



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

NAVMC 4790.1B  
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NAVMC 4790.1B

From: Commandant of the Marine Corps  
To: Distribution list

Subj: AVIATION MAINTENANCE AND SUPPLY TRAINING AND READINESS  
PROGRAM

Ref: (a) COMNAVAIRFORINST 4790.2

Encl: (1) Aviation Maintenance and Supply T&R Program  
(2) Required Maintainer Competency  
(3) Maintenance Qualification Standardization

1. Purpose. To promulgate revised policy, procedures, and responsibilities for the execution of the Aviation Maintenance and Supply Training and Readiness Program (AMSTRP) for Aviation Occupational Fields (OCCFLD) technical training per reference (a) and the enclosures.

2. Cancellation. NAVMC 4790.1A.

3. Scope. Highlights of major training and readiness (T&R) planning considerations included in this program are as follows:

a. Maintenance department proficiency is based on the ability of aviation maintenance personnel to provide aviation assets to support flight operations.

b. Individual proficiency is based on the specific requirements and performance standards to ensure aviation assets are maintained through the required skills in military occupational specialty (MOS) specific aviation systems.

c. Aviation maintenance and supply T&R manuals contain individual training syllabi for applicable MOSs within a maintenance community. T&R manuals will be reviewed on a continual basis. Changes to T&R syllabi will be conducted in accordance with the automated skills management change request procedure. Community-specific T&R working groups will be conducted every two years unless otherwise required to ensure the applicable T&R manual meets the training requirements of the community.

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

d. Administrative management of all aviation maintenance and supply T&R manuals is the responsibility of Marine Air-Ground Task Force Training & Education Standards Division, Aviation Standards Branch, in coordination with the maintenance training syllabus sponsors (MTSS).

4. Execution. Marine Corps formal schools and all field commanders authorized to conduct individual or collective aviation maintenance related training for personnel in Aviation OccfldSshall ensure the Aviation Maintenance and Supply T&R Program is used for every aviation maintenance related MOS.

5. Information. Recommended changes to this manual shall be submitted via the MTSS and the appropriate chain of command to: Commanding General (CG), Training and Education Command (TECOM), Marine Air-Ground Task Force Training and Education Standards Division (MTESD), Aviation Standards Branch using standard Naval correspondence or the Automated Message Handling System plain language address: CG TECOM MTESD.

6. Command. This manual is applicable to the Marine Corps Total Force.

7. Certification. Reviewed and approved this date.



K. M. IIAMS  
By direction

DISTRIBUTION: PCN 1004700100

## **Aviation Maintenance and Supply Training and Readiness Program Introduction (AMSTRP)**

**PURPOSE.** To implement policies, procedures and technical instructions for the administration of the AMSTRP.

**STATUS.** Requirements in this manual are directed to all Marine Corps formal schools and all field commanders authorized to conduct aviation maintenance related individual or collective training.

**SCOPE.** This NAVMC contains instructions and policy for the implementation and use of the AMSTRP. Any deviation from instructions contained in this manual must be authorized by CG TECOM ASB. The AMSTRP provides the digital means for tracking and managing on-the-job training (OJT) tasks which are performed in each MOS, regardless of type, model, and series (T/M/S) by means of utilizing a Training and Readiness (T&R) manual.

**RESPONSIBILITY.** The currency, accuracy, and modification of this manual are the responsibility of CG TECOM ASB. Marine Corps formal schools and field commanders are responsible for timely entry of changes and physical maintenance of their copies of this Manual.

**REFERENCES.** The reference used in this Manual is:

1. Reference (a) COMNAVAIRFORINST 4790.2 series

**WORKING GROUP ADMINISTRATIVE REVIEW CONVENING PROCEDURES.** CG TECOM ASB shall send an announcement message to appropriate commands no later than 60 days prior to the working group administrative review convening date.

## General Information

**PURPOSE.** To define what the AMSTRP is, explain how it will be implemented, used, and describe how it improves maintenance readiness and productivity through the utilization of a standardized training management system.

**DEFINITION.** The AMSTRP is a standardized, progressive, technical skills training management and evaluation program for technical training for aviation OCCFLDs.

**DESCRIPTION.** The AMSTRP is a performance-based program, intended to satisfy all requirements for the development of community-based, MOS approved syllabi and to conform to established aviation related training guidelines. The AMSTRP provides standardized training within a MOS. The program further serves as a mechanism for MOS training management by:

1. Identifying tasks required to attain proficiency in MOS related systems.
2. Providing a standardized aviation training record that is retained in a centralized location, updated, maintained and made available to the individual Marine (Private to Master Gunnery Sergeant and Second Lieutenant to Lieutenant Colonel) throughout their career, regardless of billet assignment.
3. Providing an evaluation of the proficiency of personnel training throughout a Marine's career.
4. Providing community accepted standards allowing for the transfer of Type/Model/Series (T/M/S) Qualifications, and Certifications from unit to unit.
5. Providing documentation required to conduct technical training at the individual, work center, and activity level from which the work center supervisors base their training program.

**SCOPE.** The AMSTRP provides the digital means for tracking and managing OJT tasks which are performed in each MOS, regardless of T/M/S by means of utilizing a Training and Readiness (T&R) manual. Upon reporting to the work center, individuals shall be assigned MOS and General Aviation T&R, as well as functional area T&R when applicable.

**APPLICABILITY.** This Manual's contents and instructions apply to all commands responsible for the individual/collective training of personnel in aviation OCCFLDs.

### Note:

**Any non-aviation MOS attached to the MALS (i.e., MOS 2161) shall continue without a T&R and train to current Maintenance Training Management and Evaluation Program (MATMEP). CDIs shall continue to be designated utilizing Local Command Procedures/Standard Operating Procedures (LCP/SOPs) and Qualifications/Certifications/Licenses (QCLs) already established in ASM.**

## **AMSTRP Concepts and Terminology**

**TRAINING AND READINESS USAGE.** Under the T&R construct, each Marine must understand that training is continuous. When a Marine completes a maintenance task, some form of training has occurred. The tasks that are listed in the T&R manuals provide the expectations for this training. The task identifies what the Marine under instruction must demonstrate. The performance standard will identify what conditions must be met for the student to receive credit for the task completion. The T&R task sign off authority identifies who must instruct and sign off task completion within ASM. The elements of the task included in the T&R manuals provide amplifying guidance that assists both the instructor and the student in completing the training task in the most efficient manner.

Any questions regarding T&R usage can be directed to TECOM ASB. Points of contact can be reached at the web link below.

<https://vcepub.tecom.usmc.mil/sites/directorates/mtesd/asb/AMS/default.aspx>

**TRAINING AND READINESS (T&R) MANUAL.** Aviation related T&R manuals are approved by CG TECOM. T&R manuals contain individual training syllabi for applicable MOSs. An up-to-date T&R manual for each community can be found under the reports tab in ASM utilizing the task list sign off report.

**SKILL LEVELS.** Skill levels are described in terms of expected subject knowledge, and or task performance. The ability of a Marine to perform a task at a specific skill level is evaluated by a competent authority.

**SKILL LEVEL 1000.** This level applies to Marines who have a formal school requirement in their MOS training track and represents formal school curriculum. Level 1000 signoff denotes the Marine under training received generic MOS training. Successful completion of the formal school constitutes level 1000 completion. (Navy Training Management and Planning System (NTMPS) suffices for course completion)

**SKILL LEVEL 2000.** Documents a Marine's ability to execute the fundamental knowledge and skill to perform simple tasks key to maintaining MOS specific proficiency. For those Marines who obtain a Primary MOS (PMOS) from initial formal school, this level indicates initial fleet exposure.

**SKILL LEVEL 3000.** Documents a Marine's ability to execute the knowledge and skill to perform step-by-step or multipart tasks within each maintenance system or subsystem. Level 3000 completion indicates that a Marine can perform essential tasks. This includes but is not limited to; explaining why and when a task must be accomplished, why each step is required, analysis of facts and principles, and the Marine can also draw conclusions about the subject.

**SKILL LEVEL 4000.** Documents a Marine's ability to execute advanced knowledge and skills to perform complex maintenance tasks in any given duty area. Marines can be assigned and work on a CDI / CDQAR / QAR pre-requisite syllabus in conjunction with 4000 level task list. All aviation maintenance specialties are required to complete the 4000 level task list prior to a Marine

being designated as a Collateral Duty Inspector as well as the Collateral Duty Quality Assurance Representative. Skill level 4000 can be assigned and completed without previously completing levels 2000 and 3000. 4000 level tasks shall not be signed off not applicable (NA). For task(s) that are identified as an NA requirement, contact TECOM (ASB) and MTSS via change request process.

**SKILL LEVEL 5000.** Documents a Marine's ability to execute, maintain and inspect advanced programs and processes essential to the Maintenance Department. These tasks (if applicable) are FCF/QA required tasks. All aviation maintenance specialties are required to complete the 5000 level task list prior to a Marine being designated as a Collateral Duty Quality Assurance Inspector/Quality Assurance Inspector.

**SKILL LEVEL 6000.** Documents a Marine's attainment of system proficiency associated with the completion of Skill Levels 2000 and 3000.

