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HEADQUARTERS UNITED STATES MARINE CORPS
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NAVMC 4790.1A

From: Commandant of the Marine Corps
To: Distribution List

Subj: AVIATION MAINTENANCE TRAINING & READINESS PROGRAM

Ref: (a) COMNAVAIRFORINST 4790.2 series

Encl: (1) Aviation Maintenance T&R Program

1. <u>Purpose</u>. To promulgate revised policy, procedures, and responsibilities for the execution of the Aviation Maintenance Training and Readiness Program (AMTRP) for aviation Occupational Fields (OccFld) technical training per reference (a) and enclosure (1).

2. <u>Cancellation</u>. NAVMC 4790.01

3. <u>Scope</u>. Highlights of major Training and Readiness (T&R) planning considerations included in this AMTRP 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 T&R manuals contain individual training syllabi for applicable MOS's 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 review conferences will be conducted every 3 years to ensure the applicable T&R manual is meeting the training needs of the community.

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

Administrative management of all Aviation Maintenance 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.

4. Execution. Marine Corps formal schools and all field commanders authorized to conduct individual or collective aviation maintenance related training for personnel in aviation OccFlds shall ensure the AMTRP is utilized for every aviation maintenance related MOS.

5. Information. Recommended changes to this Manual should be submitted via the MTSS and the appropriate chain of command to: Commanding General (CG), Training and Education Command (TECOM), MTESD, (C 466), 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.

G. W. LUKEMAN
By direction

DISTRIBUTION: PCN 10047001000

Aviation Maintenance Training and Readiness Program

Introduction

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

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 Manual contains instructions and policy for the implementation and use of the AMTRP. Any deviation from instructions contained in this Manual must be authorized by CG TECOM Aviation Standards Branch (ASB).

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

REPRODUCTION. MOS specific Training and Readiness manuals can be reproduced by running the appropriate reports within the ASM application. This Manual can be downloaded and reproduced via local means utilizing the TECOM MTESD ASB SharePoint.

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

AMTRP Administrative Review

Changes to this publication may be proposed via correspondence or at an AMTRP Administrative Review. AMTRP reviews shall be conducted annually.

An AMTRP Administrative Review will be made up of the following representatives: Headquarters Marine Corps, Deputy Commandant for Aviation (DC/S Aviation), CG TECOM ASB, Commanders of MARFORPAC/COM and the CG's of all MAW's.

Each representative will send one voting member with a background in day-to-day supervision of aviation maintenance training programs. All MTSS's shall send, at a minimum, one command representative. The following tasks shall be accomplished by this group: review of the AMTRP, evaluate previous actions for effectiveness, and recommend changes.

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.

Correspondence. Units shall submit Working Group Administrative Review agenda items and the names of attendees to CG TECOM ASB no later than 30 days prior to the Working Group Administrative Review convening date.

Working Group Administrative Review Reports. CG TECOM ASB shall send a copy of the Working Group Administrative Review report to the appropriate commands within 30 days of the closing date of the Working Group Administrative Review.

 Interim Changes via Correspondence. Units recommending changes to this Manual shall submit proposed changes via AMHS message to CG TECOM MTESD as follows:

1. CG TECOM ASB shall review and forward the proposed change recommendations to all major commands within 15 working days of receipt of the correspondence.

2. Major commands shall submit their comments and recommendations to CG TECOM ASB within 30 days of the request for comments.

3. If all commands concur, CG TECOM ASB will publish the proposed changes.

4. If all commands do not concur, the proposed change will be introduced as an agenda item at the next AMTRP Administrative Review for final resolution by the policy committee.

General Information

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

DEFINITION. The AMTRP is a standardized, documentable, level progressive, technical skills training management and evaluation program for technical training for aviation OCCFLDs.

DESCRIPTION. The AMTRP 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 AMTRP provides standardized training within an 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 (ATR) that is retained in a centralized location, updated, maintained and made available to the individual Marine (Private to Master Gunnery Sergeant) 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, Certifications and Licenses (QCLs) from unit to unit.

