software (i.e. SharePoint)	4	1460
C2SYS-4942	Operate Air Defense System Integrator (ADSI)	1	1460

2.12 INSTRUCTOR UNDER TRAINING PHASE (IUT) (5000)

2.12.1 Purpose. To provide position qualified personnel the additional skills necessary to instructo, evaluate and recommend for completion/qualification "trainees" within a crew. Upon completion of the required training, an individual may be considered for instructor designation by the Commanding Officer or direct representative as delineated.

2.12.2 General

2.12.2.1 Admin Notes.

a. The MACCS instructor concept is a means to standardize all instructors across the MACCS and Marine Aviation in regards to the concepts of managing a WTTP, properly conducting training, performing evaluations, and recommending training plans.

b. There are two instructor designations (listed below). The intent is to train individuals with different levels and areas of experience to instruct personnel. Instructor experience is also gained while progressing through the different instructor designations.

- (1) Basic Instructor (BI)
- (2) Senior Instructor (SI)

2.12.2.2 Stages. The following stages are included in the Core Skill Introduction Phase of training.

PAR.NO.	STAGE NAME
2.12.3	INSTRUCTOR UNDER TRAINING (IUT)

2.12.3 Instructor Under Training (IUT)

2.12.3.1 General. The MAWTS-1 C3 Course catalog contains the training requirements for above listed instructors. The catalog is located at the MAWTS-1 website, <https://www.intranet.tecom.usmc.mil/sites/mawts1/default.aspx>. The table below lists all IUT events.

T&R CODE	EVENT DESCRIPTION	INSTRUCTOR
5000	Introduce principles of instruction	BI
5010	Understand the structure of an event	BI
5020	Conduct a period of instruction on a T&R event	BI
5100	Understand the Aviation Training and Readiness (T&R) Program	SI
5110	Understand the applicable community T&R program	SI
5120	Understand T&R administration	SI
5130	Develop a training plan	SI

The table below outlines the events that each instructor can train, evaluate, and approve or recommend for approval.

INSTRUCTOR	Event Training, Evaluation and Approval
BI	Core Skill events in which proficient
SI	Core Skill and Mission Skills, and qualifications

2.13 REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS, AND DESIGNATIONS (RCQD) (6000)

2.13.1 Purpose. This phase provides for community standardization of TAOC position qualifications, combat leadership and instructor designations. This syllabus does not include "one time" certification training.

2.13.2 General

2.13.2.1 Prerequisite. Completion of the ACPM, academics, Core, Mission, and or Core Plus Skill events required for the position being trained.

2.13.2.2 Admin Notes.

(1) The squadron WTI shall review the IPR to ensure all required training, documentation and administrative actions have been completed prior to staffing qualification or designation recommendations for approval.

(2) Only once an individual is qualified or designated in writing, the signed letter is filed in the IPR, and all administrative actions are completed and the event code has been logged in M-SHARP will the qualification or designation be effective.

2.13.2.3 Stages. The following stages are included in the Requirements, Certifications, Qualifications, and Designations Phase of training.

PAR NO.	STAGE NAME
2.13.3	QUALIFICATIONS (QUAL)
2.13.4	DESIGNATIONS (DESG)

2.13.3 QUALIFICATIONS (QUAL)

2.13.3.1 Purpose. To qualify personnel in the various positions as Aviation Operations crewmembers.

2.13.3.2 General.

Prerequisite. Completion of the required academic modules and core skill and mission skill events for the position being trained in.

Admin Notes

(1) During evaluation of the event performance standard, the instructor may provide minimal guidance. However, the instructor should guide and mentor the trainee during the training session and after an event evaluation.

(2) Personnel being recommended for qualification must perform the evaluation event to a proficient level. A proficient level is defined as the ability to efficiently and skillfully correct errors without hesitation and with minimal or no input from the Instructor.

(3) All AOS qualification events will be evaluated by a SI or WTI, and recommended by a WTI for approval. If a squadron does not have a WTI, the commanding officer can assign an SI who is proficient in the position being evaluated to serve as the evaluator.

(4) Policy on attaining, maintaining and regaining a qualification is contained in chapter 2 of reference (a).

(5) All qualifications in this syllabus are E-coded, therefore, the event evaluation forms used for qualification events shall be retained in the IPR permanently.

Crew Requirement. A mission skill proficient AOS crew.

QUAL-6000 2.0 (1095) B,R,M E L

Goal. To be evaluated for Station/Facility Supervisor qualification.

Requirement. Complete required 7041 events. The 7041 shall be designated by the Commander or his representative as a Station/Facility Supervisor, an appropriate entry made in M-SHARP and a letter filed in the IPR.

Prerequisite. 2002, 2006, 2008, 2010, 2012, 2000, 2004, 2012, 2014, 2016, 2018, 2022, 2024, 2026, 2028, 2030, 2032, 2034, 2036, 2038, 2040, 2048, 3000, 3005

QUAL-6001 2.0 (1095) B,R,M E L

Goal. To be evaluated for Squadron Operations Chief qualification.

Requirement. Complete required 7041 events. The 7041 shall be designated by the Commander or his representative as a Station/Facility Supervisor, an appropriate entry made in M-SHARP and a letter filed in the IPR.

Prerequisite. 2135, 2140, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2270, 2275, 2280, 2285, 2290, 3100, 3105, 3110, 3115, 3120, 3125, 3130

QUAL-6002 2.0 (1095) B,R,M E L

Goal. To be evaluated for MAG Operations Chief qualification.

Requirement. Complete required 7041 events. The 7041 shall be designated by the Commander or his representative as a Station/Facility Supervisor, an appropriate entry made in M-SHARP and a letter filed in the IPR.

Prerequisite. 2135, 2140, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2270, 2275, 2280, 2285, 2290, 3100, 3105, 3110, 3115, 3120, 3125, 3130

QUAL-6003 2.0 (1095) B,R,M E L

Goal. To be evaluated for Wing Operations Chief qualification.

Requirement. Complete required 7041 events. The 7041 shall be designated by the Commander or his representative as a Station/Facility Supervisor, an appropriate entry made in M-SHARP and a letter filed in the IPR.

Prerequisite. 2135, 2140, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2270, 2275, 2280, 2285, 2290, 3100, 3105, 3110, 3115, 3120, 3125, 3130

QUAL-6004 2.0 (1095) B,R,M E L

Goal. To be evaluated for Airfield Dispatcher qualification.

Requirement. Complete required 7041 events. The 7041 shall be designated by the Commander or his representative as a Station/Facility Supervisor, an appropriate entry made in M-SHARP and a letter filed in the IPR.

Prerequisite. 2000, 2006, 2008, 2010, 2012, 2026, 2028, 2030, 2032, 2040, 2048

QUAL-6005 2.0 (1095) B,R,M E L

Goal. To be evaluated for Operations Clerk qualification.

Requirement. Complete required 7041 events. The 7041 shall be designated by the Commander or his representative as a Station/Facility Supervisor, an appropriate entry made in M-SHARP and a letter filed in the IPR.