**SYSTEM SKILL PROFICIENCY (SSP).** Refers to the successful completion of all SME determined subsystem skill within a given T&R manual.

**SUB-SYSTEM SKILL PROFICIENCY (SSSP).** An action that is documented through either discussion or demonstration to attain required knowledge or skill (OJT).

**TECHNICAL TRAINING GUIDANCE.** Lesson guides are not required. T&R tasks and related publications are utilized to conduct and document technical training. Work center supervisors are responsible to identify any training deficiencies and schedule formal technical training utilizing the SSP 6000 title within each assigned T&R in the career training tab.

**OJT DOCUMENTATION GUIDANCE.** Each T&R task shall have supporting documentation when identified as an OJT task. This can be accomplished by either the auto sign feature, manually linked simulated OJT from logged technical training, or manually assigning OJT within the task. Discussion items do not require supporting documentation.

### **Qualifications Types**

**Basic (B).** The basic qualification type includes all OJT associated with a specific aircraft maintenance related MOS. Initial accession and lateral move Marines shall be assigned the basic qualification.

**Refresher (R).** The refresher qualification type is assigned as a means to reintroduce Marines to maintenance tasks and can be assigned as required.

### **Roles and Responsibilities**

**HEADQUARTERS MARINE CORPS (HOMC), AVIATION SUPPORT LOGISTICS (ASL)**  
Responsible for reviewing and arbitrating recommendations and providing guidance on ASM change requests that are not resolved at the Wing level.

**TRAINING & EDUCATION COMMAND (TECOM), MARINE AVIATION GROUND TASK FORCE (MAGTF) TRAINING & EDUCATION STANDARDS DIVISION (MTESD),**

AVIATION STANDARDS BRANCH (ASB). TECOM ASB is the authority responsible for the standardization of ASM training policies and content. TECOM ASB retains the right to revoke improper unit role assignments to include FA and external roles, establish and enforce ASM change request procedures, assign MTSS units for specific T/M/S, MOS, and functional areas as required, and maintain a POC list of fleet administrators from all aviation communities.

AVIATION LOGISTICS MANAGEMENT ASSIST TEAM (ALMAT). Responsible for validating all content related ASM change requests (references, procedures, and tests) to determine the impact on established Wing policies, inspection checklists, and to ensure changes are in accordance with higher headquarters policies. Changes that are administrative in nature do not require Wing ALD approval. Collaboration between each Wing ALD is required to provide standardization and judgment on change recommendations that cannot be agreed upon within the community.

MAINTENANCE TRAINING SYLLABUS SPONSOR (MTSS). The MTSS is a unit designated by TECOM ASB as the central facilitator for all matters pertaining to a specific T/M/S platform, MOS or functional area. CG TECOM ASB generally assigns T&R sponsorship to a training unit but may designate any unit from the Operating Forces (OPFOR) for certain T/M/S or MOS functional area. The MTSS will accomplish this by: facilitating standardization of community training requirements, coordinating training requirements, changes and revisions on behalf of the applicable community, chairing review working groups, coordinating updates and changes to ASM content for all maintenance training items, ensuring that re-occurring training is standardized in accordance with all applicable orders and directives, and designating a SNCO or approved contractor as the MTSS POC who will execute the MTSS related responsibilities.

The MTSS unit is responsible for standardizing training requirements within the community. MTSS will gather community feedback when ASM changes are proposed. The MTSS squadron has authority to exercise the delegation of tasks across the community. The MTSS POC must be a member of the unit which is designated by TECOM MTESD ASB.

FLEET ADMINISTRATOR (FA). FAs are responsible for the administration of the ASM program within the unit. The FA shall be a primary billet assignment within the QA Division and should be a SNCO who is skill qualified in the following primary MOS OCCFLDs 60/61/62/63/64/65/66. This billet assignment shall be designated by the Aviation Maintenance Officer. All FAs shall complete the USMC ASM FA training syllabus. The assignment of FA should be at a minimum of two years. The Maintenance Training Program Manager and/or Program Monitor shall not be assigned as the primary Fleet Administrator. All FA assignments/changes shall be provided to CG TECOM ASB utilizing the ASM change request link located on the TECOM ASB SharePoint site. FAs shall download NALCOMIS ADHOC queries into ASM each week. New check-in interviews shall be conducted by an FA or Quality Assurance Representative with an FA background.

ASSISTANT FLEET ADMIN (AFA). Each unit may also assign a maximum of two additional squadron personnel as a collateral duty to assist the FA. These AFAs will reside within the Quality Assurance Work Center. The AFA shall assume the duties of the FA in their absence. All AFAs shall complete the USMC ASM FA training syllabus.

**NOTE:**

**For detachments and during other times of high operational commitment additional Assistant Fleet Administrators can be designated.**

ASM FIELD SERVICE REPRESENTATIVES (FSR). An FSR provides recurring ASM training and technical assistance.

ASM Change Request Process and Procedures

ASM changes are submitted by any FA to the respective MTSS unit via the TECOM ASB SharePoint change request link. The originating unit FA shall ensure the task list sign off report or task list questions and references report is downloaded and color-coded as appropriate in rich text format (RTF) or Excel format (XLS), and attached to the change request. All ASM content changes must be highlighted using the following standardized color scheme:

*RED: Identifies items to be deleted.*

*GREEN: Identifies new items to be created.*

*YELLOW: Identifies existing items to be changed or edited.*

**Note:**

**ASM change requests that do not comply with the change request process shall be rejected and sent to the originator along with justification to support the decision.**

ORIGINATOR. Any member of a command who identifies a discrepancy or deficiency within ASM shall contact the unit FA to initiate the change request.

FLEET ADMINISTRATOR (FA). Responsible for reviewing all ASM change request originated by their command as well as those provided for community concurrence received by the MTSS POC. ASM change requests that originate within the FAs squadron shall be submitted via the TECOM ASB SharePoint change request link. Once the request is uploaded the MTSS POC will validate the request.

MAINTENANCE TRAINING SYLLABUS SPONSOR (MTSS). Is responsible to receive ASM change request from FA and route the request as appropriate through the community. As the change request is being routed and comments are received the MTSS POC shall provide community concurrence or non-concurrence based on majority rule. Once community feedback is received the MTSS POC shall forward the change request to each applicable Wing ALD. The MTSS may be required to provide detailed documentation supporting the recommendation which is submitted to the Wing ALD. Upon notification from TECOM ASB, the MTSS shall review the completed changes within ASM. If a discrepancy is found, the MTSS can contact the TECOM ASB Training Analyst who performed the change for correction.

WING ALD/ALMAT. ALD/ALMAT representatives shall respond to the originating MTSS with concurrence or non-concurrence via TECOM change request site within 30 calendar days.



In the event that more time is required, ALD/ALMAT representative shall contact TECOM ASB representative for that platform via email or any official correspondence with estimated time required for a decision.

**HOMCASL.** Provides guidance to TECOM ASB in the event of ASM change request non-concurrence.

**TECOM ASB.** TECOM ASB shall review all ASM change requests for applicability across Marine aviation and assess impact to aviation maintenance training standardization objectives. When an ASM change request is disapproved by TECOM ASB, ASB shall provide justification for disapproval and return the change request form to the originating MTSS/FA and Wing ALD for informational purposes.

For ASM change recommendations that are approved, ASB shall document comments for historical purposes and assign an ASM developer to complete the approved content change within ASM.

### **MTSS Assignments**

**Rotary Wing Aircraft:**

<b><u>T/M/S</u></b>	<b><u>Location</u></b>	<b><u>MTSS</u></b>
CH-53E	2 <sup>nd</sup> MAW, MCAS New River, MAG-29 MOS: 6113, 6153, 6173, 6323, 6531	HMHT-302
MV-22	2 <sup>nd</sup> MAW, MCAS New River, MAG-26 MOS: 6116, 6156, 6176, 6326, 6531	VMMT-204
UH-Y/AH-Z	3 <sup>rd</sup> MAW, MCAS Camp Pendleton, MAG-39 MOS: 6114, 6154, 6174, 6324, 6531	HMLA/T-303
VH-3/60/92	MCAF Quantico MOS: 6162, 6178, 6179	HMX-1

**Fixed Wing Aircraft:**

<b><u>T/M/S</u></b>	<b><u>Location</u></b>	<b><u>MTSS</u></b>
EA-6B	2 <sup>nd</sup> MAW, MCAS Cherry Point, MAG-14 MOS: 6231, 6253, 6283, 6313, 6333, 6386, 6531	VMAQ-2
AV-8B	2 <sup>nd</sup> MAW, MCAS Cherry Point, MAG-14 MOS: 6212, 6252, 6282, 6312, 6332, 6531	VMAT-203
KC-130J	2 <sup>nd</sup> MAW, MCAS Cherry Point, MAG-14 MOS: 6216, 6256, 6276, 6286, 6316, 6336, 6531	VMGR-252