5. Providing documentation required to conduct technical training at the individual, work center, and squadron/unit level from which the work center supervisors base their training program.

POLICY. The AMTRP will improve maintenance productivity by increasing training efficiency. The AMTRP provides guidelines for the attainment of QCLs.

NOTE:

The Commanding Officer and Maintenance Officer retain the rights and the final authority to grant QCLs.

SCOPE. The AMTRP 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.

APPLICABILITY. This Manual's contents and instructions apply to all Marine Corps formal schools and all commands responsible for the individual/collective training of personnel in aviation OccFlds.

AMTRP 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. Training documents regarding T&R can be found on the TECOM ASB website located at the web address.

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

NOTE

Upon T&R implementation, T&R tasks shall supersede lesson guides. Lesson guides will no longer be required. T&R tasks will be utilized to conduct and document technical training. Work center supervisors are responsible to identify any training deficiencies and schedule formal technical training utilizing the task identifier within the T&R manual. The task item on which technical training was conducted will be manually signed off by the signature authority. The signature authority shall provide justification for the sign off within ASM.

TRAINING AND READINESS (T&R) MANUAL. Aviation related T&R manuals are approved by CG TECOM and produced as Navy Marine Corps (NAVMC) Publications. T&R Manuals contain individual training syllabi for applicable MOSs. An up-to-date T&R manual for each community can be found utilizing the report tool within ASM.

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. All entry-level school locations will create ASM accounts for Marines undergoing training. Upon successful completion of training, the entry-level school will upload the school completion certificate(s) into the formal school section within ASM and sign-off the appropriate 1000 level tasks.

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 on systems and subsystems. Denotes a high degree of proficiency in job performance and indicates that a Marine can perform advanced technical functions in a given duty area. Within aviation maintenance specialties the 4000 level task list is required to be completed prior to a Marine being designated as a Collateral Duty Inspector as well as the Collateral Duty Quality Assurance Representative.

SKILL LEVEL 5000. Documents a Marine's ability to execute, maintain and inspect advanced programs and processes essential to the Maintenance Department.

SKILL LEVEL 6000. Documents a Marine's attainment of system proficiency associated with the completion of Skill Levels 2000 through 5000.

SYSTEM SKILL PROFICIENCY (SSP). Refers to the successful completion of all SME determined subsystem skill (OJT) tasks 2000-5000 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).

Qualifications, Certifications & Licenses (QCLs)

QUALIFICATIONS. A qualification is the authority granted to a Marine for specific duties on the basis of proven aptitude and maturity. Qualifications are earned through the completion of a certification process. Once the certification process is complete, the Maintenance Officer or Commanding Officer may grant the qualification.

CERTIFICATIONS. Definition for certification is located in reference (a).

LICENSES. Licenses are attained through standardized licensing requirements as governed by reference (a). Specific licenses may be required prior to attaining Qualifications or Designations.

REVOCATION. A revocation is the complete removal of a QCL from an individual. The syllabus which was revoked shall be completed in its entirety prior to reinstatement.

SUSPENSION. Administrative action temporarily suspending a QCL from an individual. The Commanding Officer/Aviation Maintenance Officer shall determine the course of action for the reinstatement of the suspended QCL.

CHANGE OF COMMANDING OFFICER. All QCLs honored under a previous Commanding Officer may be honored by the new Commanding Officer.

TRANSFER (PCS or TAD). Marines who attained QCLs in previous commands shall not be required to undergo re-certification. The only exceptions to this rule are those QCLs which are directed by higher authority (NAMP, Aviation Maintenance Advisory (AMA)). All QCLs honored under a previous command may be honored by Detachment/Deployment Commanding Officers.

QUALIFICATION TYPE. A qualification type is a subset of tasks extracted from the chapters of a community specific T&R manual. A qualification type is a logical grouping of tasks aimed to produce highly skilled dependable aviation Marines at every phase of their career.