Prerequisite. 2100, 2105, 2110, 2115, 2120, 2125, 2130, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2230, 2240, 2245, 2250, 2255, 2275, 2260, 2285, 2290, 3100, 3105

2.13.3 DESIGNATIONS (DESG)

2.13.3.1 Purpose. To designate personnel in the various positions as Aviation Operations crewmembers.

2.13.3.2 General.

Prerequisite. Completion of the required academic modules and core skill and mission skill events for the position being trained in.

Admin Notes

DESG-6100

Goal. To be designated as a Station/Facility Supervisor.

Requirement. Complete required Station/Facility Supervisor events. The 7041 shall be designated by the Commander or his representative as a Station/Facility Supervisor, an appropriate entry made in M-SHARP and a letter filed in the Performance Record.

Prerequisite. 6000

DESG-6101

Goal. To be designated as a Squadron Operations Chief.

Requirement. Complete required Squadron Operations Chief events. The 7041 shall be designated by the Commander or his representative as a Squadron Operations Chief, an appropriate entry made in M-SHARP and a letter filed in the Performance Record.

Prerequisite. 6001

DESG-6102

Goal. To be designated as a MAG Operations Chief.

Requirement. Complete required MAG Operations Chief events. The 7041 shall be designated by the Commander or his representative as a MAG

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Operations Chief, an appropriate entry made in M-SHARP and a letter filed in the Performance Record.

Prerequisite. 6002

DESG-6103

Goal. To be designated as a Wing Operations Chief.

Requirement. Complete required Wing Operations Chief events. The 7041 shall be designated by the Commander or his representative as a Wing Operations Chief, an appropriate entry made in M-SHARP and a letter filed in the Performance Record.

Prerequisite. 6003

DESG-6104

Goal. To be designated as a Airfield Dispatcher.

Requirement. Complete required Airfield Dispatcher events. The 7041 shall be designated by the Commander or his representative as an Airfield Dispatcher, an appropriate entry made in M-SHARP and a letter filed in the Performance Record.

Prerequisite. 6004

DESG-6105

Goal. To be designated as an Operations Clerk.

Requirement. Complete required Operations Clerk events. The 7041 shall be designated by the Commander or his representative as an Operations Clerk, an appropriate entry made in M-SHARP and a letter filed in the Performance Record.

Prerequisite. 6005

DESG-6320

Goal. To be designated as a Basic Instructor.

Requirement. Be core skill proficient in the core skills that you will instruct. The 7041 shall be designated by the Commander or his representative as an Basic Instructor, an appropriate entry made in M-SHARP and a letter filed in the Performance Record.

Prerequisite. 5000, 5010, 5020

DESG-6321

Goal. To be designated as a Senior Instructor.

Requirement. Be core skill and mission skill proficient in the skills that you will instruct. The 7041 shall be designated by the Commander or his representative as a Senior Instructor, an appropriate entry made in M-SHARP and a letter filed in the Performance Record.

Prerequisite. 5100, 5110, 5120, 5130, 6320

2.14 AVIATION CAREER PROGRESSION MODEL (ACPM) (8000)

2.14.1 Purpose. To enhance the professional understanding of Marine Aviation and the MAGTF, and to ensure individuals possess the requisite skills to fill battle command and battle staff positions in support of the ACE and the MAGTF in a joint environment. The focus in the Aviation Career Progression Model (ACPM) is on academics inn the following areas:

- Marine Air Command and Control System (MACCS)
- Aviation Combat Element (ACE)
- Threat to the MAGTF
- Marine Air Ground Task Force (MAGTF)
- Joint Air Operations

2.14.2 General. The ACPM is intended to be an integrated series of academic events contained within each phase of training. Accordingly, ACPM academic events are like any other academic event in that they serve as prerequisites to selected training events or stages. Additionally, several ACPM academic events are integrated as prerequisite for certain combat leadership syllabi.

ACPM events may be conducted in group session with an assigned instructor teaching the period of instruction or they may be accomplished by self-paced instruction.

MAWTS-1 is responsible for the update and validity of the ACPM periods of instruction. In the future, courses may be consolidated or revised to meet changing requirements. Refer to the MAWTS-1 ACPM link for the current ACPM program of instruction:

<https://www.intranet.tecom.usmc.mil/sites/mawts1/aviation%20career%20progression%20model/forms/allitems.asp>

X

Completed events shall be manually logged and tracked in M-SHARP.

ACPM academic events, along with their identifying prerequisite association with other training phases/stages/events, are listed below.

STAGE	TRNG CODE	T&R DESCRIPTION		ACAD TIME	TO BE COMPLETED DURING
ACPM	8000	MACCS		1	3000
ACPM	8001	MARINE AIR COMMAND AND CONTROL SYSTEM		4	3000
ACPM	8002	TACTICAL AIR COMMAND CENTER (TACC)		4	3000
ACPM	8003	DIRECT AIR SUPPORT CENTER (DASC)		4	3000
ACPM	8004	TACTICAL AIR OPERATIONS CENTER (TAOC)		4	3000
ACPM	8005	MARINE AIR TRAFFIC CONTROL (MATC)		4	3000
ACPM	8006	LOW ALTITUDE AIR DEFENSE (LAAD)		4	3000
ACPM	8007	UAS SUPPORT TO THE MAGTF		4	3000
ACPM	8008	MARINE WING COMMUNICATION SQUADRON (MWCS)		4	3000
ACPM	8020	ACE		1	3000
ACPM	8021	AVIATION OPERATIONS		4	3000

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ACPM	8022	CONTROL OF AIRCRAFT AND MISSILES	4	3000
ACPM	8023	OFFENSIVE AIR SUPPORT (OAS)	4	3000
ACPM	8024	ASSAULT SUPPORT	4	3000
ACPM	8025	AIR RECONNAISSANCE	4	3000
ACPM	8026	ELECTRONIC WARFARE	4	3000
ACPM	8027	ANTI-AIR WARFARE	4	3000
ACPM	8028	AVIATION GROUND SUPPORT	4	3000
ACPM	8040	THREAT	1	3000
ACPM	8041	SURFACE TO AIR THREAT TO THE MAGTF	4	3000
ACPM	8042	FIXED WING THREAT TO THE MAGTF	4	3000
ACPM	8043	ROTARY WING THREAT TO THE MAGTF	4	3000
ACPM	8044	MISSILE AND UAS THREAT TO THE MAGTF	4	3000
ACPM	8045	RADIO ELECTRONIC COMBAT THREAT TO THE MAGTF	4	3000
ACPM	8060	MAGTF	1	3000
ACPM	8061	GROUND COMBAT OPERATIONS	4	3000
ACPM	8062	FIRE SUPPORT COORDINATION IN THE GCE	4	3000
ACPM	8063	MAGTF COMMAND AND CONTROL	4	3000
ACPM	8064	MAGTF COMMUNICATIONS	4	3000
ACPM	8065	PHASING CONTROL ASHORE	4	3000
ACPM	8080	JOINT AIR OPERATIONS	1	3000
ACPM	8081	COMMAND AND CONTROL OF JOINT AIR OPERATIONS	4	3000
ACPM	8082	THEATER AIR CROUND SYSTEM (TAGS)	4	3000
ACPM	8083	JOINT FIRE SUPPORT	4	3000
ACPM	8084	CLOSE AIR SUPPORT	4	3000
ACPM	8085	JOINT TARGETING	4	3000
ACPM	8086	NORTH ATLANTIC TREATY ORGANIZATION (NATO)	4	3000
ACPM	8087	JOINT AIRSPACE CONTROL	4	3000
ACPM	8088	COUNTERING AIR AND MISSILE THREATS	4	3000
TOTAL ACPM STAGE			39	141