F/A-18	3 <sup>rd</sup> MAW, MCAS Miramar, MAG-11 MOS: 6217, 6257, 6287, 6317, 6337, 6531	VMFAT-101
F-35	2 <sup>nd</sup> MAW, MCAS Beaufort, MAG-31 MOS: 6218, 6258, 6288, 6338	VMFA-501
KC-130T	4 <sup>th</sup> MAW, NAS Fort Worth, MAG-41 MOS: 6216, 6242, 6256, 6276, 6286, 6316, 6336, 6531	VMGR-452

**Unmanned Aerial Systems (UAS)**

<b><u>T/M/S</u></b>	<b><u>Location</u></b>	<b><u>MTSS</u></b>
UAV RQ-7B	3 <sup>rd</sup> MAW, MCAS Yuma, MAG-13 MOS: 6314	VMU-1
UAV RQ-21	2 <sup>nd</sup> MAW, MCAS Cherry Point, MAG-14 MOS: 6314	VMU-2

**MALS MOS AND MTSS:**

<b><u>Division</u></b>	<b><u>MTSS</u></b>
400 POWER PLANTS MOS: 6123, 6124, 6132	MALS-29
400 POWER PLANTS MOS: 6222	MALS-14
400 POWER PLANTS MOS: 6023	MALS-39
400 POWER PLANTS MOS: 6227	FRC OCEANA
500 AIRFRAMES MOS: 6033, 6043, 6062, 6092	MALS-16
600 AVIONICS MOS: 6432, 6469	MALS-11
CBX CONTROL BRANCH 600 AVIONICS MOS: 6423, 6483	MALS-31

600 AVIONICS MOS: 6499, 6492	MALS-39
700 ARMAMENT MOS: 6541	MALS-14
800 ALSS MOS: 6048	MALS-16
900 SUPPORT EQUIPMENT MOS: 6073 Supply: (SSD) SQUADRON SUPPORT DIVISION (CMD) CONSUMABLES MANAGEMENT DIVISION	MALS-13

**NON-SPECIFIC (OMA & IMA)**

<b><u>MOS</u></b>	<b><u>MTSS</u></b>
6002	MAWTS-1
6004	MAWTS-1
6042	MALS-13
6046/6049*	MALS-24
6074	MALS-29
6602	ASL
6604	ASL
6672	ASL
6694	ASL

**FUNCTIONAL AREAS (IMA)**

<b><u>AREA</u></b>	<b><u>MTSS</u></b>
AVIATION MATERIAL SCREENING UNIT (AMSU)	MALS-26
TANK FARM	MALS-11
AUXILIARY POWER PLANTS (APP)	MALS-16
PRODUCTION/MATERIAL CONTROL	MALS-26
CORROSION CONTROL	MALS-31

**FUNCTIONAL AREAS (OMA)**

<b><u>AREA</u></b>	<b><u>MTSS</u></b>
6012* MAINTENANCE/MATERIAL CONTROL	VMFAT-101
CORROSION CONTROL/EMERGENCY RECLAMATION	MALS-31

**FUNCTIONAL AREAS (OMA/IMA)**

<b><u>AREA</u></b>	<b><u>MTSS</u></b>
TOOL CONTROL CENTER/PME MANAGER	MALS-31
CENTRAL TECHNICAL PUBLICATION LIBRARY	MALS-31
6018* QUALITY ASSURANCE	VMFAT-101

\* DENOTES A NECESSARY MOS (NMOS)

**AMSTRP MOS T&R Working Groups**

**T&R REVIEW.** A MOS T&R Working Group is a forum to comprehensively revise period of instructions POIs (qualification types). T&R Working Groups are to be conducted when an aircraft system is modified or as needed when directed by TECOM. MOS T&R Working Groups will be held at a minimum every two years.

**PRE-WORKING GROUP RESPONSIBILITIES**

a. MTSSs:

(1) Working Group Location/Date. Coordinate with CG TECOM ASB to determine T&R working group location and dates.

(2) Agenda Items. Consolidate agenda items and coordinate with CG TECOM ASB to release a working group agenda message to MARFORs as required, DC AVN, and all appropriate commands operating/implementing the applicable syllabus.

b. CG TECOM ASB:

(1) Announcement Message. A 60-day naval message will be sent to the appropriate commands with an information copy to CMC (DC AVN). This message announces the purpose of the working group and includes the working group convening location/date, and requests the submission of attendees by name and agenda items in “Item, Discussion, Recommendation” format. CG TECOM ASB will release the final announcement message 30 days before the working group date.

(See Figure-1 for sample message)

(2) Working Group Funding. CG TECOM ASB shall provide appropriation data funding per MCO P7100.8. Additional working group representatives are encouraged to attend but must be unit funded.

c. Commands Providing Working Group Representatives

(1) Nominate representatives to CG TECOM ASB via message or encrypted e-mail NLT 30 days prior to the working group. Commands are responsible to designate appropriate working group representatives. Working group representatives shall be experienced in the day-

to-day supervision of the applicable aircraft maintenance training program being reviewed.

(2) Submit agenda items to TECOM ASB in item, discussion, recommendation format via message NLT 30 days prior to the working group.

(See Figure-2 for sample message)

- a. The attendee should be an SME in the MOS(s) being represented. TECOM ASB shall coordinate with off-station commands to ensure all MOSs are represented.
- b. All attendees shall be familiar with agenda items and review the applicable T&R syllabus prior to the working group.

### **WORKING GROUP RESPONSIBILITIES**

**TECOM ASB.** Hosting responsibilities are as follows:

-Coordinate billeting and messing requirements and inform attendees via separate correspondence.

-Provide working group guidance to the MTSS and facilitate T&R review procedures. Ensure individual T&R manuals are developed/updated IAW this manual.

### **Working Group Representatives and Other Attendees**

-Any working group attendee may make recommendations for changes to T&R and QCL syllabi. Agencies providing working group representatives will have the opportunity to modify or change T&R as required.

-At the working group, representatives shall provide change recommendations as required. At a minimum, members of the working group shall complete the following tasks:

-Evaluate the syllabus for effectiveness.

-Coordinate syllabus requirements with other aircraft communities as required.

-Review/validate/modify the following:

1. Syllabus System/Subsystem information.
2. Qualification/Designation syllabi.
3. Syllabus Tasks.
4. Programs of Instruction.

5. Academic and Training Resource Requirements.

6. Required T&R Format.

**T&R Working group Review Timeline.** Table 1 below outlines and summarizes T&R Review Working group milestones and tasks:

Table 1.--T&R Working group Review Timeline

T&R Review Milestones		
Pre-Working group Requirement	Unit(s)	By-Date
Coordinate Working group Date & Release Convening Msg	MTSS ASB (releases msg.)	NLT 60 days prior to working group date
Submit Agenda Items to TECOM ASB	All Units (as required)	NLT 45 days prior to working group
Publish Agenda Items	MTSS ASB (releases msg)	NLT 30 days prior to working group

**T&R ADMINISTRATION MESSAGE TEMPLATES.** The following message samples are provided for guidance:

Table 2.--T&R Message Sample List

Figure	Sample Title
Figure-1	T&R Working group Announcement Message
Figure-2	Agenda Item Message

