MARINE CORPS ORDER P4790.20

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS SYSTEM (ITSS) (MAINTENANCE TRAINING
      MANAGEMENT AND EVALUATION PROGRAM) (SHORT TITLE: ITSS (MATMEP))

Ref: (a) MCO 1553.1
      (b) MCO 1510.34
      (c) OPNAVINST 4790.2
      (d) MCO P5600.31
      (e) MCO P5215.1
      (f) MCO 1543.2
      (g) UM 4400

Encl: (1) LOCATOR SHEET

1. <u>Situation</u>. To promulgate policy, procedures, and responsibilities for
the conduct of the ITSS (MATMEP) for Marine air and ground aviation technical
training.

2. <u>Cancellation</u>. MCO P4790.12B.

3. <u>Mission</u>

    a. The Marine Corps embraces a centralized management and decentralized
execution philosophy of training and has embarked on an effort to improve the
quality and effectiveness of training through implementation of the Systems
Approach to Training (SAT), as outlined in reference (a).

    b. The Commanding General, Training and Education Command (CG, TECOM)
develops performance-oriented training standards, both individual and
collective, as part of the SAT process. An Individual Training Standard
(ITS) is defined as a measure of job performance used to determine who can
and cannot perform satisfactorily.

    c. CG, TECOM (C4610) has been tasked with the development of ITSs
for all Military Occupational Specialties (MOS).

    d. CG, TECOM (C4610) adopted the concept of the ITSS (MATMEP)
from the 4th Marine Aircraft Wing (MAW). The 4th MAW conceived MCO P4790.l2
and implemented MATMEP in an effort to correct training deficiencies caused
by mismatched MOSs because of demographics. ITSS (MATMEP) has been developed
to meet the requirements of references (a) and (b) and conforms to the policy
and training guidelines outlined in reference (c). The Manual includes
information from reference (f), which defines the Marine Corps' Naval Air
Maintenance Training Marine Units (NAMTRA MARUNIT) program, and reference
(g), which prescribes measures for training Marine Air Command and Control
System equipment maintenance personnel.

4. <u>Execution</u>. Marine Corps formal schools and all field commanders authorized to conduct individual or collective aviation related training for personnel in OccFlds 59, 60, 61, 62, 63, 64, 65, 70 and MOS 6694 shall ensure the ITSS (MATMEP) is used per the instructions and guidance provided by this Manual.

   a. <u>Recommendation</u>. Change recommendations concerning the contents of the ITSS (MATMEP) order are invited. Recommendations will be forwarded to CG TECOM (C4610) via the Maintenance Training Model Manager (MTMM). Procedures are detailed in Chapter 1.

   b. <u>Summary of Revision</u>. This Manual has been reformatted and contains major changes. The major modifications to this Manual are as follows:

        (1) Changes address for CG TECOM (C461) to:
                        Commanding General, Training and Education Command
                        Aviation Training Branch (C4610)
                        MCCDC, 3300 Russell Road
                        Quantico, VA 22134-5001

        (2) Corrects typographical errors and paragraph citations throughout the Manual.

        (3) <u>Manual Changes</u>

            (a) In the references, all letters were dropped and only the number designators are listed due to the frequency of the orders changing. Reference (f) was changed to reflect the new name.

            (b) All references to Commanding General, Marine Corps Combat Development Command (CG, MCCDC) have been changed to read Commanding General, Training and Education Command (CG, TECOM) C4610.

            (c) All references that list all OccFld have OccFld 62 added.

            (d) All references pertaining to official correspondence now reads Naval Message only.

        (4) <u>Chapter 1</u>

            (a) Paragraph 1002.2. Added note prohibiting purging of deployed Marines training jackets.

            (b) Paragraph 1008.1. Added sub-paragraph (f), (g), and note under MTMM's responsibilities.

            (c) Paragraph 1008.2. Changed correspondence requirements and minimum time allowed for assignment as MATMEP coordinators.

            (d) Paragraph 1008.3. Removed MTMM list and added to Appendix A.

            (e) Paragraph 1010.2(b). Changed conference review cycle.

            (f) Paragraph 1010.3. Changed routing procedures for submitting changes.