2.15 T&R ATTAIN AND MAINTAIN TABLES

AVIATION OPERATIONS SPECIALIST (7041)											
CORE/MISSION/CORE PLUS ATTAIN AND MAINTAIN MATRIX											
CORE SKILL (2000 Phase)											
T&R EVENT INFORMATION				BASIC POI		REFRESHER POI		MAINTAIN PROFICIENCY		PREREQS	CHAINING
T&R DESCRIPTION	STAGE	CODE	REFLY	STAGE	CODE	STAGE	CODE	STAGE	CODE		
AIRFIELD BASE OPS ON AIR FACILITY OR FOB	AOPS	2000R	180	AOPS	2000R	AOPS	2000R	AOPS	2000R	-	-
MANAGE AIRFIELD BASE OPS ON AIR FACILITY OR FOB	AOPS	2002R	180	AOPS	2002R	AOPS	2002R	AOPS	2002R	2000	-
AVOC	AOPS	2004R	365	AOPS	2004R	AOPS	2004R	AOPS	2004R	-	-
SUPPORT EMERGENCY OPS	AOPS	2006R	180	AOPS	2006R	AOPS	2006R	AOPS	2006R	2000	-
CONDUCT DAILY FLIGHT CLRN OPS	AOPS	2008	*	AOPS	2008					-	-
FLIGHT PLANNING	AOPS	2010	*	AOPS	2010					-	-
SUBMIT NOTAMS	AOPS	2012R	180	AOPS	2012R	AOPS	2012R	AOPS	2012R	-	-
FACILITATE DAILY RANGE OPS CONTROL CENTERS	AOPS	2014R	180	AOPS	2014R	AOPS	2014R	AOPS	2014R	-	-
SUPPORT AIRFIELD SECURITY FUNCTIONS	AOPS	2016	*	AOPS	2016					-	-
COORDINATE SAFETY FUNCTIONS	AOPS	2018	*	AOPS	2018					-	-
MAINTAIN AIRFIELD BASE OPERATIONS	AOPS	2020R	365	AOPS	2020R	AOPS	2020R	AOPS	2020R	-	-
OPERATE VEHICLES ON AIRFIELD	AOPS	2022	*	AOPS	2022					-	-
ISSUE WARNINGS, SUSPENSIONS AND REVOCATIONS	AOPS	2024	*	AOPS	2024					-	-
FILE FLIGHT PLANS	AOPS	2026	*	AOPS	2026					-	-
UTILIZE AIS SYSTEM	AOPS	2028	*	AOPS	2028					-	-
FILE A FLIGHT STRIP	AOPS	2030	*	AOPS	2030					-	-
PUBLISH NOTAMS	AOPS	2032	*	AOPS	2032					-	-
HANDLING VIPS	AOPS	2034	*	AOPS	2034					-	-
CONDUCT AIRFIELD LIGHT/SURFACE CHECK	AOPS	2036	*	AOPS	2036					-	-
SAFETY CHECK OF AIRFIELD SURFACE	AOPS	2038	*	AOPS	2038					-	-
MAINTAIN MILITARY VICTOR ROUTE BOOK	AOPS	2040	*	AOPS	2040					-	-
CRASH PHONE PROCEDURES	AOPS	2042	*	AOPS	2042					-	-
MAINTAIN AIRFIELD INTEGRITY	AOPS	2044	*	AOPS	2044					-	-
PROPERLY EQUIP ALL AIRFIELD VEHICLES	AOPS	2046	*	AOPS	2046					-	-
MANAGE AIRFIELD OPERATIONS SCHEDULES	AOPS	2048R	365	AOPS	2048R	AOPS	2048R	AOPS	2048R	-	-
SETUP COMPUTER	GENA	2100	*	GENA	2100					-	-
OPERATE MS WORD	GENA	2105	*	GENA	2105					2100	-
OPERATE MS OUTLOOK	GENA	2110	*	GENA	2110					2100	-
OPERATE MS EXCEL	GENA	2115	*	GENA	2115					2100	-
OPERATE MS ACCESS	GENA	2120	*	GENA	2120					2100	-