FM CG TECOM MTESD  
 TO MARFORS  
 MAWS  
 INFO CMC WASHINGTON DC AVN (ASL, ETC.) MEFS  
 MAWTS-1  
 MAG/MACG/MWSG AS REQUIRED  
 SQUADRONS/UNITS AS REQUIRED  
 HMX-1 AS REQUIRED  
 MSGID/GENADMIN/ CG TECOM MTESD/  
 SUBJ/WORKING GROUP ANNOUNCEMENT FOR AV-8 MAINTENANCE TRAINING AND READINESS (T&R)  
 SYLLABI MOS 6312, 6332, 6531//  
 REF/A/NAVMC DIR 4790.XX//  
 REF/B/NAVMC XXXX.XX //  
 NARR/REF A IS AIRCRAFT MAINTENANCE T&R PROGRAM MANUAL. REF B IS AV-8B AIRCRAFT  
 MAINTENANCE T&R MANUAL FOR MOS 6312, 6332 AND 6531//  
 POC/MARINE, I.M./MSGT/TECOM ASB ENLISTED AVIATION TRAINING/DSN: 278-xxxx// RMKS/1. PER  
 REFS A, T&R WORKING GROUP FOR STANDARDIZATION OF AIRCRAFT MAINTENANCE TRAINING  
 SYLLABI FOR AV-8 MAINTENANCE PERSONNEL WILL TAKE PLACE AT MCAS YUMA, BLD XXX, FROM  
 XX-XX JUL XX, 0800 TO 1630 DAILY. TENTATIVE SCHEDULE LISTED BELOW:  
 XX JUL: OPENING RMKS, ADMIN INFO, DISC ITEMS, MAINT STAN ITEMS, AGENDA ITEMS, T&R CONF.  
 XX-XX JUL: T&R CONF CONTINUED.  
 XX JUL: MAINT STAN ITEMS, T&R WRAP-UP.  
 2. SPECIFIC T&R AGENDA TOPICS FROM UNITS ARE TO BE SUBMITTED IAW REF A (ITEM,  
 DISCUSSION, RECOMMENDATION FORMAT) TO *(INSERT APPROPRIATE MTSSs)*, NLT XX JUN XX.  
 COMMANDS OR SUBJECT MATTER EXPERTS DESIRING DISCUSSION BRIEFING TIME ON XX JUL MUST  
 CONTACT MTSS NLT XX JUN XX. REQUEST ALL BRIEFS AND DOCUMENTS BE PREPARED USING  
 MICROSOFT OFFICE PROGRAMS.  
 3. THE CURRENT VERSION OF REF B MAY BE VIEWED IN ADOBE ACROBAT FROM INTERNET  
 SITE FOR AVIATION STANDARDS BRANCH, TRAINING AND EDUCATION COMMAND HOMEPAGE:  
*(INSERT WEB ADDRESS)*  
 4. PER REF A, VOTING MEMBERS CONSIST OF REPS FROM THE FOLLOWING  
 ORGANIZATIONS:  
 A. COMMARFORPAC  
 B. COMMARFORCOM  
 C. COMMARFORRES  
 D. CG 1ST MAW  
 E. CG 2ND MAW  
 F. CG 3RD MAW  
 G. CG 4TH MAW  
 REPS SHOULD BE EXPERIENCED IN DAY-TO-DAY EXECUTION AND SUPERVISION OF AIRCRAFT  
 MAINTENANCE TRAINING PROGRAM AND BE ABLE TO REPRESENT THEIR COMMAND ON EACH  
 ISSUE. FAMILIARITY WITH THE REFS IS CRUCIAL TO THE SUCCESS OF THE CONF. CG TECOM ASB  
 WILL FUND ONE VOTING REPRESENTATIVE FROM EACH OF THE ABOVE ORGANIZATIONS. REQUEST  
 MARFORS & MAWS SUBMIT ATTENDEE NOMINATIONS TO CG TECOM MTESD NLT XX JUN XX, VIA  
 MSG TO CG TECOM ATB.  
 INFORMATION:  
 FULL NAME, SSN, MOS, BILLET, COMMAND, EMAIL, DSN PHONE.  
 5. APPROPRIATION DATA AND T&R AGENDA WILL BE PUBLISHED VIA SEPCOR.  
 ATTENDEES NOT LISTED IN PARA 4 WILL BE UNIT FUNDED.  
 6. RECOMMENDED ATTENDEES: AAMO, QAO, SNCO'S (DIV CHIEFS) AND MATMEP LEVEL  
 III/CDI EXPERIENCE.  
 7. ATTENDEES ARE RESPONSIBLE FOR TRAVEL AND BILLETING ARRANGEMENTS. XXX BOQ  
 DSN: 269-3578.  
 8. UNIFORM IS MARPAT UTILITIES OR SERVICE EQUIVALENT.// BT

Figure-1.--T&R Working group Announcement Message (Sample)

FM CG TECOM MTESD  
 TO MARFORs  
 MAWS  
 INFO CMC WASHINGTON DC AVN (ASL, ETC.) MEFS  
 MAWTS-1  
 MAG/MACG/MWSG AS REQUIRED  
 SQUADRONS/UNITS AS REQUIRED  
 HMX-1 AS REQUIRED  
 MSGID/GENADMIN/ CG TECOM MTESD//  
 SUBJ/AGENDA ITEMS FOR AV-8 MAINTENANCE TRAINING AND READINESS (T&R) WORKING GROUPS  
 SYLLABI FOR MOS 6312, 6332 AND 6531//  
 REF/A/NAVMC DIR 4790.XX//  
 REF/B/NAVMC XXXX.XX //  
 NARR/REF A IS AIRCRAFT MAINTENANCE T&R PROGRAM MANUAL. REF B IS AV-8B AIRCRAFT  
 MAINTENANCE T&R MANUAL FOR MOS 6312, 6332 AND 6531.//  
 POC/MARINE, I. M./MSGT/TECOM ASB ENLISTED AVIATION TRAINING/DSN: 278-xxxx// RMKS/1. PER  
 REFS, T&R WORKING GROUP FOR STANDARDIZATION OF AIRCRAFT MAINTENANCE TRAINING  
 SYLLABI FOR AV-8 MAINTENANCE PERSONNEL (MOS 6312, 6332, AND 6531) WILL TAKE PLACE AT  
 MCAS YUMA, BLD XXX, FROM XX-XX JUL XX, 0800 TO 1630 DAILY. TENTATIVE SCHEDULE LISTED  
 BELOW:  
 XX JUL: OPENING RMKS, ADMIN INFO, DISC ITEMS, MAINT STAN ITEMS, AGENDA ITEMS, T&R CONF.  
 XX-XX JUL: T&R CONF CONTINUED.  
 XX JUL: MAINT STAN ITEMS, T&R WRAP-UP.  
 2. PER REF A, WORKING GROUP VOTING MEMBERS HAVE BEEN IDENTIFIED AS  
 FOLLOWS:  
 AV-8B MAINT T&R WORKING GROUP:  
 A. COMMARFORPAC: MGYSGT I. M. MARINE  
 B. COMMARFORLANT: MSGT I. M. MARINE  
 C. COMMARFORRES: MSGT I. M. MARINE  
 D. CG FIRST MAW: MSGT I. M. MARINE  
 E. CG SECOND MAW: MSGT I. M. MARINE  
 F. CG THIRD MAW: MSGT I. M. MARINE  
 G. CG FOURTH MAW: MSGT I. M. MARINE  
 H. PER REF A, SUBMITTED AGENDA ITEMS HAVE BEEN CONSOLIDATED BY THE AV-8 MTSS.  
 WORKING GROUP AGENDA ITEMS AND CURRENT VERSION OF REF B MAY BE VIEWED IN ADOBE  
 ACROBAT FROM THE INTERNET SITE FOR AVIATION STANDARDS BRANCH, TRAINING AND EDUCATION  
 COMMAND HOMEPAGE: *(INSERT WEB ADDRESS)*  
 FOLLOW LINKS OF TRAINING COMMAND, AVIATION TRAINING, DOCUMENTS, TRAINING AND  
 READINESS. WORKING GROUP VOTING MEMBERS SHOULD ARRIVE PREPARED WITH  
 COMMAND POSITIONS ON AGENDA ITEMS TO FACILITATE CONDUCT OF WORKING GROUP.  
 4. APPROPRIATION DATA AND T&R AGENDA WILL BE PUBLISHED VIA SEPCOR. ATTENDEES NOT  
 LISTED IN PARA 2 WILL BE UNIT FUNDED.  
 5. RECOMMENDED ATTENDEES: AAMO, QAO, SNCO'S (DIV CHIEFS) AND MATMEP LEVEL  
 III/CDI EXPERIENCE.  
 6. ATTENDEES ARE RESPONSIBLE FOR TRAVEL AND BILLETING ARRANGEMENTS. XXXX BOQ  
 DSN: XXX-XXXX.  
 7. UNIFORM IS MARPAT UTILITIES OR SERVICE EQUIVALENT.// BT

Figure-2.--T&R Working group Agenda Item Message (Sample)



## **Required Maintainer Competency (RMC)**

**OWNERSHIP:** HQMC, ASL, and Senior Aviation Leadership

**PANEL LINE NAMES:** % Qualified Maintenance Level, # Units Green for Qualified Maintenance Level, % Green for Qualified Maintenance Trend Line, Levels 1, 2, 3, 4

**PURPOSE:** This basis for measurement (BFM) defines Maintainer Competency-based on manning, MOS, qualifications, certifications, and licensing for Active Component (AC) and Reserve Component (RC) Units. Neither this document nor the RMC requirements data generated to support the metric supersede the COMNAVAIRFORINST 4790 Naval Aviation Maintenance Program.

**BACKGROUND:** In order to quickly measure and assess each unit's maintainer capability, RMC (previously Maintainer Core Competency (MCC) and ALERTS before that) was developed. MCC was designed to track dual shift capability of a unit based on the minimum required numbers of qualifications/certifications/licenses (QCLs). RMC now assumes that units can train their maintainers to the minimum requirements, and instead, focuses on the number of QCLs required for a unit to operate when utilized in accordance with the Weapons Systems Planning Document (WSPD). Senior maintainers for each TMS were tasked with determining the appropriate skill sets, both MOS-related and non-MOS-related, as well as operational requirements, as required to optimally support the WSPD.

**CURRENT:** This BFM, updated based on guidance from Deputy Commandant for Aviation (DCA), builds on the original premise and strives to refine the necessary appropriate skill sets, both MOS-related and non-MOS-related, as well as appropriate operational and WSPD requirements based on the following:

- 1) Skill Sets - What are the critical skills that need to be tracked?
- 2) MOS to skill sets- Which skill sets are specifically tied to which MOSs?
- 3) RMC Standard - By MOS and in the aggregate, how many Marines of each skill set are needed to support all shifts of maintenance, in garrison or as deployed per doctrine in accordance with the WSPD. Three assumptions are applied:
  - a) Compliance with the COMNAVAIRFORINST 4790 (Naval Aviation Maintenance Program), and specifically with respect to required grades associated with inspection billets or associated waivers.
  - b) Make each work center self-sufficient by ensuring that work centers' assigned skill sets can complete 80% of the work centers' maintenance tasks while supporting operations and training in accordance with the WSPD.

c) The values set forth in the RMC Standards are the number of QCLs required to safely and efficiently support units/detachments deployed in accordance with the WSPD, to support the required shifts of maintenance, and to provide safe and effective aviation maintenance capacity, including scheduled and unscheduled maintenance and the launch and recovery of aircraft. These numbers include training to and above the requirement in order to prevent the operating forces from falling below the minimum standards during normal, high manpower turnover periods: before and after unit deployments, during summer PCS periods, etc.