(5) <u>Chapter 2</u>

(a) Paragraph 2001.1.a(2). Added Unified Numbering System (UNS) everywhere that discusses Work Unit Code's (WUC's).

(b) Paragraph 2001.1. Level II sign off NAMTRA MARUNIT added FASO into note.

(c) Paragraph 2001.1. Level II sign off non NAMTRA MARUNIT, has new wording in note. Added sub-paragraph (d) defining OJT.

(d) Paragraph 2001.3. Added sentence on prohibiting the use of slash lines in the IQS.

(e) Paragraph 2002.1. Added note defining the use of slash lines.

(f) Paragraph 2002.7. (Level II section) Removed word "speedy" and replaced with "efficiency".

(6) <u>Appendix A</u>. Updated appendix to show all MTMM's and phone numbers. Also listed all MOSs and locations with updated ITSS's that are under construction.

(7) <u>Appendix B</u>

(a) Information paragraph A.3.C. Changed MATSG 90 to MATSG 21.

(b) Added the words or facsimile or equivalent when referencing OPNAV Form 4790/33.

(c) Miscellaneous Training. Added statement about NAVOSH/ Safety Forms.

(d) Ordering Instructions. Changed the NSN for training jackets.

(8) <u>Appendix C</u>

(a) Paragraph 2 (General). Clarifies who is responsible for CAT I, II and III lesson guides.

(b) Paragraph B.1.D. Establishes timelines for lesson guide development.

(c) Paragraph B.2.E. Establishes control of lesson guides.
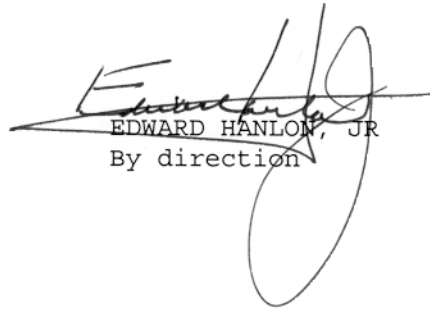
(9) <u>Appendix D</u>. Original Appendix D was deleted. This is now conference review guidelines. Paragraph D.11 was the only change.

(10) <u>Appendix E</u>. Adds and deletes acronyms and abbreviations.

Note: Stating that whenever the term work center supervisor is used, as it applies to signing off MATMEP it will also mean shift supervisor.

5. <u>Command and Signal</u>. This Manual is applicable to the Marine Corps
Reserve.

EDWARD HANLON, JR
By direction

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LOCATOR SHEET

Subj: INDIVIDUAL TRAINING STANDARDS SYSTEM (ITSS) MAINTENANCE TRAINING
       MANAGEMENT AND EVALUATION PROGRAM [SHORT TITLE: ITSS (MATMEP)]

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

RECORD OF CHANGES

Log completed change action as indicated.

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

CONTENTS

INTRODUCTION

0001. <u>PURPOSE</u>. To implement policies, procedures and technical instructions for the administration of the ITSS (MATMEP).

0002. <u>STATUS</u>. Requirements in this Manual are directed to all Marine Corps formal schools and all field commanders authorized to conduct aviation related individual or collective training.

0003. <u>SCOPE.</u> This Manual contains instructions and policy for the implementation and use of the ITSS (MATMEP). Any deviation from instructions contained in this Manual must be authorized by the CG, TECOM (C4610).

0004. <u>RESPONSIBILITY</u>. The currency, accuracy, and modification of this Manual are the responsibility of CG, TECOM (C4610). Marine Corps formal schools and field commanders are responsible for timely entry of changes and physical maintenance of their copies of this Manual.

0005. <u>ALLOWANCES</u>

1. Requests for changes in the authorized allowances of this Manual will be submitted per instructions contained in reference (d), Marine Corps Publications and Printing Regulations.

2. Missing pages will be obtained by requisitioning the basic Manual and/or pertinent change(s) per reference (d).

0006. <u>ORGANIZATION</u>

1. This Manual is organized in chapters using Arabic numbers, which are sequentially listed in the overall contents page.