OPERATE MS POWER POINT	GENA	2125	*	GENA	2125					2100	-
OPERATE SHAREPOINT	GENA	2130	*	GENA	2130					2100	-
MANAGE PROPER SETUP OF MS APPS	GENA	2135	*	GENA	2135					-	-
DEVELOP A DATA MANAGEMENT POLICY	GENA	2140	*	GENA	2140					2100	-
PREPARE AND MAINTAIN NAVAL CORRESPONDENCE	GENA	2145	*	GENA	2145					2100	-
PREPARE AN UNCLASSIFIED AMHS MESSAGE	GENA	2150	*	GENA	2150					2100	-
HANDLE CLASSIFIED MATERIAL	GENA	2155R	90	GENA	2155R	GENA	2155R	GENA	2155R	2145, and secondary control point training	-
MAINTAIN FLIPS	GENA	2160R	365	GENA	2160R	GENA	2160R	GENA	2160R	-	-
EMPLOY M-SHARP	OPSA	2200R	365	OPSA	2200R	OPSA	2200R	OPSA	2200R	M-SHARP online training	-
CREATE A FLIGHT SCHEDULE IN MSHARP	OPSA	2205R	90	OPSA	2205R	OPSA	2205R	OPSA	2205R	2200	-
PUBLISH A FLIGHT SCHEDULE FROM MSHARP	OPSA	2210R	90	OPSA	2210R	OPSA	2210R	OPSA	2210R	2200, 2205	-
CREATE AND MAINTAIN MSHARP PERSONNEL FILES	OPSA	2215R	90	OPSA	2215R	OPSA	2215R	OPSA	2215R	2200	-
SUPERVISE ANNUAL NATOPS REQUIREMENTS	OPSA	2220R	180	OPSA	2220R	OPSA	2220R	OPSA	2220R	2200, 2210	-
SUPERVISE AUDIT DAILY LOGBOOKS	OPSA	2225R	180	OPSA	2225R	OPSA	2225R	OPSA	2225R	-	-
RECORD DAILY FLIGHT TRANSACTIONS	OPSA	2230R	180	OPSA	2230R	OPSA	2230R	OPSA	2230R	2200, 2205, 2210	-
AUDIT DAILY LOGBOOKS	OPSA	2235R	365	OPSA	2235R	OPSA	2235R	OPSA	2235R	2200, 2205, 2210	-
PREPARE A SERIOUS INCIDENT REPORT	OPSA	2240R	180	OPSA	2240R	OPSA	2240R	OPSA	2240R	2150	-
MAINTAIN MASTER FLIGHT FILES	OPSA	2245R	365	OPSA	2245R	OPSA	2245R	OPSA	2245R	2275, 2280	-
MANAGE TEMPORARY FLIGHT ORDERS	OPSA	2250R	365	OPSA	2250R	OPSA	2250R	OPSA	2250R	-	-
REVIEW AND CORRECT A NAVAL AVIATOR FLIGHT LOGBOOK	OPSA	2255R	180	OPSA	2255R	OPSA	2255R	OPSA	2255R	2230, 2280	-
CREATE TEMPORARY FLIGHT ORDERS	OPSA	2260R	180	OPSA	2260R	OPSA	2260R	OPSA	2260R	2105	-
UTILIZE SORTS AND DRRS-MC	OPSA	2270	*	OPSA	2270					SORTS MTT course, DRRS MTT course	-
PLOT AND TRACK FRIENDLY FORCES	OPSA	2275R	180	OPSA	2275R	OPSA	2275R	OPSA	2275R	MCI 0381	-
MANAGE NAVFLIRS	OPSA	2280	*	OPSA	2280					-	-
PROCESS NAVFLIRS	OPSA	2285R	180	OPSA	2285R	OPSA	2285R	OPSA	2285R	-	-
MAINTAIN AVIATION FLIGHT PUBLICATIONS	OPSA	2290R	180	OPSA	2290R	OPSA	2290R	OPSA	2290R	-	-
MISSION SKILL (3000 Phase)											
T&R EVENT INFORMATION				BASIC POI		REFRESHER POI		MAINTAIN PROFICIENCY		PREREQS	CHAINING
T&R DESCRIPTION	STAGE	CODE	REFLY	STAGE	CODE	STAGE	CODE	STAGE	CODE		
PROVIDE SUPPORT FOR ANGEL FLIGHTS	AFLDS	3000R	*	AFLDS	3000R	AFLDS	3000R	AFLDS	3000R	2005, 2015	-
PROCESS FOREIGN DIPLOMATS AND INPUT OPARS	AFLDS	3005	*	AFLDS	3005					-	-
OPERATE MS OPERATING SYSTEMS	AVOPS	3100	*	AVOPS	3100					2200, 2205, 2210, 2215, 2220, 2225, 2230, 2235, 2240	-
MAINTAIN CORRESPONDENCE FILES	AVOPS	3105R	365	AVOPS	3105R	AVOPS	3105R	AVOPS	3105R	2145	-
MAINTAIN A SECONDARY CONTROL POINT	AVOPS	3110R	180	AVOPS	3110R	AVOPS	3110R	AVOPS	3110R	2155	-

MAINTAIN A COMMAND HISTORICAL PROGRAM	AVOPS	3115R	365	AVOPS	3115R	AVOPS	3115R	AVOPS	3115R	2205	-
MANAGE M-SHARP DATABASE	AVOPS	3120	*	AVOPS	3120					2200	-
MANAGE MASTER FLIGHT FILES	AVOPS	3125R	365	AVOPS	3125R	AVOPS	3125R	AVOPS	3125R	2145	-
SUPERVISE AND AUDIT MONTHLY FLIGHT LOGBOOK CLOSEOUTS	AVOPS	3130R	365	AVOPS	3130R	AVOPS	3130R	AVOPS	3130R	2255	-
CORE PLUS SKILL (4000 Phase)											
T&R EVENT INFORMATION				BASIC POI		REFRESHER POI		MAINTAIN PROFICIENCY		PREREQS	CHAINING
T&R DESCRIPTION	STAGE	CODE	REFLY	STAGE	CODE	STAGE	CODE	STAGE	CODE		
DEMONSTRATE ABILITY TO PERFORM DUTIES IN THE ATCO	ATCO	4100	*	ATCO	4100					-	-
ORGANIZE AND ESTABLISH A COC	AEOPS	4200R	365	AEOPS	4200R	AEOPS	4200R	AEOPS	4200R	-	-
UTILIZE TBMCS	AEOPS	4205R	365	AEOPS	4205R	AEOPS	4205R	AEOPS	4205R	-	-
MANAGE AND ASSIST IN CREATION OF OPERATIONS ORDERS	AEOPS	4210	*	AEOPS	4210	AEOPS	4210			-	-
MANAGE AND UTILIZE TACTICAL DATA SYSTEMS	AEOPS	4215R	365	AEOPS	4215R	AEOPS	4215R	AEOPS	4215R	-	-
Login to TBMCS	C2SYS	4900R	1460	C2SYS	4900R	C2SYS	4900R	C2SYS	4900R	-	-
Access TBMCS Online Master Help Index	C2SYS	4901R	1460	C2SYS	4901R	C2SYS	4901R	C2SYS	4901R	-	-
Utilize the TBMCS Alerts Service Web Applications	C2SYS	4902R	1460	C2SYS	4902R	C2SYS	4902R	C2SYS	4902R	-	-
Use TBMCS Map Manager	C2SYS	4903R	1460	C2SYS	4903R	C2SYS	4903R	C2SYS	4903R	-	-
Use TBMCS Web Mapping	C2SYS	4904R	1460	C2SYS	4904R	C2SYS	4904R	C2SYS	4904R	-	-
Utilize the Air Tasking Order Airspace Control Order (ATO/ACO) Tool (AATWEB)	C2SYS	4905R	1460	C2SYS	4905R	C2SYS	4905R	C2SYS	4905R	-	-
Use the Web Based Airspace Deconfliction Software (WEBAD)	C2SYS	4906R	1460	C2SYS	4906R	C2SYS	4906R	C2SYS	4906R	-	-
Generate Battle management Reports	C2SYS	4907R	1460	C2SYS	4907R	C2SYS	4907R	C2SYS	4907R	-	-
Use the Air Battle Information Monitoring (ABIM) tool	C2SYS	4908R	1460	C2SYS	4908R	C2SYS	4908R	C2SYS	4908R	-	-
Use the Force Status and Monitoring (FSTAT) tool to monitor and update Friendly Order of Battle (FrOB) Status	C2SYS	4909R	1460	C2SYS	4909R	C2SYS	4909R	C2SYS	4909R	-	-
Use the Execution Status and Monitoring (ESTAT)	C2SYS	4910R	1460	C2SYS	4910R	C2SYS	4910R	C2SYS	4910R	-	-
Use the Web Air Request Processor (WARP)	C2SYS	4911R	1460	C2SYS	4911R	C2SYS	4911R	C2SYS	4911R	-	-
Use the Execution Management Replanner (EMR)	C2SYS	4912R	1460	C2SYS	4912R	C2SYS	4912R	C2SYS	4912R	-	-
Import an airspace group	C2SYS	4913R	1460	C2SYS	4913R	C2SYS	4913R	C2SYS	4913R	-	-
Create Air Battle Plan (ABP) shell	C2SYS	4914R	1460	C2SYS	4914R	C2SYS	4914R	C2SYS	4914R	-	-
Create ground targets	C2SYS	4915R	1460	C2SYS	4915R	C2SYS	4915R	C2SYS	4915R	-	-
Create missions	C2SYS	4916R	1460	C2SYS	4916R	C2SYS	4916R	C2SYS	4916R	-	-
Publish the ATO	C2SYS	4917R	1460	C2SYS	4917R	C2SYS	4917R	C2SYS	4917R	-	-

