



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

MCO 1520.29  
ASM  
28 June 11

Marine Corps Order 1520.29

From: Commandant of the Marine Corps  
To: Distribution list

Subj: MARINE CORPS AVIATOR PRODUCTION PROCESSES AND STAKEHOLDER RESPONSIBILITIES

Ref: (a) Naval Aviation Production Process (NAPP) Standard  
Operating Procedures (SOP)  
(b) SECNAV M-5210.1

Encl: (1) Glossary of Terms

1. Situation

a. In accordance with the NAPP SOP (reference (a)) the Chief of Naval Air Training (CNATRA) is responsible to the Commander of Naval Air Forces (CNAF) for the production of naval aviators - both Navy and Marine Corps - to meet operating force requirements. While the Navy and Marine Corps aviator training continuum is integrated and codified via the reference, there remain service-level distinctions in funding, accession, attrition and throughput mechanisms.

b. A codified process is required by which the Marine Corps develops NAPP inputs and maintains oversight of USMC equities throughout the naval aviator initial training continuum. This Order details that process and the individual events of which it is comprised.

c. The reference remains the governing document for the production of naval aviators. This order is intended as a supplement.

2. Mission. Codify the process by which Marine Corps contributions to the Naval Aviation Production Process (NAPP) are developed and advanced; specify each Marine Corps NAPP stakeholder organization and their respective responsibilities.

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

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of this order is the establishment and maintenance of a process for the management of student naval aviators from street to fleet which is routine among Marine Corps stakeholders.

(2) Concept of Operations. Establishment of this routine is accomplished by codifying organizational roles and responsibilities, specifying the timeline for NAPP input development, and tying those contributions to the program detailed in reference (a). This process will provide for identification and communication of manpower and training requirements and provide for timely and accurate feedback.

#### b. Subordinate Element Missions

##### (1) Deputy Commandant for Aviation (ASM)

(a) As the service lead for Marine Aviation ensure implementation of this Order and execution of the coordination events specified herein.

(b) Provide oversight of Marine Corps contributions to the NAPP and the Corps' aviation production equities.

(c) Certify all annual Marine Corps production contributions to the NAPP and all subsequent adjustments to the NAPP integrated production plan (IPP) and total requirements letter (TRL).

##### (2) Commanding General, Training Command (APM)

(a) Coordinate those actions required by the Marine Corps for effective integration with the NAPP.

(b) Chair the working groups specified in paragraph 4.c(2) of this order.

(c) Publish Marine Corps elements of the TRL validated by the TRL Working Group.

(d) Ensure delivery throughout the FY of student naval aviators in accordance with the TRL and the IPP.

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(e) Report barriers to production to all stakeholders as they occur, to include over production, under production, change in production or an inability to complete required production.

(f) Initiate required adjustments to Marine Corps NAPP throughput as validated by stakeholders and report those adjustments complete.

(3) Deputy Commandant for Manpower and Reserve Affairs (MPP)

(a) Publish the annual accession planning guidance validated by the Recruiting Requirements Working Group and Memo 01 detailing the requirement for aviation contract accession.

(b) Specify to all stakeholders the number of officers with an aviation contract, by company, to commence The Basic School.

(c) Specify to all stakeholders the number of officers with an aviation contract, by company, to graduate The Basic School.

(d) Chair the working groups specified in paragraph 4.c(2) of this order.

(e) Determine and publish the annual requirement for replacement aircrew (category one).

(4) Commanding General, Marine Corps Recruiting Command (Officer Appointments)

(a) Access the number of aviation contracts directed by Memo 01.

(b) Provide input relative to accession of aviation contracts to inform the processes herein.

c. Coordinating Instructions. The events detailed below constitute the method by which institutional coordination of Marine Corps NAPP contributions will be maintained and supervision of aviation training production equities will occur. In addition to the formal coordination events directed below, supplemental coordination among stakeholders is encouraged.

(1) TRL Validation Conference. APM shall convene this review in order to ensure stakeholder awareness and validation of prospective USMC TRL inputs.

(a) Sponsor: APM

(b) Participants: ASM, MPP, MCRC, TBS

(c) Month: January

(d) Inputs: Draft USMC TRL (APM)

(e) Deliverables: Validated USMC contributions to NAPP TRL for the forthcoming FY.

(2) Production Alignment Pre-conference. APM shall convene this pre-conference in preparation for the NAPP Production Alignment Conference in order to determine USMC IPP issues and discrepancies and identify required adjustments to aviator accessions.