2. Paragraph numbering is based on four digits. The first indicates the chapter; the next three, the general paragraph; and the combinations which follow the decimal point, the appropriate subparagraph; i.e., 2002.5a (2) refers to chapter 2, paragraph 2002, subparagraph 5a(2).

3. Pages are numbered in separate series by chapters, with the chapter number preceding each number; i.e., the fourth page of chapter 2 is shown as 2-4.

0007. <u>CHANGES</u>. Changes will be made to this Manual per instructions contained in reference(e). Such changes will be numbered consecutively, and entered accordingly on the Record of Changes page provided for that purpose.

0008. <u>REPRODUCTION</u>. Certain forms located in the appendices of this Manual may be reproduced at local level for use in individual training records.

CHAPTER 1

GENERAL INFORMATION

CHAPTER 1

GENERAL INFORMATION

1000. <u>PURPOSE</u>. To define what the ITSS (MATMEP) is, explain how it will be implemented and used, and describe how it will help increase maintenance readiness and productivity through increased training efficiency and effectiveness.

1001. <u>DEFINITION</u>. The ITSS (MATMEP) is a standardized, documentable, level progressive, technical skills training management and evaluation program for technical maintenance training in OccFlds 59, 60, 61, 62, 63, 64, 65, 70 and MOS 6694.

1002. <u>DESCRIPTION</u>

1. The ITSS (MATMEP) is a performance-based program, intended to satisfy all requirements for the development of ITS's per MCO 1553.1, and to conform to the aviation maintenance training guidelines established in OPNAVINST 4790.2.

2. The ITSS (MATMEP) will provide a mechanism to standardize training within an MOS, integrate formal school training with Managed On-the-Job-Training (MOJT), and ensure headquarters responsiveness to Marine Forces (MF) training requirements. The program further serves as a mechanism for MOS training management by:

    a. Providing an evaluation of the state of maintenance personnel training at all levels.

    b. Providing specific job training requirements.

    c. Providing a standardized individual ITSS (MATMEP) training record that is retained by the individual throughout the Marine's career.

    d. Providing a tool for comparison of actual job requirements with individual Marine capabilities, facilitating identification of training deficiencies.

    e. Providing the capability to effectively document technical training, and identifying training deficiencies at the individual, work center, and squadron/unit level from which the work center supervisors base their training program.

        Note: While any Marine is temporarily deployed to another unit, nothing will be purged from their record.

1003. <u>POLICY</u>. It is the intent of CG, TECOM (C4610) to make the ITSS (MATMEP) a dynamic and progressive program that will increase maintenance productivity by increased training efficiency and effectiveness. The ITSS (MATMEP) is a compilation of records for the documentation and management of training. It does not qualify/certify individuals in areas requiring certification (i.e., Collateral Duty Inspector (CDI), Quality Assurance Representative (QAR), Aircraft (ACFT) tow qualification) that only the commanding officer or maintenance officer has the authority to grant.

The ITSS (MATMEP) in conjunction with the formal school completion meets MOS qualification requirements.

1004. SCOPE. The ITSS (MATMEP) includes the training associated with all aircraft maintenance personnel, aircraft support equipment maintenance personnel at the Organizational (O-) and Intermediate (I-) levels and other ground aviation support personnel in OccFlds 59 and 70. The program primarily addresses the productive direct labor on aircraft, aircraft support equipment, removed components from aircraft, and equipment pertinent to OccFlds covered by ITSS (MATMEP). In addition, the ITSS (MATMEP) provides for the documentation of experience and training in the productive indirect (functional) areas (i.e., work center duties, QA, MC) that are essential to the overall performance of the maintenance organization and to the career development of the individual Marine.

1005. 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 OccFlds, 59, 60, 61, 62, 63, 64, 65, 70 and MOS 6694. This Manual applies to Marine Aviation Training Support Groups (MATSG's), Marine Corps Administration Detachments, Naval Air Maintenance Training (NAMTRA) Marine Units (MARUNITS), and/or any other Marine command(s) that is/are responsible for the support and control of Marine personnel undergoing applicable MOS-related training (see appendix A).