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

> Grandfather (G): This can be assigned to document previously completed/documented task completion at the 4000 skill level.

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

Locality (L): For future use. Not currently being utilized.

Transition (T): For future use. Not currently being utilized

Roles and Responsibilities

HEADQUARTERS MARINE CORPS (HQMC), 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)**. The authority responsible for the standardization of ASM
training policies and content, 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. The ALD's shall develop
supplemental CSEC questions to verify and enforce the guidelines of this
order.

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 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. All MTSS POCs shall complete the USMC ASM MTSS

POC training syllabus. The designated Marine should complete formal training
annually with an FSR or the ALD Maintenance Training Program Manager.

NOTE:

A complete listing of MTSS units by T/M/S and MOS responsibilities is located on the TECOM ASB SharePoint site.

FLEET ADMINISTRATOR (FA). FA's are responsible for the administration of the ASM program within the unit. The FA shall be a primary billet assignment within the QA Division; 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 FA's shall complete the USMC ASM FA training syllabus. The designated Marine should complete the TECOM sponsored formal training. 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 on the TECOM ASB SharePoint site.

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 AFA's will reside within the Quality Assurance Work Center. The AFA shall assume the duties of the FA in their absence. All AFA's 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.

MAINTENANCE ADMINISTRATION. Shall ensure ASM OJT downloads occur daily from whichever operating system is utilized for the perspective T/M/S. Maintenance Administration personnel shall provide the information to the unit FA for upload into ASM.

DIVISION OFFICER. Upon assignment to a division (and in accordance with reference (a)), all division officers shall complete detailed reviews for each of the Marine's ASM accounts in their respective division and enter comments in the review box provided by ASM. A detailed review consists of reviewing and verifying the To Do list, QCL/QPT, completed training, medicals, profile, assignments, programs, recurring training, duties/billets, other and reviews tabs within a Marine's account.

WORK CENTER SUPERVISOR (MC). This is an ASM specific billet that is not to be associated with Work Center Supervisor (MC) as referred to in reference (a), OOMA or the MMP. The Work Center Supervisor (MC) role within ASM is used for routing purposes only and should be limited to CDI/CDQAR/QAR's and SNCO's. All Work Center Supervisors shall also be given the Supervisor (MC) role in ASM.

SUPERVISOR (MC). This signature authority in ASM shall be used by qualified Marines for task sign offs, but not for routing procedures.

Note
Supervisor (MC) shall be utilized for signature authorities with T&R.

Work Center Supervisor (MC) does not have the proper authority to sign off T&R tasks.

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 appropriate ASM report is downloaded in Microsoft Word format, annotated appropriately, and attached to the change request link. 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.*

ORIGINATOR. Any member of a command who identifies a discrepancy or deficiency within ASM. The originator is responsible for initiating the ASM change request procedure.

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 to TECOM ASB SharePoint change request link. Once the request is uploaded the MTSS POC will validate the request. Invalid ASM change requests shall be rejected to the originator along with justification to support the decision.

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. ALD shall respond to the originating MTSS with concurrence or non-concurrence.

HQMC ASL. 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.

AMTRP MOS T&R Working Groups

T&R REVIEW. An MOS T&R Working Group is a forum to comprehensively revise 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 three years.

1. **PRE-WORKING GROUP RESPONSIBILITIES**

    a. <u>MTSSs</u>:

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

        (2) <u>Announcement Message</u>. The MTSS shall coordinate with the respective MAW and MAG to acquire authorization to hold the working group. This coordination will be used as the authorizing reference. Prepare and submit a draft message to CG TECOM ASB for release. The final 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, identifies units required to nominate voting members, and requests the submission of agenda items in "Item, Discussion, Recommendation" format. CG TECOM ASB will release the announcement message 90 days before the working group date. (See Figure 4-01 for sample message)

        (3) <u>Agenda Items</u>. 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. <u>CG TECOM ASB</u>

        (1) Release announcement and agenda items messages.