Operate Advanced Field Artillery Tactical Data System (AFATDS)	C2SYS	4920R	1460	C2SYS	4920R	C2SYS	4920R	C2SYS	4920R	-	-
Operate C2 Personal Computer (C2PC)	C2SYS	4921R	1460	C2SYS	4921R	C2SYS	4921R	C2SYS	4921R	-	-
Operate Blue Force Tracker (BFT) equipment	C2SYS	4922R	1460	C2SYS	4922R	C2SYS	4922R	C2SYS	4922R	-	-
Operate Command Post of the Future (CPoF)	C2SYS	4923R	1460	C2SYS	4923R	C2SYS	4923R	C2SYS	4923R	-	-
Operate Joint Automated Deep Operations Coordination System (JADOCs)	C2SYS	4924R	1460	C2SYS	4924R	C2SYS	4924R	C2SYS	4924R	-	-
Operate Combat Survivor Evader Locator (CSEL)	C2SYS	4925R	1460	C2SYS	4925R	C2SYS	4925R	C2SYS	4925R	-	-
Set up and establish communications utilizing an IRC network	C2SYS	4940R	1460	C2SYS	4940R	C2SYS	4940R	C2SYS	4940R	-	-
Operate Web Development Software (i.e. SharePoint)	C2SYS	4941R	1460	C2SYS	4941R	C2SYS	4941R	C2SYS	4941R	-	-
Operate Air Defense System Integrator (ADSI)	C2SYS	4942R	1460	C2SYS	4942R	C2SYS	4942R	C2SYS	4942R	-	-

2.16 T&R SYLLABUS MATRIX. The below matrix summarizes T&R syllabus event information.

AVIATION OPERATIONS SPECIALIST (7041)																			
STAGE	EVENT		POI	E	DEVICE			COND	REFLY	GROUND/ACADEMIC EVENTS		SIM EVENTS		LIVE EVENTS		PREREQ	NOTES	CHAIN	EVENT CONV
	CODE	TITLE			TYPE	#	OPTION			#	TIME	#	TIME	#	TIME				
CORE SKILL INTRODUCTION TRAINING (1000 PHASE EVENTS)																			
MAOS	1100	PCU OPERATIONS	B	E	G	-	-	D	*	0	0	0	0	40	-	-	-	-	
MAOS	1101	AOS OVERVIEW	B	E	G	-	-	D	*	0	0	0	0	28	-	-	-	-	
MAOS	1102	AIRFIELD OPERATIONS	B	E	G	-	-	D	*	0	0	0	0	33	-	-	-	-	
MAOS	1103	CORRESPONDENCE	B	E	G	-	-	D	*	0	0	0	0	34	-	-	-	-	
MAOS	1104	FLIGHT PLANNING	B	E	G	-	-	D	*	0	0	0	0	28	-	-	-	-	
MAOS	1105	AVIATION FLIGHT RECORDS	B	E	G	-	-	D	*	0	0	0	0	28	-	-	-	-	
MAOS	1106	OPERATIONS ADMINISTRATION	B	E	G	-	-	D	*	0	0	0	0	46	-	-	-	-	
TOTAL CORE SKILL INTRODUCTION (1000 PHASE EVENTS)										0	0	0	0	7	237				
CORE SKILL TRAINING (2000 PHASE EVENTS)																			
CORE SKILL AIRFIELD OPERATIONS (AOPS)																			
AOPS	2000	AIRFIELD BASE OPS ON AIR FACILITY OR FOB	B,R,M	-	G	-	-	D	180	0	0	0	0	60	-	-	-	-	
AOPS	2002	MANAGE AIRFIELD BASE OPS ON AIR FACILITY OR FOB	B,R,M	-	G	-	-	D	180	0	0	0	0	60	2000	-	-	-	
AOPS	2004	AVOC	B,R,M	-	G	-	-	D	365	0	0	0	0	30	-	-	-	-	

AOPS	2006	SUPPORT EMERGENCY OPS	B,R,M	-	G	-	-	D	180	0	0	80	2000	-	-	-
AOPS	2008	CONDUCT DAILY FLIGHT CLRN OPS	B	E	G	-	-	D	*	0	0	90	-	-	-	-
AOPS	2010	FLIGHT PLANNING	B	E	G	-	-	D	*	0	0	90	-	-	-	-
AOPS	2012	SUBMIT NOTAMS	B,R,M	-	G	-	-	D	180	0	0	10	-	-	-	-
AOPS	2014	FACILITATE DAILY RANGE OPS CONTROL CENTERS	B,R,M	-	G	-	-	D	180	0	0	60	-	-	-	-
AOPS	2016	SUPPORT AIRFIELD SECURITY FUNCTIONS	B	-	G	-	-	D	*	0	0	10	-	-	-	-
AOPS	2018	COORDINATE SAFETY FUNCTIONS	B	-	G	-	-	D	*	0	0	20	-	-	-	-
AOPS	2020	MAINTAIN AIRFIELD BASE OPERATIONS	B,R,M	-	G	-	-	D	365	0	0	30	-	-	-	-
AOPS	2022	OPERATE VEHICLES ON AIRFIELD	B	-	G	-	-	D	*	0	0	5	-	-	-	-
AOPS	2024	ISSUE WARNINGS, SUSPENSIONS AND REVOCATIONS	B	-	G	-	-	D	*	0	0	5	-	-	-	-
AOPS	2026	FILE FLIGHT PLANS	B	-	G	-	-	D	*	0	0	60	-	-	-	-
AOPS	2028	UTILIZE AIS SYSTEM	B	-	G	-	-	D	*	0	0	80	-	-	-	-
AOPS	2030	FILE A FLIGHT STRIP	B	-	G	-	-	D	*	0	0	20	-	-	-	-