(a) Sponsor: APM

(b) Participants: ASM, MPP, MCRC, ATD, each FRS

(c) Month: February and August

(d) Inputs: Throughput update (APM); production discrepancy concerns (individual stakeholders); TBS to API delivery update (February only)

(e) Deliverables: Validated aviator accession adjustments; consolidated USMC production discrepancy list

(3) USMC FRS Conference. APM shall convene this conference in order to validate production planning factors, review student deficiencies, identify barriers to current FY production and identify resources required to reduce barriers.

(a) Sponsor: APM

(b) Participants: ASM, MPP, ATD, each USMC FRS

(c) Month: March and September

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(d) Inputs: Throughput update (APM); production discrepancy concerns (individual stakeholders)

(e) Deliverables: Draft Memo 01 update as required; consolidated USMC production discrepancy list; validated production planning factors

(4) Recruiting Requirements Working Group. MPP shall convene this working group in order to validate accession planning guidance provided to MCRC by DC M&RA (MPP)

(a) Sponsor: MPP

(b) Participants: ASM, APM, MCRC

(c) Month: May

(d) Inputs: USMC TRL (APM); draft Memo 01 (MPP); TBS aviator distribution plan

(e) Deliverables: Validated MCRC aviator accession planning guidance

(5) Stakeholder Executive Steering Group. The Deputy Commandant for Aviation shall convene this ESG in order to ensure alignment of senior leadership understanding and concerns regarding USMC NAPP equities.

(a) Sponsor: Deputy Commandant for Aviation (ASM)

(b) Participants: Deputy Commandant for Manpower and Reserve Affairs, CG TECOM, CG MCRC, CG TRNGCMD

(c) Month: March

(d) Inputs: USMC TRL (APM); Memo 01 (MPP) and applicable updates; TBS aviator distribution plan (APM); FY aviator accessions to date (MCRC); consolidated USMC production discrepancy list (APM)

(e) Deliverables: Production barrier reduction plan; stakeholder senior leadership guidance

4. Administration and Logistics

a. Records Management

(1) The sponsor stakeholder of respective coordination events shall be responsible for capturing meeting minutes and providing a copy to each participant.


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

b. Changes. This order shall be reviewed biannually. Rewrite and revision of this order is the responsibility of the Deputy Commandant for Aviation (ASM). Recommended changes should be submitted to Deputy Commandant for Aviation (ASM).

5. Command and Signal

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

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

  
T. G. ROBLING  
Deputy Commandant for  
Aviation

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## Glossary of Terms

**API:** Aviation Pre-flight Indoctrination

**Barrier:** An unnecessary roadblock or obstacle in the way of getting a job done. Three categories of barriers are: subject matter (product-related or function related), business process and cultural.

**CNATRA:** Chief of Naval Air Training

**FRS:** Fleet Replacement Squadron

**IFS:** Introductory Flight Screening. A course of flight training conducted by civilian Fixed Base Operators (FBO) either before arrival at API (most USMC and USNA accessions) or during API (NROTC, OCS accessions and USMC/USNA stragglers).

**IPP:** Integrated Production Plan. The annual reconciliation of all NAPP training. It defines the required fiscal year output from each phase from API through FRS. Plan: Applies to student input and production output. Locked at the PAC. Intended to meet FRS OTD requirements for Fleet production.

**MATSG:** Marine Aviation Training Support Group

**Memo 01:** Memo-01 is the official accession mission tasking letter from DC M&RA to CG, MCRC. Defines both officer and enlisted accessions.

**NAPP:** Naval Aviator Production Process

**NASC:** Naval Aviation Schools Command

**PAC:** Production Alignment Conference. The Semi-annual meeting between all stakeholders to ensure the IPP aligns with TRL requirements.

**Pool:** The period of time between completion of a syllabus or phase and commencement of the follow-on syllabus or phase that is in excess of entitlement.

**PPF:** Production Planning Factors. A web based system that uses IPP requirements and pipeline syllabi to determine resource requirements (flight hours, RFT, flight line entitlement,

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simulators, and instructors). The PPF also uses expected resource availability to determine an individual squadron's maximum capacity. PPFs are used by OPNAV and CNAF to validate resource requirements. Also referred to as WebPPF.

**Pre-Load:** The period of time a student (SNA and NAC) is awaiting initial aviation training commencing once the student reports to Naval Aviation Schools Command.

**SNA:** Student Naval Aviator - General term for all Navy or Marine pilot, NFO, or Aircrew students

**Stakeholder:** For the purposes of this document refers to DC Aviation (ASM), DC Manpower and Reserve Affairs(MPP), CG Training Command(APM) and Marine Corps Recruiting Command

**TRL:** Training Requirement Letter. The authoritative document that defines the Fleet requirement. The TRL is published annually in July from OPNAV N88 and is revised on a semi-annual basis.

**TTT:** Time to Train