4) Qualified Maintenance Level is defined by the number of required QCLs to support units/detachments deployed in accordance with the WSPD, to support the required shifts of maintenance, and to provide safe and effective aviation maintenance capacity, including scheduled and unscheduled maintenance and the launch and recovery of aircraft. The skill sets used to provide the quantity and quality comparisons are including but not limited to the following:

- **Safe for Flight (SFF)** billets. A total number of billets requiring Safe for Flight designation.
- **Inspector** billets. A total number of billets requiring inspector qualification designation, including QAR, CDQAR, and CDI. The number of maintainers assigned to T&R 4000 is a leading indicator for the CDI qualification.
- **Ordnance (Ord)** billets. A total number of billets requiring the QASO and ordnance Team Leader designations.
- **Plane Captain (PC)** billets. A total number of billets requiring the Plane Captain designation.
- **Support Equipment License** requirements. A total number of billets requiring a Support Equipment License designation to include but not limited to Hydraulic Jenny, Power Unit, Tug, Aircraft Tow, and Ordnance Handling Equipment (OHE).
- **High/Low Power**. A total number of billets requiring High and/or Low power qualifications.

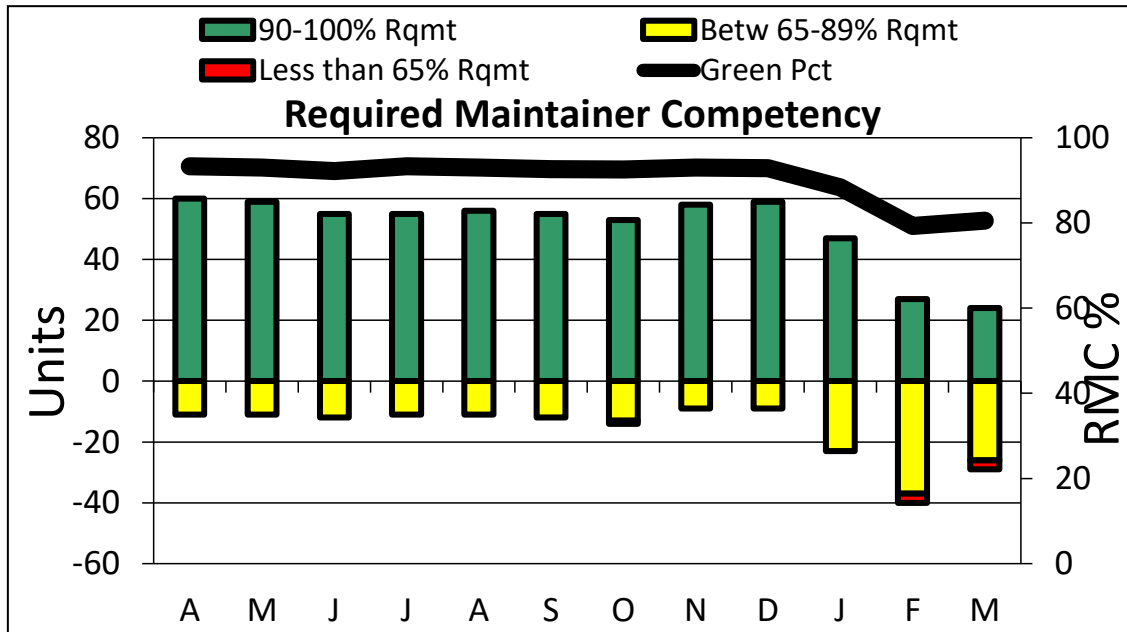
**NOTE:**

**Total QUALIFICATIONS by Skill Set (required) are measured against total ACTUAL qualified manpower for the specified Skill Set by BIC.**

**Detachments** - Each deployed detachment will be reported as a separate unit, not as a sub-unit or within the parent unit.

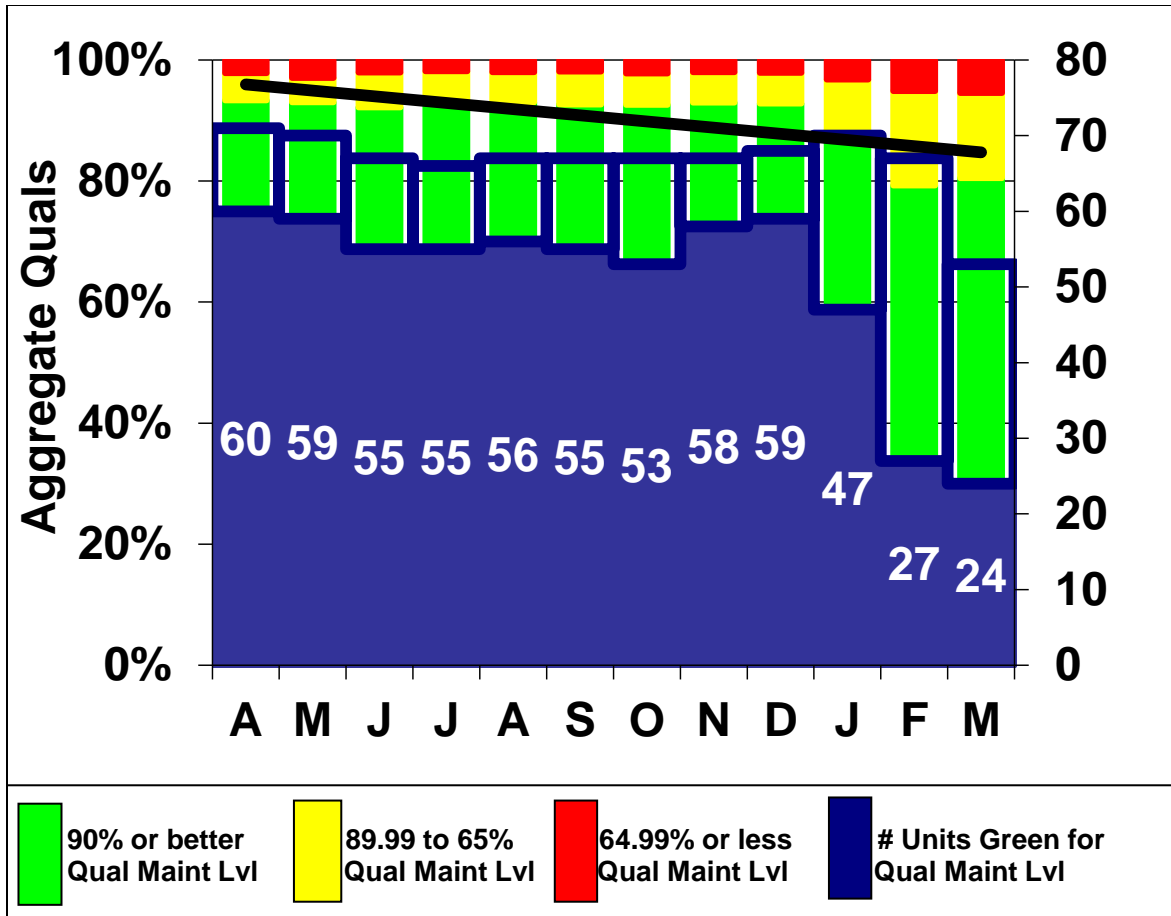
**OUTPUT:** The RMC panel depicts the enlisted core skill requirements for critical maintenance Occupational Fields (OCCFIELDS), 60XX, 61XX, 62XX, 63XX, and 65XX. The information displayed in the NAE panel shows the number of units that are Green, Yellow, and Red for RMC, as well as the percentage trend line of total unit QCLs with respect to the total required

QCLs. The information displayed in the panel (Tiers 1, 2, and 3) shows the on-track core skills, shortage core skills, and current trend line. The output is provided by Marine Aviation Commanders' Current Readiness Assessment Tool (MACCRAT) at the Marine Corps (USMC) level (NAE and Tier 1), the Type/Model/Series (TMS) level (Tier 1 and Tier 2), and the squadron level (Tier 3).



**Figure (1): RMC Chart (NAE) within the USMC Top 5**

**NAE (Fig 1):** The RMC metric is plotted over a 12-month period. Green (# of Units Qualified Maintenance Level 1/2), Yellow (# of Units Qualified Maintenance Level 3), and Red (# of Units Qualified Maintenance Level 4) are read from the left side of the chart. Solid Line indicates the percent of Green qualifications read from the right side of the chart.