AOPS	2032	PUBLISH NOTAMS	B	-	G	-	-	D	*	0	0	6	-	-	-	-			
AOPS	2034	HANDLING VIPS	B	-	G	-	-	D	*	0	0	2	-	-	-	-			
AOPS	2036	CONDUCT AIRFIELD LIGHT/SURFACE CHECK	B	-	G	-	-	D	*	0	0	20	-	-	-	-			
AOPS	2038	SAFETY CHECK OF AIRFIELD SURFACE	B	-	G	-	-	D	*	0	0	20	-	-	-	-			
AOPS	2040	MAINTAIN MILITARY VICTOR ROUTE BOOK	B	-	G	-	-	D	*	0	0	5	-	-	-	-			
AOPS	2042	CRASH PHONE PROCEDURES	B	-	G	-	-	D	*	0	0	5	-	-	-	-			
AOPS	2044	MAINTAIN AIRFIELD INTEGRITY	B	-	G	-	-	D	*	0	0	2	-	-	-	-			
AOPS	2046	PROPERLY EQUIP ALL AIRFIELD VEHICLES	B	-	G	-	-	D	*	0	0	5	-	-	-	-			
AOPS	2048	MANAGE AIRFIELD OPERATIONS SCHEDULES	B,R,M	-	G	-	-	D	365	0	0	60	-	-	-	-			
TOTAL CORE SKILL AIRFIELD OPERATIONS STAGE (AOPS)										0	0	0	0	25	835	-	-	-	-
GENERAL ADMINISTRATION SKILLS (GENA)																			
GENA	2100	SETUP COMPUTER	B	-	G	-	-	D	*	0	0	1	-	-	-	-			
GENA	2105	OPERATE MS WORD	B	-	G	-	-	D	*	0	0	5	2100	-	-	-			
GENA	2110	OPERATE MS OUTLOOK	B	-	G	-	-	D	*	0	0	1	2100	-	-	-			
GENA	2115	OPERATE MS EXCEL	B	-	G	-	-	D	*	0	0	5	2100	-	-	-			

GENA	2120	OPERATE MS ACCESS	B	-	G	-	-	D	*	0	0	24	2100	-	-	-		
GENA	2125	OPERATE MS POWER POINT	B	-	G	-	-	D	*	0	0	5	2100	-	-	-		
GENA	2130	OPERATE SHAREPOINT	B	-	G	-	-	D	*	0	0	8	2100	-	-	-		
GENA	2135	MANAGE PROPER SETUP OF MS APPS	B	-	G	-	-	D	*	0	0	5	-	-	-	-		
GENA	2140	DEVELOP A DATA MANAGEMENT POLICY	B	-	G	-	-	D	*	0	0	1	2100	-	-	-		
GENA	2145	PREPARE AND MAINTAIN NAVAL CORRESPONDENCE	B	-	G	-	-	D	*	0	0	16	2100	-	-	-		
GENA	2150	PREPARE AN UNCLASSIFIED AMHS MESSAGE	B	-	G	-	-	D	*	0	0	8	2100	-	-	-		
GENA	2155	HANDLE CLASSIFIED MATERIAL	B,R,M	-	G	-	-	D	90	0	0	3	2145, and secondary control point training	-	-	-		
GENA	2160	MAINTAIN FLIPS	B,R,M	-	G	-	-	D	365	0	0	10	-	-	-	-		
TOTAL CORE SKILL GENERAL ADMINISTRATION STAGE (GENA)										0	0	0	0	13	92			
OPERATIONS ADMINISTRATION SKILLS (OPSA)																		
OPSA	2200	EMPLOY M-SHARP	B,R,M	-	G	-	-	D	365	0	0	16	M-SHARP online training	-	-	-		
OPSA	2205	CREATE A FLIGHT SCHEDULE IN MSHARP	B,R,M	E	G	-	-	D	90	0	0	10	2200	-	-	-		
OPSA	2210	PUBLISH A FLIGHT SCHEDULE FROM MSHARP	B,R,M	E	G	-	-	D	90	0	0	10	2200, 2205	-	-	-		

OPSA	2215	CREATE AND MAINTAIN MSHARP PERSONNEL FILES	B,R,M	E	G	-	-	D	90	0	0	1	2200	-	-	-
OPSA	2220	SUPERVISE ANNUAL NATOPS REQUIREMENTS	B,R,M	-	G	-	-	D	180	0	0	4	2200, 2210	-	-	-
OPSA	2225	SUPERVISE AUDIT DAILY LOGBOOKS	B,R,M	-	G	-	-	D	180	0	0	16	-	-	-	-
OPSA	2230	RECORD DAILY FLIGHT TRANSACTIONS	B,R,M	E	G	-	-	D	180	0	0	8	2200, 2205, 2210	-	-	-
OPSA	2235	AUDIT DAILY LOGBOOKS	B,R,M	-	G	-	-	D	365	0	0	2	2200, 2205, 2210	-	-	-
OPSA	2240	PREPARE A SERIOUS INCIDENT REPORT	B,R,M	-	G	-	-	D	180	0	0	2	2150	-	-	-
OPSA	2245	MAINTAIN MASTER FLIGHT FILES	B,R,M	E	G	-	-	D	365	0	0	8	2275, 2280	-	-	-
OPSA	2250	MANAGE TEMPORARY FLIGHT ORDERS	B,R,M	E	G	-	0	D	365	0	0	10	-	-	-	-
OPSA	2255	REVIEW AND CORRECT A NAVAL AVIATOR FLIGHT LOGBOOK	B,R,M	-	G	-	-	D	180	0	0	4	2230, 2280	-	-	-
OPSA	2260	CREATE TEMPORARY FLIGHT ORDERS	B,R,M	E	G	-	-	D	180	0	0	5	2105	-	-	-
OPSA	2270	UTILIZE SORTS AND DRRS-MC	B	-	G	-	-	D	*	0	0	16	SORTS MTT course, DRRS MTT course	-	-	-

OPSA	2275	PLOT AND TRACK FRIENDLY FORCES	B,R,M	-	G	-	-	D	180	0	0	0	1	MCI 0381	-	-	-
OPSA	2280	MANAGE NAVFLIRS	B	-	G	-	-	D	*	0	0	0	16	-	-	-	
OPSA	2285	PROCESS NAVFLIRS	B,R,M	-	G	-	-	D	180	0	0	0	20	-	-	-	
OPSA	2290	MAINTAIN AVIATION FLIGHT PUBLICATIONS	B,R,M	-	G	-	-	D	180	0	0	0	8	-	-	-	
TOTAL CORE SKILL OPERATIONS ADMINISTRATION STAGE (OPSA)										0	0	0	0	19	177		
TOTAL CORE SKILL PHASE (2000 PHASE)										0	0	0	0	57	1104		
MISSION SKILL TRAINING (3000 PHASE EVENTS)																	
AIRFIELD SERVICES (AFLDS)																	
AFLDS	3000	PROVIDE SUPPORT FOR ANGEL FLIGHTS	B,R,M	-	L	-	-	D	365	0	0	0	20	2005, 2015	-	-	-
AFLDS	3005	PROCESS FOREIGN DIPLOMATS AND INPUT OPARS	B	-	L	-	-	D	*	0	0	0	16	-	-	-	
TOTAL AIRFIELD SERVICES SKILLS STAGE (AFLDS)										0	0	0	0	2	36		
AVIATION OPERATIONS (AVOPS)																	
AVOPS	3100	OPERATE MS OPERATING SYSTEMS	B	-	L	-	-	D	*	0	0	0	2	2200, 2205, 2210, 2215, 2220, 2225, 2230, 2235, 2240	-	-	-
AVOPS	3105	MAINTAIN CORRESPONDENCE FILES	B,R,M	-	L	-	-	D	365	0	0	0	10	2145	-	-	-
AVOPS	3110	MAINTAIN A SECONDARY CONTROL POINT	B,R,M	-	L	-	-	D	180	0	0	0	10	2155	-	-	-