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

    c. <u>Commands Providing Working Group Representatives</u>

        (1) Nominate representatives to CG TECOM ASB via message or e-mail NLT 45 days prior to the working group. Responsible commands nominating representatives are COMMARFORCOM, COMMARFORPAC, COMMARFORRES, MAW Commanding Generals; and applicable schools as non-voting members. 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 the MTSS in Item, Discussion, Recommendation format via message NLT 45 days prior to the working group.

d. The attendee should be a SME in the MOS(s) being represented. The MTSS shall coordinate with off-station commands to ensure all MOSs are represented.

e. All attendees shall be familiar with agenda items and review the applicable T&R syllabus prior to the working group. Voting members shall staff agenda items and have established command positions prior to attending a working group. As front-end agenda staffing facilitates the T&R update process, MTSSs should not accept additional agenda items during T&R working groups.

2. **<u>WORKING GROUP RESPONSIBILITIES</u>**

a. <u>MTSS</u>. Hosting responsibilities are as follows:

(1) Reserve a large working group room and breakout rooms to comfortably hold all attendees. Each room must have tables, chairs, adequate amount of laptop computers, projectors, internet connectivity, and ample power outlets.

(2) Provide access to the Defense Switched Network (DSN) telephone capability as well as access to reproduction facilities.

(3) Provide procedures established for orders to be endorsed/stamped for all TAD attendees.

(4) Coordinate billeting and messing requirements and inform attendees via separate correspondence.

(5) Coordinate with the MALS CO/MO or own CO/MO to open the review working group with remarks to the effect that the attendee's participation is paramount to more effective and efficient training.

(6) Make the determination for working group length, in conjunction with CG TECOM ASB. Working group length will vary from working group-to-working group but generally should take no longer than five working days.

(7) Host the working group and ensure each attendee has access to a draft version of the T&R at the completion of the working group

b. <u>CG TECOM ASB</u>. Provide working group guidance to the MTSS and facilitate T&R review procedures. Ensure individual T&R manuals are developed/updated IAW this manual.

c. <u>Voting Members and Other Attendees</u>

(1) Any working group attendee may make recommendations, but it is the voting representatives who decide T&R content. Agencies providing voting

representatives include: MARFORPAC, MARFORCOM, MARFORRES and all MAW Commanding Generals; in addition CG TECOM ASB shall also provide a voting member for T&R manual reviews.

(2) At the working group, voting members and attendees shall provide change recommendations as required. At a minimum, members of the working group shall complete the following tasks:

(a) Evaluate the syllabus for effectiveness.

(b) Coordinate syllabus requirements with other aircraft communities as required.

(c) Review/validate/modify the following:

<u>1</u>. Syllabus System/Subsystem information.

<u>2</u>. Qualification/Designation syllabi.

<u>3</u>. Syllabus Tasks.

<u>4</u>. Programs of Instruction.

<u>5</u>. Academic and Training Resource Requirements.

<u>6</u>. Required T&R Format.

3. **POST WORKING GROUP RESPONSIBILITIES**

a. <u>MTSS</u>. Coordinate with CG TECOM ASB to prepare a working group report message to the MARFORs within 10 working days of working group completion. CG TECOM ASB shall release the working group report message within 10 working days of working group completion. Working group report messages shall delineate significant change recommendations and request MARFORs concurrence with the draft T&R manual.

b. <u>CG TECOM ASB</u>

(1) Coordinate with the MTSS to prepare and release, within 10 working days, a working group report message. Ensure electronic versions of draft syllabi are available.

(2) Attach MARFOR comments and forward to CMC (DC AVN), NLT 60 days after working group completion. Unresolved issues shall be forwarded to CMC (DC AVN) for decision.