## Required Maintainer Competency

Figure (2): RMC Chart (Tier 1)

**Tier 1** (Fig 2): The RMC metric is plotted over a 12-month period. Green (90.00% or better of the requirements), Yellow (89.99% to 65.00% of the requirements), and Red (64.99% or less of the requirements) are read from the left side of the chart. Blue outline (total # of units) and Blue fill (# of Green Units) is read from the right side of the chart). The Black (Trend) Line depicts the trend line for the percent total unit QCLs with respect to the total required QCLs measured from the left side of the graph.

- **Qualified Maintenance Level 1 (L-1)** = 100.00% or better of the requirements (Green)
- **Qualified Maintenance Level 2 (L-2)** = 90.00% to 99.99% of the requirements (Green)
- **Qualified Maintenance Level 3 (L-3)** = 89.99% to 65.00% of the requirements (Yellow)
- **Qualified Maintenance Level 4 (L-4)** = 64.99% or less of the requirements (Red)
- **% Qualified Maintenance Trend Line** - Trend of percent total unit QCLs with respect to the total required QCLs (Black line).

- **# Qualified Maintenance Level 1/2 Units** - Total Units that are Qualified Maintenance Level 1/2 (Blue).

Additional examples of Tier 1, 2, and 3 output charts are available in the examples section of the BFM.

## CALCULATIONS

- **Safe for Flight:** This is the total roll-up of the skill set, with **NO MOS** requirement. SFF billets will carry 20% weighting in unit level RMC calculations.
- **Inspector:** All inspector billets including QAR, CDQAR, and CDI. Inspector billets, as a group, will carry 40% weighting in unit level RMC calculations.
  - **QAR** - This is the total roll-up of the skill set, with MOS requirement.\*

### Notes

1) MOS's 6531 and 6591 will be rolled up on all TMSs with regard to QAR billets only with approval from TMS lead per the standards.

2) If a MOS requirement is not staffed but is covered by a multi-system QAR, this shortfall shall be briefed with a projected completion date for corrective action.

- **CDQAR** - This is the total roll-up of the skill set, with MOS requirement. This skill set shall also cover the lesser skill set of CDI if qualified within the MOS.\*
- **CDI** - This is the total roll-up of the skill set, with MOS requirement.\*

\*The MACCRAT tool is set up to automatically make the calculation annotated with (\*), there is no need to input adjusted numbers.

- **Ordnance Team** - This is the total roll-up of the skill set, with a MOS requirement 6591/6531, to include Team Leader and QASO. Ordnance billets, as a group, will carry 15% weighting in unit level MCC calculations.
- **Plane Captain** - This is the total roll-up of the skill set, with **NO MOS** requirement. PC billets will carry 15% weighting in unit level RMC calculations for AV-8B, EA-6B, FA-18, and F-35, 20% weighting in unit level RMC calculations for CH-46, CH-53, H-1, KC-130, and MV-22.
- **Support Equipment (SE) License** requirements - This is the total roll-up of the skill set, with **NO MOS** requirement. SE licensing, as a group, will carry 5% weighting in unit level RMC calculations.

- **High/Low Power** (if required) - This is the total roll-up of the skill set, with **NO MOS** requirement. High/Low Power will carry 5% weighting in unit level RMC calculations for AV-8B, EA-6B, FA-18, and F-35.

**Notes**

For Rotary Wing/Tiltrotor Units: All requirements for MOSs 6113 through 6116 and associated 6173 through 6176 shall be rolled up together as appropriate; requirements in either MOS can be covered by either MOS.

**Notes**

H-1 all requirements for 6048 QAR and CDQAR shall be rolled up and covered by either skill set.

All TMS are required to submit a Tier 2 chart in the backup slides for the MAERB.

**SOURCE DATA and REPORTING FREQUENCY FOR MEASUREMENT:** Collect data from Aviation Skills Management (ASM) and report monthly (NLT the 5<sup>th</sup> of the following month). Source data information will be compiled by the Organizational and Intermediate Squadron Maintenance Departments and forwarded to the MAG Current Readiness coordinator.

**Data:**

Total Billets

- Spreadsheet Total Skill Set Requirements Spreadsheet Total

**Source:**

Required Maintainer Competency Score Card

- Aviation Skills Management (ASM) is the authoritative source for data for RMC data.

**Marine Business Rules:**

For the "On-Hand Assigned" quantity, track on a daily basis to produce a monthly average.

- Account for core and stand-alone detachments separately.
- Detachments in CONUS will be rolled-up with core unit data.
- Inputs due to the TMS team NLT the 5<sup>th</sup> of the month for the previous month.

**BASIS FOR ACTUALS:** The Actuals are the number of each skill set for each MOS on-hand at the end of the month.

**BASIS FOR STANDARDS:** This metric is measured at the unit level and is compared to the appropriate standard. The RMC standards are the requirements against which each TMS measures its RMC readiness. These standards are recommended by the TMS teams and are validated and approved by ASL-1. Data is graphed at the unit, MAG, T/M/S, and USMC and

DON levels (and any other levels deemed appropriate). For charts above the unit level, the measurements are conducted for each unit, and then summed. RMC standards are based on inputs from the senior leadership within the maintenance departments throughout Marine Aviation via the Senior Enlisted Advisor (SEA) to the TMS lead.

### **Reserve Component (RC) Metrics**

- Reserve unit readiness levels are comprised of two elements (non-activated and activated squadrons) and will meet current Active Component RMC standard(s) after activation.
- Reserve units manpower should be measured by the component; Active Duty (AD), Active Reserve (AR) and Select Marine Corps Reserve (SMCR) for each qualification measured in RMC.
- Non-activated squadrons
  - Reserve units will develop and measure against RMC metrics that allow them to safely operate in an inactive status.
  - Using the RMC metrics as the first step, reserve units will then project, using ASM's 30/60/90 day projections, their capability to reach Qualified Maintenance Level 1/2 after activation.
  - Reserve metrics will populate drill down 1, 2, and 3 and should be transparent to the TMS lead. If they are able to meet the Qualified Maintenance Level 3 for RMC and project to be Qualified Maintenance Level 1/2 within parameters outlined below they will roll up to the top level chart as Qualified Maintenance Level 1/2.
  - Reserve HMLA units will report with a core minus and single detachment concept, once activated the detachments will roll up their capability as a whole unit to the active component standard.
- Activated squadrons will measure against the active component standard.
- **GREEN**
  - Equal to or greater than 65% RMC while in an inactive status AND;
  - A sufficient number of personnel trained to a level measured in ASM that will enable the unit to become equal to or greater than 90% RMC NLT 60 days after activation.
- **YELLOW**
  - Equal to or greater than 65% RMC while in an inactivated status AND;

- A sufficient number of personnel trained to a level measured in ASM that will enable the unit to become equal to or greater than 90% RMC within 60-90 days after activation.

- **RED**

- Less than 65% RMC while in an inactivated status OR;
- Unable to become equal to or greater than 90% RMC within 90 days after activation.

**Examples of RMC Tier 2 and Tier 3**

	Month Year	Wing Sqdn A Tactical NON-DEPLOYED MAG 92%	Wing Det B Tactical DEPLOYED MAG 96%	Wing Sqdn C Tactical NON-DEPLOYED MAG 89%	Wing Sqdn D Tactical NON-DEPLOYED MAG 97%	Wing Det E Tactical DEPLOYED MAG 93%	Wing Sqdn F Tactical NON-DEPLOYED MAG 86%	Wing Sqdn G Tactical DEPLOYED MAG 90%	Wing Sqdn H Tactical NON-DEPLOYED MAG 87%	Wing Sqdn J Tactical NON-DEPLOYED MAG 95%	Wing Det K Tactical NON-DEPLOYED MAG 100%	Wing Det L Tactical DEPLOYED MAG 100%
	RATING	0.921	0.955	0.894	0.972	0.925	0.86	0.895	0.866	0.951	0.995	1
	Quals											
	SFF				-1		-3	-3	-2			
	PC											
	Inspectors											
	QAR	4	-1	-1								
	CDQAR			-2		-1			-1			
	CDI	3		-2						-2		
	T&R 4000											
	Ordnance											
	QASO	4		-3		-1	-2	3	-2			
	ORD TL								-1			
	LOP											
	HIP											
	SE											
	RATING											
	Licenses											
	EXP CRANE	-1	-1	-4	-2	-1	-3			-4	-1	
	CC CART									-1		
	NAN CART											
	HYD PWR											
	LT CART											
	MEPP											
	TUG											
	AIR COMP											
	LANDA											
	TOW QUAL											
	WPNS LDR											

**Figure (3)**

**Tier 2** (Figure 3), this is the first drill down from Tier 1 (Figure 2) and provides a holistic view of the maintainer capabilities of a T/M/S, displayed by unit, reporting during the period.