1006. OPNAVINST 4790.2, NAMP REQUIREMENTS

1. The intent in developing the ITSS (MATMEP) is to make it supportive of existing training requirements outlined in OPNAVINST 4790.2. Appendix B of this Manual delineates documentation requirements in the ITSS (MATMEP) Training Jacket that correspond to this support. Implementation of the ITSS (MATMEP) supports the following OPNAVINST 4790.2 training requirements:

    a. Formal In-service Training. The ITSS (MATMEP) provides a syllabus with associated lesson guides (see appendix C).

    b. Informal In-service Training. The ITSS (MATMEP) provides a documentable MOJT syllabus.

2. The ITSS (MATMEP) has been submitted for inclusion into the revision of OPNAVINST 4790.2.

1007. COMPOSITION

1. The ITSS (MATMEP) is grouped by Type/Model/Series (T/M/S) aircraft for O-level maintenance MOSs or individual MOS groupings. The I-level maintenance MOSs are grouped by division, work center and/or systems/ subsystems worked on. Billet specific/functional area packages (i.e., maintenance/material control, quality assurance) have also been developed under the ITSS (MATMEP). See appendix A for a listing of MOSs by T/M/S aircraft/MOS grouping and functional areas that have been developed and those that will be developed.

The following list includes the forms/records/sheets that make up the ITSS (MATMEP) package for each MOS:

    a. Duty Area Form

    b. Record of Changes Form

    c. Individual Duty Area Qualification Summary Sheet

    d. Individual Qualification Record (IQR)

    e. Individual Experience Data Sheet

    f. Support Equipment Record

    g. Work Center Summary Sheet

2. These records are described in Chapter 2. Records (a) through (f) will be inserted into the ITSS (MATMEP) Training Jacket for each Marine in OccFlds 59, 60, 61, 62, 63, 64, 65, 70 and MOS 6694. References to training jackets in this Manual will mean the ITSS (MATMEP) Training Jacket. Each Marine shall have these records from entry level, formal MOS school graduation to career completion. Assembly instructions, requirements, issuing procedures, and disposition instructions for the training jacket are described in appendix B of this Manual.

1008. <u>MAINTENANCE TRAINING MODEL MANAGERS (MTMM'S)</u>

1. A MTMM is an squadron/unit that administers the ITSS (MATMEP) as designated by CG, TECOM (C4610). Sponsorship is assigned by CG, TECOM (C4610) as depicted in paragraph 1008.3. The primary responsibility of the MTMM is to standardize community training. The MTMM will accomplish this by:

    a. Convening/hosting/chairing review conferences.

    b. Coordinating/conducting MATMEP program training within the unit and local commands.

    c. Coordinating development of lesson guides.

    d. Maintaining close liaison with all squadron/unit coordinators that have the MOSs covered by; the ITSS (MATMEP).

    e. Acting as point of contact for all unit ITSS (MATMEP) coordinators.

    f. Requiring annual, inspection results from all units that they are responsible for. These results can be from any inspection that the unit has been through ALMAT, MALS or inspections done internally by the unit Quality Assurance. The MTMM reserves the right to inspect any of its units annually through proper coordination with the unit. Marine Aircraft Wings (MAW's) shall forward annual inspection results to CG, TECOM (C4610) within 30 days of receipt.

    g. Ensuring that re-occurring training is standardized in accordance with MCO P5100.23.

Note: Although the MTMM is over all responsible for the training, that does not mean that they have to develop it all. They may at their discretion, task SME's in those units assigned to them with the development of training tools for the community.

2. NAMTRA MARUNIT/Squadron/Unit commanding officers designated as MTMM's shall assign in writing an officer/SNCO as the MTMM ITSS (MATMEP) coordinator. This name shall be forwarded to CG, TECOM (C4610) via Naval Message only. Message should info MTMM, MAG's, MAW's and all units as required. MATMEP coordinators shall be assigned for a minimum of one year. The MTMM ITSS (MATMEP) coordinator is responsible for but not limited to the following:

   a. Accomplishment of the duties assigned to the MTMM as stated in paragraph 1008.1a thru 1f.

   b. Establishment, implementation and coordination of the ITSS (MATMEP) program at the local level.

   c. Documentation and assurance of accurate and timely distribution/ submission of appropriate records and/or reports.

   d. Maintaining original files of all unit ITSS (MATMEP) packages with any change notifications or other higher headquarters guidance.