(3) Upon MARFOR and DC AVN concurrence, release a message approving the T&R syllabus for interim use. Post the interim approved syllabus to the CG TECOM ASB website.

(4) Attach DC AVN and MARFOR comments and forward to CG TECOM for signature.

(5) When the NAVMC is signed by CG TECOM, release a message

announcing that the NAVMC has been approved (the NAVMC replaces the interim T&R syllabus). Post the NAVMC to the CG TECOM ASB website.

    c.   <u>MARFORS/MAWS</u>

      (1) <u>MARFOR/MAW</u>. Command T&R review voting representatives shall brief their respective commands on post working group results.

      (2) <u>MARFORS</u>

        (a) Consolidate comments from subordinate units and concur or non-concur with justification to CG TECOM ASB via message within 45 days of the working group completion date.

        (b) In the event that the subject matter in the draft T&R manual under review does not apply to a MARFOR, that MARFOR is still required to provide a "concur without comment" message in order to facilitate staffing for CG TECOM signature.

    d.   <u>CMC (DC AVN)</u>. Review the proposed syllabus and concur or non-concur with justification to CG TECOM ASB via message NLT 90 days after working group completion.

    e.   <u>T&R Working group Review Timeline</u>. Table 4-02 below outlines and summarizes T&R Review Working group milestones and tasks:

Table 4-02.--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 90 days prior to working group date
Nominate Voting Reps to ATB via msg/e-mail.	MARFORS MAWS	NLT 45 days prior to working group
Submit Agenda Items to MTSS	All Units (As Desired)	NLT 45 days prior to working group
Publish Agenda Items	MTSS ASB (releases msg)	NLT 30 days prior to working group
Post-Working group Requirement	Unit(s)	By-Date
Provide Smooth Draft T&R Manual To ASB	MTSS	NLT 10 days after working group completion
Working group Report msg.	MTSS ASB (releases msg.)	NLT 10 days after working group completion
Provide Concurrence with T&R draft to ASB	MARFORS	NLT 45 days after working group completion
Forward MARFOR Comments to DC AVN	ASB	NLT 60 days after working group completion

Provide Concurrence with T&R draft to ASB	DC AVN	NLT 90 days after working group completion
Announce Interim Approval	ASB	ASAP Upon MARFOR & DC AVN Concurrence
Administrative Review	ASB	ASAP Upon MARFOR & DC AVN Concurrence
Obtain CG TECOM Signature & Publish as NAVMC	ASB	ASAP Upon DC AVN Concurrence

4. **T&R CORRESPONDENCE CHANGE PROCEDURES**

    a. Recommending Changes. In lieu of a Working Group, units recommending T&R changes shall submit proposed changes via correspondence in accordance with the following paragraphs:

        (1) Unit Requests A Change. A unit that desires a change and/or correction of the T&R shall make the request to their MTSS, via email. The MTSS, within 10 days of receiving the request, will contact all like-units, MAWs, and CG TECOM ASB with the suggested change, via email, in order to solicit feedback and/or recommendations. All units contacted have 10 days to submit their recommendations to the MTSS. If the proposed change requires coordination with another community, the originating MTSS shall also submit it to the appropriate related MTSS. If the community decides, by majority decision, that a change is not necessary, then the originating MTSS shall make a record of the suggestion and recommendations and take no further action.

        (2) MTSS Requests A Change. If a unit suggests a change of the T&R and the community concurs by majority decision, then the MTSS, via email and NLT 5 days upon receipt of unit comments, shall consolidate comments and provide CG TECOM ASB a smooth draft of T&R with proposed T&R changes, to include all supporting message documentation from units providing input.