FY	100%	100%	93%	93%	96%	96%	96%	100%	100%	100%	100%	86%
Squadron Wing	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
RATING			0.925	0.925	0.963	0.963	0.96	0.998	0.998	0.998	0.995	0.856
Quals												
SFF	4	4	4	4	4	4	4	4	4	4	4	6
PC	21	21	21	21	21	21	21	21	21	21	21	24
Inspectors												
QAR	3	3	3	3	3	3	3	3	3	3	3	4
CDQAR	9	9	9	9	9	9	9	9	9	9	9	14
CDI	16	17	17	17	17	17	16	15	16	17	17	21
T&R 4000												5
Ordnance												
QASO	4	4	3	2	3	3	3	4	4	4	4	4
ORD TL	4	4	3	4	4	4	4	4	4	4	4	4
LOP												
HIP												
SE												
RATING												
Licenses												
N2	36	35	36	39	46	46	44	44	42	38	36	37
EXP CRANE	10	10	10	8	8	8	7	6	6	6		
CC CART	27	27	27	25	25	25	25	25	24	27	26	27
NAN CART	40	39	39	41	48	48	46	46	43	43	42	42
HYD PWR	27	26	28	29	30	30	30	24	26	26	25	28
MEPP	59	57	57	59	60	60	59	50	47	62	62	68
LT CART	68	65	61	58	59	59	55	57	57	64	64	65
TUG	76	76	73	70	72	72	67	64	64	69	69	70
WPNS LDR	4	4	3	3	3	3	3	3	3	3		
AIR COMP	55	53	52	50	50	50	49	44	41	44	44	45
PWR WASH	33	33	31	27	27	27	2	2	2	2	2	2
TOW QUAL	30	28	26	22	22	22	21	21	23	24	24	26
TEREX											1	1

Figure (4)

**Tier 3** (Figure 4), this drill down is based on individual unit reporting requirements and current capability and is a requirement for all units reporting as less than 65% RMC (Red) in the back-up slides of all briefs.

## Acronyms

AC	Active Component
AD	Active Duty
AMSTRP	Aviation Maintenance Training and Readiness Program
AR	Active Reserve
ASL	Aviation Support, Logistics
ASM	Advanced Skills Management
BFM	Basis For Measurement
BIC	Billet Identification Code
CDI	Collateral Duty Inspector
CDQAR	Collateral Duty Quality Assurance Representative
CONUS	Continental United States
HQMC	Headquarters Marine Corps
MALS	Marine Aviation Logistics Squadron
MARFOR	Marine Forces
MOS	Military Occupational Specialty
MSR	Modified Staffing Requirement
M&RA	Manpower and Reserve Affairs
OHE	Ordnance Handling Equipment
QAR	Quality Assurance Representative
QASO	Quality Assurance Safety Officer
RC	Reserve Component
RMC	Required Maintainer Competency
SE	Support Equipment
SFF	Safe For Flight
SMCR	Select Marine Corps Reserve
T/O&E	Table of Organization and Equipment
TMS	Type/Model/Series

## **MAINTENANCE TRAINING QUALIFICATION/CERTIFICATIONS STANDARDIZATION**

1. Purpose. To provide standardized guidance to all Marine Corps aviation activities in order to facilitate the transfer of qualifications throughout the Marine Corps Aviation community without administrative delays due to locally created restrictions.
2. Cancellation. All local command procedures, standard operating procedures, policy letters or directives that manage or standardize any maintenance qualifications or certifications within ASM, shall be forwarded to TECOM ASB via ASM change request for fleetwide implementation or consideration.
3. Scope. Highlights of the maintenance training standardization are as follows:
  - a. All maintenance qualifications shall be standardized across each T/M/S and shall be transferable from one unit to another regardless of geographic location. This will streamline the qualification process and increase readiness by decreasing administrative requalification processes.
  - b. A list of qualifications has been identified in this enclosure however it is not all-inclusive. Units are encouraged to contact TECOM ASB regarding any other qualification not listed for standardized direction for that qualification or certification as required.
  - c. Accreditations that do not have a task list shall not be utilized. Manually granting qualifications is not authorized for tracking medical or formal training that is otherwise documented in the appropriate medical or formal training tab.
4. Execution. Marine Corps Aviation activities shall comply with this directive. Any qualification not in this directive that requires clear standardized direction on the initial qualification or transfer qualification shall be forwarded as a change request for fleet wide concurrence from each Wing ALMAT and MTSS if applicable.
5. Certification. Reviewed and approved this date.

## **MANDATORY REQUIREMENTS FOR ALL MAINTENANCE PERSONNEL**

1. Service member's "CRITICAL FLIGHT DECK PHYSICAL" if applicable are current and images are attached.
  - a. If an individual is qualified for "NON-CRITICAL CAPACITY," (Can perform duties on flight deck EXCEPT CRITICAL DUTIES) the physical under "NON CRITICAL FLIGHT DECK PHYSICAL (FLIGHT DECK MAINT.)" and medical surveillance images shall be attached in ASM.
  - b. If an individual is not flight deck physical qualified, the "NOT-QUALIFIED FOR FLIGHT DECK DUTIES (FLIGHT DECK MAINT.)" image shall be loaded in medical section of ASM and medical surveillance images are to be attached.
2. For all individuals that handle ordnance, ensure appropriate "SPECIALTY EXAMINATION: EXPLOSIVE HANDLER 721", "SPECIALTY EXAMINATION: EXPLOSIVES VEHICLE OPERATORS 720", and "SPECIALTY EXAMINATION: WEIGHT HANDLING EQUIPMENT (MANAGEMENT OF) 704" certificates are granted and images are attached.
3. Individuals shall have a current "EGRESS/EXPLOSIVE SYSTEM CHECK-OUT" (when applicable) by T/M/S where the fire bottle training is concurrent and image is attached as required.
4. Ensure individual's Hazardous Material and control management "Training: HMCM initial", "Training: NAMP indoctrination", and "Training: NAVOSH initial" is complete within the required time as identified in the most current version of COMNAVAIRFORINST 4790 upon check-in as applicable.

**MANDATORY REQUIREMENTS FOR ALL MAINTENANCE OFFICERS AND  
SENIOR ENLISTED (E8 and Above)**

1. Ensure service member's "CRITICAL FLIGHT DECK PHYSICAL" are current and images are attached. This is not applicable for aircrew who maintain NATOPS Training Jackets.
2. Ensure individual has a current "EGRESS/EXPLOSIVE SYSTEM CHECK-OUT" where the fire bottle training is concurrent and the image is attached. This is not applicable for aircrew who maintain NATOPS Training Jackets.
3. Ensure individual's Hazardous Material and control management "Training: HMCM initial", "Training: NAMP indoctrination", and "Training: NAVOSH initial" is complete within the required time as identified in the most current version of COMNAVAIRFORINST 4790 upon check-in as applicable.
4. Maintenance Officers and Senior Enlisted (E8 and above) shall receive NAVOSH training as applicable when identified in OPNAVINST 5100.19/23.
5. The Maintenance Officer will conduct initial and annual reviews on all Maintenance Officers and Senior Enlisted (E8 and above) who have ASM accounts due to their duties/billet assignments.

## **ASM EGRESS/EXPLOSIVE SYSTEM CHECKOUT – INITIAL (if applicable)**

1. Assign “EGRESS/EXPLOSIVE SYSTEM CHECKOUT” training in ASM.
2. “EGRESS/EXPLOSIVE SYSTEM CHECKOUT” does not transfer. Egress/Explosive System Checkout is required for all personnel checking into the maintenance department. This training action will also be assigned to all personnel that has been TAD in excess of 90 days.
3. Online training is available as applicable by T/M/S thru their prospective Quality Assurance Division. Online training if applicable shall be completed and certificates retained.
4. Complete all training tasks. Task areas will be completed in sequential order.
5. Scan applicable certificate of online training when available and attach it to this qualification in ASM.
6. Ensure image is uploaded before trainee signs off this qualification (as applicable).
7. Once the image is loaded and the trainee has signed off tasks, the trainee reports to ALSS Division for lecture and the qualification is routed to “EGRESS/EXPLOSIVE SYSTEM CHECKOUT INSTRUCTOR”.

## **ASM EGRESS/EXPLOSIVE SYSTEM CHECKOUT - REQUAL**

1. This training action will be assigned to those individuals who have completed the initial Egress Seat Checkout training action in ASM at current command and have not been TAD in excess of 90 days.
2. Individuals shall utilize the “Requal” button on their current egress qualification QCL tab and complete all training task.
3. Scan initial certificate of online training certificate and attach it to this qualification in ASM.
4. Ensure image is uploaded before trainee signs off this qualification (if applicable).
5. Once the image is loaded and the trainee has signed off tasks, the trainee reports to ALSS Division for lecture and the qualification is routed to “EGRESS/EXPLOSIVE SYSTEM CHECKOUT INSTRUCTOR”.

## **ASM CDI QUALIFICATION - INITIAL**

1. Initiate applicable CDI GENERAL TRAINING SYLLABUS (OJT)(TECOM)(MC) training action in ASM.
2. Ensure requirements outlined in most current COMNAVAIRFORINST 4790 are adhered to. For T&Rs, only the MOS CDI 4000 is required as a prerequisite. All other T&R levels are life-long OJT trackers and shall not be utilized for qualification purposes.
3. Complete all training tasks. Complete task areas in sequential order.
4. Initiate a “QUALITY ASSURANCE INSPECTOR DESIGNATION (4790/12)(CDI)(W/C)(T/M/S)” training action in ASM.
5. Complete all training tasks. Complete all task areas in sequential order.
6. Demonstrate proficiency by “PASS” practical examination administered by a Quality Assurance Representative (QAR).
7. Ensure all applicable images (i.e., Work Order, In-Process, 5600 Checklist and 5600 Overview) are uploaded before routing qualification.