AVOPS	3115	MAINTAIN A COMMAND HISTORICAL PROGRAM	B,R,M	-	L	-	-	D	365	0	0	2	2205	-	-	-	
AVOPS	3120	MANAGE M-SHARP DATABASE	B	-	L	-	-	D	*	0	0	8	2200	-	-	-	
AVOPS	3125	MANAGE MASTER FLIGHT FILES	B,R,M	-	L	-	-	D	365	0	0	8	2145	-	-	-	
AVOPS	3130	SUPERVISE AND AUDIT MONTHLY FLIGHT LOGBOOK CLOSEOUTS	B,R,M	-	L	-	-	D	365	0	0	1	2255	-	-	-	
TOTAL AVIATION OPERATIONS SKILLS STAGE (AVOPS)										0	0	0	7	41			
TOTAL MISSION SKILL PHASE (3000 PHASE)										0	0	0	13	77			
MISSION PLUS SKILL TRAINING (4000 PHASE EVENTS)																	
AVIATION TRANSPORTATION COORDINATOR OFFICE (ATCO)																	
ATCO	4100	DEMONSTRATE ABILITY TO PERFORM DUTIES IN THE ATCO	B	-	L	-	-	D	*	0	0	80	-	-	-	-	
TOTAL AVIATION TRANSPORTATION COORDINATOR OFFICE SKILLS STAGE (ATCO)										0	0	0	1	80			
AVIATION EXPEDITIONARY OPERATIONS (AEOPS)																	
AEOPS	4200	ORGANIZE AND ESTABLISH A COC	B,R,M	-	L	-	-	D	365	0	0	40	-	-	-	-	
AEOPS	4205	UTILIZE TBMCS	B,R,M	-	L	-	-	D	365	0	0	40	-	-	-	-	
AEOPS	4210	MANAGE AND ASSIST IN CREATION OF OPERATIONS ORDERS	B	-	L	-	-	D	*	0	0	16	-	-	-	-	

AEOPS	4215	MANAGE AND UTILIZE TACTICAL DATA SYSTEMS	B,R,M	-	L	-	-	D	365		0		0		120	-	-	-	-
TOTAL AVIATION EXCEPTIONARY OPERATIONS SKILLS STAGE (AEOPS)										0	0	0	0	4	216				
COMMAND AND CONTROL SYSTEMS (C2SYS)																			
C2SYS	4900	Login to TBMCS	B,R,M	-	G	-	-	D	1460		1		0		0	-	TBMCS	-	-
C2SYS	4901	Access TBMCS Online Master Help Index	B,R,M	-	G	-	-	D	1460		1		0		0	-	TBMCS	-	-
C2SYS	4902	Utilize the TBMCS Alerts Service Web Applications	B,R,M	-	G	-	-	D	1460		2		0		0	-	TBMCS	-	-
C2SYS	4903	Use TBMCS Map Manager	B,R,M	-	G	-	-	D	1460		1		0		0	-	TBMCS	-	-
C2SYS	4904	Use TBMCS Web Mapping	B,R,M	-	G	-	-	D	1460		1		0		0	-	TBMCS	-	-
C2SYS	4905	Utilize the Air Tasking Order Airspace Control Order (ATO/ACO) Tool (AATWEB)	B,R,M	-	G	-	-	D	1460		1		0		0	-	TBMCS	-	-
C2SYS	4906	Use the Web Based Airspace Deconfliction Software (WEBAD)	B,R,M	-	G	-	-	D	1460		1		0		0	-	TBMCS	-	-
C2SYS	4907	Generate Battle management Reports	B,R,M	-	G	-	-	D	1460		1		0		0	-	TBMCS	-	-
C2SYS	4908	Use the Air Battle Information Monitoring (ABIM) tool	B,R,M	-	G	-	-	D	1460		1		0		0	-	TBMCS	-	-

C2SYS	4909	Use the Force Status and Monitoring (FSTAT) tool to monitor and update Friendly Order of Battle (FrOB) Status	B,R,M	-	G	-	-	D	1460	1	0	0	-	TBMCS	-	-
C2SYS	4910	Use the Execution Status and Monitoring (ESTAT)	B,R,M	-	G	-	-	D	1460	2	0	0	-	TBMCS	-	-
C2SYS	4911	Use the Web Air Request Processor (WARP)	B,R,M	-	G	-	-	D	1460	2	0	0	-	TBMCS	-	-
C2SYS	4912	Use the Execution Management Replanner (EMR)	B,R,M	-	G	-	-	D	1460	2	0	0	-	TBMCS	-	-
C2SYS	4913	Import an airspace group	B,R,M	-	G	-	-	D	1460	2	0	0	-	TBMCS	-	-
C2SYS	4914	Create Air Battle Plan (ABP) shell	B,R,M	-	G	-	-	D	1460	2	0	0	-	TBMCS	-	-
C2SYS	4915	Create ground targets	B,R,M	-	G	-	-	D	1460	2	0	0	-	TBMCS	-	-
C2SYS	4916	Create missions	B,R,M	-	G	-	-	D	1460	2	0	0	-	TBMCS	-	-
C2SYS	4917	Publish the ATO	B,R,M	-	G	-	-	D	1460	1	0	0	-	TBMCS	-	-

C2SYS	4920	Operate Advanced Field Artillery Tactical Data System (AFATDS)	B,R,M	-	G	-	-	D	1460	4	0	0	-	AFATDS	-	-
C2SYS	4921	Operate C2 Personal Computer (C2PC)	B,R,M	-	G	-	-	D	1460	4	0	0	-	C2PC	-	-
C2SYS	4922	Operate Blue Force Tracker (BFT) equipment	B,R,M	-	G	-	-	D	1460	4	0	0	-	BFT	-	-
C2SYS	4923	Operate Command Post of the Future (CPoF)	B,R,M	-	G	-	-	D	1460	4	0	0	-	CPoF	-	-
C2SYS	4924	Operate Joint Automated Deep Operations Coordination System (JADOCS)	B,R,M	-	G	-	-	D	1460	1	0	0	-	JADOCS	-	-
C2SYS	4925	Operate Combat Survivor Evader Locator (CSEL)	B,R,M	-	G	-	-	D	1460	1	0	0	-	CSEL	-	-
C2SYS	4940	Set up and establish communications utilizing an IRC network	B,R,M	-	G	-	-	D	1460	1	0	0	-	mIRC	-	-
C2SYS	4941	Operate Web Development Software (i.e. SharePoint)	B,R,M	-	G	-	-	D	1460	4	0	0	-	SIPR PC	-	-
C2SYS	4942	Operate Air Defense System Integrator (ADSI)	B,R,M	-	G	-	-	D	1460	1	0	0	-	ADSI	-	-