        (3) CG TECOM ASB Actions. Within 10 days upon receipt of draft proposed changes from MTSS, CG TECOM ASB shall release a T&R Change Recommendation via naval message to the MARFORs and CMC (DC AVN). The MARFORs shall review the proposed change(s) and provide either a concurrence or non-concurrence with justification NLT 10 days after the release of the change recommendation message. Immediately upon receipt of MARFOR and CMC (DC AVN) concurrence, CG TECOM ASB shall announce the Interim Approval, perform an administrative review, and submit for CG TECOM signature. Once the Interim Approval is signed, CG TECOM ASB will publish as a NAVMC Change. (See Figure 4-05 and 4-06)

        (4) CMC (DC AVN) and MARFOR Actions. CMC (DC AVN) and MARFORs shall review the proposed T&R change and concur or non-concur with justification to CG TECOM ASB within 10 days of the syllabus change recommendation message release. Unresolved issues shall be forwarded to DC AVN for decision. Upon MARFOR and CMC concurrence, CG TECOM ASB shall release a message approving the T&R syllabus change for interim use and post it to the CG TECOM ASB website.

NAVMC 4790.1A
24 Sep 14

        (5) CG TECOM ASB shall attach CMC (DC AVN) and MARFOR comments and forward the change for CG TECOM signature as a NAVMC change. When the NAVMC change is signed, CG TECOM ASB shall release a message announcing the NAVMC DIR has been changed (the NAVMC change replaces the interim T&R syllabus change). CG TECOM ASB shall post the NAVMC change to the CG TECOM ASB website and coordinate with CMC (ARDE) to post the change to the HQMC website.

    b. T&R Correspondence Change Timeline. Table 4-03 below outlines and summarizes T&R correspondence change milestones and tasks:

Table 4-03.--T&R Correspondence Change Timeline

T&R Correspondence Change Milestones		
Task	Entity Performing Task	By-Date
Request for T&R Change, by email, to MTSS.	Unit that requests T&R Change	NA
Forward proposed change to all applicable units, via email, for review and/or comment. (Copy CG TECOM (ASB) and MAW on message)	MTSS	NLT 10 days after receipt of change request
Submit comments to MTSS.	All units concerned; ASB	NLT 10 days after request for comments
Consolidate comments & provide ASB a smooth draft of proposed changes.	MTSS	NLT 5 days after request for comments
Release T&R Change Recommendation via naval msg.	ASB	NLT 10 days after request for comments
Review Proposed Change & Provide Concurrence/Non-Concurrence with justification	MARFORS DC AVN	NLT 10 days after release of change recommendation msg
Announce Interim Approval	ASB	ASAP Upon MARFOR & DC AVN Concurrence
Administrative Review	ASB	ASAP Upon MARFOR & DC AVN Concurrence
Obtain CG TECOM Signature & Publish as NAVMC Change	ASB	ASAP Upon DC AVN Concurrence

T&R UPDATE APPROVAL. When a T&R manual update or change is approved for use, the approved version of the manual becomes the training standard for all applicable units. Units shall transition to the approved T&R syllabus as soon as practicable.