## **ASM CDI QUALIFICATION - TRANSFER FROM ANOTHER COMMAND**

1. Member must have proof of the previous qualification, including all training actions, loaded into ASM as work history.
2. CDI general training syllabi from other commands are not valid. A new syllabus for current command is required to obtain the nomination from the new command and to comply with any changes to the general training syllabus that may have taken place since original training.
3. Initiate a “CDI GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC)” training action in ASM.
4. Complete all training tasks. If task completion can be verified in ASM, insert comment, “Previously complied with”. NAMP test will be waived if it was previously completed after May 2017. As of May 2017, there is a standard NAMP EXAM loaded in ASM from TECOM Aviation Standards Branch for each T/M/S. Corrosion test may be waived if it was completed in ASM. If tests are waived, the QAR shall insert the previous test score.
5. Initiate a “QUALITY ASSURANCE INSPECTOR DESIGNATION (4790/12) (CDI) (W/C) (T/M/S)” training action in ASM.
6. Complete all training tasks. If task completion can be verified in ASM, insert comment, insert comment “Previously complied with”. Work center test may be waived if it was previously completed in ASM and it addressed the same T/M/S.
7. Demonstrate proficiency by “PASS” practical examination administered by a Quality Assurance Representative (QAR).
8. Ensure all applicable images (i.e., Work Order, In-Process, 5600 Checklist and 5600 Overview) are uploaded before routing qualification.

## **ASM CDQAR QUALIFICATION - INITIAL**

1. Ensure CDI qualification was gained appropriately per this directive for initial or transfer.
2. Initiate applicable QAR/CDQAR GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC) training action in ASM.
3. CDQAR candidates must demonstrate knowledge in these identified in the most current copy of the COMNAVNAIRFORINST 4790 and items identified on general training syllabus in ASM. Any additions or changes to syllabi shall be forwarded via change request to TECOM ASB thru MTSS for fleet-wide implementation.
4. Complete all training tasks. Complete task areas in sequential order.
5. Complete all training tasks. Complete all task areas in sequential order. A NAMP EXAM and oral board shall be conducted at the conclusion of the syllabus.
6. Initiate a “QUALITY ASSURANCE REPRESENTATIVE DESIGNATION (4790/12) (CDQAR) (W/C) (T/M/S)” training action in ASM.
7. Place current CDI designation in ‘Not in Use’.

## **ASM CDQAR QUALIFICATION - TRANSFER FROM ANOTHER COMMAND**

1. Ensure all requirements in this directive have been met.
2. Member must have proof of the previous qualification, including all training actions, loaded into ASM as work history.
3. CDQAR qualification shall not be reinstated from other commands. Member must comply with CDI transfer outlined in this enclosure prior to starting. Completion of this task is for current command nominations.
4. Initiate appropriate QAR/CDQAR GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC) training action in ASM.
6. Complete all training tasks. If task completion can be verified in ASM, insert comment, "Previously complied with". The NAMP EXAM if taken after May 2017 may be waived. QAR shall document previous test score. An oral board shall be conducted at the conclusion of the syllabus. The oral board shall not be waived.
7. Initiate a "QUALITY ASSURANCE REPRESENTATIVE DESIGNATION (4790/12) (CDQAR) (W/C) (T/M/S)" training action in ASM.

## **ASM QAR QUALIFICATION – INITIAL/TRANSFER**

1. Ensure all requirements of this directive in current command have been carried out.
2. Member must have proof of all previous qualifications, including all training actions, loaded into ASM as work history.
3. QAR Qualification shall not be reinstated from other commands. Member must comply with CDI and CDQAR/QAR general training (OJT) (TECOM) (MC) prior to initiating this qualification. Completion of this task is for current command nominations.
4. If a member is not already a CDQAR, initiate the appropriate QAR/CDQAR GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC) training action in ASM.
6. Complete all training tasks. If task completion can be verified in ASM, insert comment, insert comment “Previously complied with”. NAMP Exam shall be waived if previously complied with at current command for CDQAR qualification. For an initial, the NAMP EXAM shall be completed and oral board must be conducted.
7. Initiate a “QUALITY ASSURANCE REPRESENTATIVE DESIGNATION (4790/12) (QAR) (W/C) (T/M/S)” training action in ASM.

## **ASM QAR CROSS TRAINING WC XXX – INITIAL/TRANSFER**

1. Ensure all previous requirements are complied with.
2. Initiate a “QUALITY ASSURANCE REPRESENTATIVE DESIGNATION (4790/12) (QAR) CROSS TRAINING (W/C) (T/M/S)” training action in ASM.
3. Complete all training tasks. If task completion can be verified in ASM, insert comment, insert comment “Previously complied with”.

### **Note:**

**QARs are encouraged but not required to obtain necessary qualifications to perform maintenance functions. Their primary role is non-productive. However, for practical's, it is reasonable to expect a QAR to gain the necessary qualification to perform that practical. For any prerequisite qualifications for QARs that are deemed necessary, FA's shall submit a change request to cross-training syllabus for fleet-wide consideration and implementation.**

## **ASM AIRCRAFT TIRE/WHEEL MAINTENANCE – INITIAL/TRANSFER**

1. Initiate a “TIRE/WHEEL MAINTENANCE QUALIFICATION/CERTIFICATION (T/M/S)” or applicable level training for SE training action in ASM. Tire and wheel qualification shall not be reinstated at new command.
2. Confirm individual has appropriate servicing cart current in ASM.
3. Personnel certified by a previous command on the same T/M/S aircraft, SE or AWSE tires and wheels may be certified by their new command if they completed the required reading and demonstrate practical proficiency to a tire and wheel certified Quality Assurance Representative (QAR), Collateral Duty Quality Assurance Representative (CDQAR), or Quality Assurance (QA) Specialist. All other sections on the qualification and certification form will be annotated “Previously complied with”.

## **ASM PLANE CAPTAIN AND PERIODIC – INITIAL/TRANSFER**

1. Member must have proof of the previous qualification, including training actions, loaded into ASM as work history. Plane Captain Qualification shall not be reinstated at new command.
2. Initiate a “PLANE CAPTAIN DESIGNATION (4790/158) (T/M/S)” training action in ASM. If the member was previously qualified and has a current monitor in ASM, qualification will be entered as a renewal.
3. Complete all training tasks. Written examination may be waived if it was completed in ASM. If tests are waived, the QAR shall insert the previous test score.
4. “PASS” a practical examination administered by a Plane Captain qualified Quality Assurance Representative (QAR). This practical is used for both Periodic and Plane Captain Qualifications. All QARs will utilize 5700 CSEC and save a copy to the CSEC computer. The initial practical examination must be performed by a QAR with current Plane Captain Qualification. Follow on semi-annual monitors may be performed by CDQAR/QARs.
5. Pass a written examination with a minimum score of 90%.
6. Appear before a “Plane Captain Selection and Examining Board” for selection.

## **ASM LOW/HIGH POWER TURN QUALIFICATION – INITIAL/RENEWAL**

1. Initiate an “AIRCRAFT ENGINE/APU TURN-UP LICENSE (4790/192) (APU, APU/LOW POWER, OR FULL POWER) (T/M/S) training action in ASM.
2. The renewal syllabus must be completed before the current qualification is expired, otherwise, they will be restricted from any engine runs until the syllabus is complete.
3. Ensure individual has applicable prerequisite qualifications active prior to sign off.
4. Complete all training tasks.
5. Ensure the scanned certificate for turn qualified egress training “if applicable” is scanned into egress qualification prior to signing off.

### **Note:**

**When transferring to a new command with same T/M/S the Marines shall complete a renewal syllabus. Aircraft FULL power supersedes Low power and Low power supersedes APU qualification. Marines are only required to sustain their current level. The lower level may be set not in use. Emergency procedures should be conducted on a quarterly basis and documented in Program Managers binder.**



## **ASM general qualifications**

**The below has a list of transferable qualifications that do not require a retest, or practical application. They shall be reinstated and routed upon check-in. Before reinstating the qualification, QARs/FAs conducting the check-in interview shall review the original syllabus for anomalies or tests that do not meet NAMP requirements.**

Aircraft Brake rider

Aircraft Final Checker ashore/afloat

Tow Director

Tow Driver (prerequisites must be accomplished prior to routing to the MO for reinstate. IE. Tow operator for applicable T/M/S.

## **ASM Expiration/revocation/suspensions**

Any qualifications that have a prerequisite shall be closely monitored for expiration/revocation/suspension of prerequisites to ensure the qualification it is linked to is also set “not in use” during the expiration/revocation /suspension of the prerequisite. The qualification shall remain “not in use” until the prerequisites are current again.

## **Support equipment**

For initial and transfer of Support equipment licenses refer to most current copy of COMNAVAIRFORINST 4790.