TOTAL COMMAND AND CONTROL SYSTEMS SKILLS STAGE (C2SYS)										27	50	0	0	0	0				
TOTAL MISSION PLUS SKILL PHASE (4000 PHASE)										27	50	0	0	5	296				
TOTAL 2000, 3000, AND 4000 PHASE										27	50	0	0	75	1477				
INSTRUCTOR TRAINING (5000 PHASE EVENTS)																			
INSTRUCTOR UNDER TRAINING (IUT) FOR BASIC INSTRUCTOR																			
IUT	5000	Introduce principles of instruction	B	-	G	-	-	D	*	0	0	0	2	Recommended by SI or WTI	-	-	-		
IUT	5010	Understand the structure of an event	B	-	G	-	-	D	*	0	0	0	1	Recommended by SI or WTI	-	-	-		
IUT	5020	Conduct a period of instruction on a T&R event	B	-	G	-	-	D	*	0	0	0	2	Recommended by SI or WTI	-	-	-		
TOTAL INSTRUCTOR UNDER TRAINING SKILLS STAGE (IUT) FOR BASIC INSTRUCTOR										0	0	0	0	3	5				
INSTRUCTOR UNDER TRAINING (IUT) FOR SENIOR INSTRUCTOR																			
IUT	5100	Understand Aviation T&R program	B	-	G	-	-	D	*	0	0	0	2	5000, 5010, 5020, 6320	-	-	-		
IUT	5110	Understand Applicable Community T&R	B	-	G	-	-	D	*	0	0	0	2	5000, 5010, 5020, 6320	-	-	-		
IUT	5120	Understand T&R Administration	B	-	G	-	-	D	*	0	0	0	2	5000, 5010, 5020, 6320	-	-	-		
IUT	5130	Develop a training plan	B,R,M	-	G	-	-	D	365	0	0	0	2	5000, 5010, 5020, 6320	-	-	-		
TOTAL INSTRUCTOR UNDER TRAINING SKILLS STAGE (IUT) FOR SENIOR INSTRUCTOR										0	0	0	0	4	8				
TOTAL INSTRUCTOR UNDER TRAINING SKILLS PHASE (IUT)										0	0	0	0	7	13				
REQUIREMENTS, QUALIFICATIONS, CERTIFICATIONS, AND DESIGNATIONS (RQCD) (6000 PHASE)																			
QUALIFICATIONS (QUAL)																			

QUAL	6000	STATION/FACILITY CHIEF	B,R,M	E	L/S	-	-	-	1095	0	0	2	2002, 2006, 2008, 2010, 2012, 2000, 2004, 2012, 2014, 2016, 2018, 2022, 2024, 2026, 2028, 2030, 2032, 2034, 2036, 2038, 2040, 2048, 3000, 3005	-	-	-
QUAL	6001	SQUADRON OPERATIONS CHIEF	B,R,M	E	L/S	-	-	-	1095	0	0	2	2135, 2140, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2270, 2275, 2280, 2285, 2290, 3100, 3105, 3110, 3115, 3120, 3125, 3130	-	-	-
QUAL	6002	MAG OPERATIONS CHIEF	B,R,M	E	L/S	-	-	-	1095	0	0	2	2135, 2140, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2270, 2275, 2280, 2285, 2290, 3100, 3105, 3110, 3115, 3120, 3125, 3130	-	-	-
QUAL	6003	WING OPERATIONS CHIEF	B,R,M	E	S/L	-	-	-	1095	0	0	2	2135, 2140, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2220, 2225, 2230, 2235, 2240, 2245, 2250, 2255, 2260, 2270, 2275, 2280, 2285, 2290, 3100, 3105, 3110, 3115, 3120, 3125, 3130	-	-	-
QUAL	6004	AIR FIELD DISPATCHER	B,R,M	E	S/L	-	-	-	1095	0	0	2	2000, 2006, 2008, 2010, 2012, 2026, 2028, 2030, 2032, 2040, 2048	-	-	-

QUAL	6005	OPERATIONS CLERK	B,R,M	E	S/L	-	-	-	1095	0	0	0	0	2	2100, 2105, 2110, 2115, 2120, 2125, 2130, 2145, 2150, 2155, 2160, 2200, 2205, 2215, 2230, 2240, 2245, 2250, 2255, 2275, 2260, 2285, 2290, 3100, 3105	-	-	-	
TOTAL QUALIFICATIONS STAGE (QUAL)										0	0	0	0	6	12				
DESIGNATIONS (DESG)																			
DESG	6100	STATION/FACILITY CHIEF	B	-	-	-	-	-	*	0	0	0	0	0	6000	-	-	-	
DESG	6101	SQUADRON OPERATIONS CHIEF	B	-	-	-	-	-	*	0	0	0	0	0	6001	-	-	-	
DESG	6102	MAG OPERATIONS CHIEF	B	-	-	-	-	-	*	0	0	0	0	0	6002	-	-	-	
DESG	6103	WING OPERATIONS CHIEF	B	-	-	-	-	-	*	0	0	0	0	0	6003	-	-	-	
DESG	6104	AIR FIELD DISPATCHER	B	-	-	-	-	-	*	0	0	0	0	0	6004	-	-	-	
DESG	6105	OPERATIONS CLERK	B	-	-	-	-	-	*	0	0	0	0	0	6005	-	-	-	
DESG	6320	BASIC INSTRUCTOR	B	-	-	-	-	-	*	0	0	0	0	0	5000, 5010, 5020	-	-	-	
DESG	6321	SENIOR INSTRUCTOR	B	-	-	-	-	-	*	0	0	0	0	0	5100, 5110, 5120, 5130, 6320	-	-	-	
TOTAL DESIGNATIONS STAGE (DESG)										0	0	0	0	8	0				
TOTAL REQUIREMENTS, QUALIFICATIONS, CERTIFICATIONS, AND DESIGNATIONS PHASE (RQCD)										0	0	0	0	14	12				

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2.17 SYLLABUS EVALUATION FORM. This form is found within Appendix B of the C3 Course Catalog. The Course Catalog can be found on the MAWTS-1 website at the following URL.

[https://www.intranet.tecom.usmc.mil/sites/mawts1/C3%20Course%20Catalog/C3%20Course%20Catalog%20\(May%202011\).pdf](https://www.intranet.tecom.usmc.mil/sites/mawts1/C3%20Course%20Catalog/C3%20Course%20Catalog%20(May%202011).pdf)

2.18 TRAINING DEVICE ESSENTIAL SUBSYSTEMS MATRIX (EESM). None.