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

Enclosure (1)   14

Table 4-04.--T&R Message Sample List

Figure	Sample Title
4-01	T&R Working group Announcement Message
4-02	Agenda Item Message
4-03	Working group Report Message Requesting MARFOR concurrence
4-04	Message Requesting DC AVN Concurrence
4-05	Interim Approval Message
4-06	Final Approval 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 4-01.--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 4-02.--T&R Working group Agenda Item 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/AV-8B MAINTENANCE TRAINING AND READINESS WORKING GROUP REPORT (MOS 6312, 6332
AND 6531)//
REF/A/NAVMC DIR XXXX.XX//
REF/B/NAVMC XXXX.XX //
REF/C/MSG/CG TECOM QUANTICO VA/XXXXXXZMAYXXXX//
NARR/REF A IS AIRCRAFT MAINTENANCE T&R PROGRAM MANUAL.  REF B IS AV-8B MAINT T&R
MANUAL.  REF C IS T&R CONF ANNOUNCMENT MSG.//
POC/MARINE, I. M./MSGT/TECOM ASB ENLISTED AVIATION TRAINING/DSN: 278-xxxx//
RMKS/1.  PER THE REFS, A T&R WORKING GROUP WAS HELD AT MCAS YUMA XX-XX
JUL XX TO UPDATE AV-8B MAINTENANCE TRAINING SYLLABI.
2.  WORKING GROUP MEMBERS REPRESENTING VOTING COMMANDS WERE 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
3.  SIGNIFICANT CHANGE PROPOSALS TO AV-8B T&R MAINTENANCE MANUALS INCLUDE:
STANDARDIZATION OF CDI SYLLABI, REVISION OF UNIT CORE COMPETENCY REQUIREMENTS, AND
ESTABLISHMENT OF MULTIPLE QCDL SYLLABI.
4.  THE DRAFT AV-8B MAINT T&R MANUAL MAY BE VIEWED IN ADOBE ACROBAT FROM INTERNET
SITE FOR AVIATION STANDARDS BRANCH, TRAINING AND EDUCATION COMMAND HOMEPAGE:
(INSERT WEB ADDRESS).  FOLLOW LINKS OF (INSERT STEP-BY-STEP PROCESS FOR FINDING
SPECIFIC WEB PAGE, IF NEEDED)
6.  PER REF A, REQUEST MARFOR ADDRESSEES CONSOLIDATE SUBORDINATE UNIT COMMENTS AND
CONCUR/NON-CONCUR WITH JUSTIFICATION OF DRAFT AV-8B MAINT T&R MANUAL VIA MSG TO CG
TECOM MTESD NLT XX SEP XX.//
BT
```

Figure 4-03.--T&R Working group Report Message Requesting MARFOR Concurrence
(Sample)

```
FM CG TECOM MTESD
TO CMC WASHINGTON DC AVN ASL
INFO MARFORS
MSGID/GENADMIN/CG TECOM MTESD//
SUBJ/DRAFT AV-8B MAINTENANCE T&R MANUAL//
REF/A/DOC/NAVMC 4790.XX//
REF/B/MSG/CG TECOM ATB/XXXXXXZ/FEB/20XX//
REF/C/MSG/COMMARFORCOM/XXXXXXZ/FEB/20XX//
REF/D/MSG/COMMARFORPAC/XXXXXXZ/FEB/20XX//
REF/E/MSG/COMMARFORRES/XXXXXXZ/FEB/20XX//
NARR/REF A IS AIRCRAFT MAINTENANCE T&R PROGRAM MANUAL.  REF B IS MSG STAFFING
DRAFT AV-8B MAINT T&R FOR MARFOR CONCURRENCE.  REFS C-E PROVIDE MARFOR CONCURRENCE
WITH DRAFT AV-8B MAINT T&R MANUAL.//
POC/MARINE, I. M./MSGT/TECOM ASB ENLISTED AVIATION TRAINING/TEL: DSN 278-xxxx
/EMAIL: IM. MARINE@USMC.MIL//
RMKS/1.  A MAINT T&R WORKING GROUP FOR THE AV-8B WAS CONDUCTED AT MCAS YUMA XX-XX
JUL XX.  PER REFS B-E, COMMARFORCOM, COMMARFORPAC, AND COMMARFORRES CONCUR WITH
THE DRAFT T&R MANUAL.
2.  PER REF A, REQ DC AVN ASL CONCUR OR NON-CONCUR WITH JUSTIFICATION WITH THE AV-
8B MAINT T&R DRAFT MANUAL.
3.  THE DRAFT T&R MANUAL MAY BE VIEWED AT (INSERT WEB ADDRESS)
SELECT "DRAFT TRAINING AND READINESS MANUALS."
4.  REQ RESPOND VIA DMS MSG TO PLA CG TECOM MTESD NLT 7 APR XX.//
BT
```

Figure 4-04.--T&R Working group Message Requesting DC AVN Concurrence
(Sample)

```
FM CG TECOM MTESD
TO MARFORS
MAWS
MEFS
MAG/MACG/MWSG AS REQUIRED
SQUADRONS/UNITS AS REQUIRED
MAWTS-1
HMX 1 AS REQUIRED
INFO CMC WASHINGTON DC AVN ASL ETC. AS REQUIRED
MSGID/GENADMIN/CG TECOM MTESD//
SUBJ/ AV-8B MAINT T&R INTERIM APPROVAL//
REF/A/DOC/NAVMC DIR 4790.XX//
REF/B/MSG/COMMARFORCOM/XXXXXXZ/FEB/20XX//
REF/C/MSG/COMMARFORPAC/XXXXXXZ/FEB/20XX//
REF/D/MSG/COMMARFORRES/XXXXXXZ/FEB/20XX//
REF/E/MSG/CMC WASHINGTON DC ASL/XXXXXXZ/MAR/20XX//
NARR/REF A IS AIRCRAFT MAINT T&R PROGRAM MANUAL.  REFS B THROUGH E PROVIDE
CONCURRENCE WITH DRAFT AV-8B MAINT T&R MANUAL.
POC/MARINE, I. M./MSGT/TECOM ASB ENLISTED AVIATION TRAINING/TEL: DSN 278-xxxx
/EMAIL: IM.MARINE@USMC.MIL//
RMKS/1.  PER REFS, INTERIM VERSION OF THE AV-8B MAINT T&R MANUAL IS APPROVED FOR
USE.  THE AV-8B MAINT T&R MANUAL WILL BE PUBLISHED AS A NAVMC PUBLICATION.
2.  THE MANUAL IS MARKED "INTERIM APPROVED XX APR XX" AND MAY BE ACCESSED AT
(INSERT WEB ADDRESS)
3.  T&R DOWNLOADS MAY BE ACCESSED AT (INSERT WEB ADDRESS)
BT
```

Figure 4-05.--Interim Approval Message (Sample)

NAVMC 4790.1A
24 Sep 14

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FM CG TECOM MTESD
TO MARFORS
MAWS
MEFS
MAG/MACG/MWSG AS REQUIRED
SQUADRONS/UNITS AS REQUIRED
MAWTS-1
HMX 1 AS REQUIRED
INFO CMC WASHINGTON DC AVN ASL ETC. AS REQUIRED
MSGID/GENADMIN/CG TECOM MTESD//
SUBJ/ AV-8B MAINT T&R INTERIM APPROVAL//
REF/A/DOC/NAVMC DIR 4790.XX//
REF/B/MSG/COMMARFORCOM/XXXXXXZ/FEB/20XX//
REF/C/MSG/COMMARFORPAC/XXXXXXZ/FEB/20XX//
REF/D/MSG/COMMARFORRES/XXXXXXZ/FEB/20XX//
REF/E/MSG/CMC WASHINGTON DC ASL/XXXXXXZ/MAR/20XX//
NARR/REF A IS AIRCRAFT MAINT T&R PROGRAM MANUAL.  REFS B THROUGH E PROVIDE
CONCURRENCE WITH DRAFT AV-8B MAINT T&R MANUAL.
POC/MARINE, I. M./MSGT/TECOM ASB ENLISTED AVIATION TRAINING/TEL: DSN 278-xxxx
/EMAIL: IM.MARINE@USMC.MIL//
RMKS/1.  PER REFS, INTERIM VERSION OF THE AV-8B MAINT T&R MANUAL IS APPROVED FOR
USE.  THE AV-8B MAINT T&R MANUAL WILL BE PUBLISHED AS A NAVMC PUBLICATION.
2.  THE MANUAL IS MARKED "INTERIM APPROVED XX APR XX" AND MAY BE ACCESSED AT
(INSERT WEB ADDRESS)
3.  T&R DOWNLOADS MAY BE ACCESSED AT (INSERT WEB ADDRESS)
BT
```

Figure 4-06.--Final Approval Message (Sample)