3. The commands that are designated as MTMM's can be found in appendix A.

4. The MOSs that have been developed under the ITSS (MATMEP) format are listed in appendix A.

1009. <u>COMMAND RESPONSIBILITIES</u>

1. Commanding officers are responsible for the establishment of effective training programs.

2. The Maintenance Officer (MO), or the equivalent officer in OccFlds 59 and 70, ensures the accomplishment of training for both permanently and temporarily assigned personnel per OPNAVINST 4790.2 and UM 4400 (for OccFld 59), and will provide for the accurate and timely submission of appropriate records and/or reports.

3. The Assistant Maintenance Officer (MO), or equivalent officer, is the unit maintenance training officer and shall designate an SNCO as the unit ITSS (MATMEP) coordinator and unit point of contact. This name shall be forwarded to the MTMM via naval message.

4. The unit ITSS (MATMEP) coordinator shall:

   a. Assist the MO or equivalent officer in managing the ITSS (MATMEP) program within the maintenance department.

   b. Act as the primary point of contact for ITSS (MATMEP) issues within the maintenance department.

   c. Coordinate and forward to the MTMM any responses to change recommendations.

d. Coordinate unit subject matter expert (SME) participation at ITSS (MATMEP) review conferences as required.

e. Maintain original files of all unit ITSS (MATMEP) packages with any change notifications or other higher headquarters guidance.

5. The Quality Assurance work center is responsible for monitoring the ITSS (MATMEP) program within the aircraft maintenance department. The unit Communications Electronics Officer (CEO) for OccFld 59 and the Officer-In-Charge of Crash/Fire/Rescue or Expeditionary Air Field (OIC-CFR, OIC-EAF) for OccFld 70 are responsible for the evaluation and maintenance of the ITSS (MATMEP) in their respective fields.

6. The division officer/work center supervisor or equivalent (OccFlds 59/70) is required to establish and carry out a training program as directed by the MO, per OPNAVINST 4790.2 and UM 4400 accordingly. The division officer/work center supervisor is responsible for the proper and timely documentation of records (paragraphs 1007.1a thru 1g pertain).

7. The individual Marine is responsible for becoming familiar with the duties and tasks listed in the ITSS (MATMEP) training jacket for the MOS assigned.

1010. <u>CHANGES TO THE MANUAL</u>. Changes to this Manual may be proposed at an ITSS (MATMEP) Manual Administrative Review Conference, ITSS (MATMEP) Review Conference or via correspondence.

1. <u>ITSS (MATMEP) Manual Administrative Review Conference</u>

a. <u>Purpose</u>. An ITSS (MATMEP) Manual Administrative Review Conference will be conducted on an as-needed basis as determined by CG, TECOM (C4610) and made up of the following representatives: Headquarters Marine Corps, Deputy Commandant for Aviation (DC/S Aviation), CG, TECOM, Commanders of MARFORPAC/LANT and the CG's of 1st, 2nd, 3rd, and 4th MAW's. Each will send one voting member with a background in day-to-day supervision of aviation maintenance training programs. All MTMM's shall send, at a minimum, one command representative. CG, TECOM (C4610) invites COMCABEAST/WEST and MCCES to send representatives. The following tasks shall be accomplished by this group:

(1) Review of the ITSS (MATMEP) Manual.

(2) Evaluate previous actions for effectiveness.

(3) Recommend changes to this Manual.

(4) Recommend changes in structure and format to the ITSS (MATMEP).

(5) Validate Category I Lesson Guides (see appendix C).

(6) Validate Categories C and D of the ITSS (MATMEP) IQR's.

b. <u>Conference Convening Procedures</u>. CG, TECOM (C4610) shall send an announcement message to appropriate commands no later than 60 days prior to the conference convening date.

c. <u>Correspondence</u>. Organizations shall submit conference agenda items and the names of attendees to CG, TECOM (C473) via MTMM.

d. <u>Conference Reports</u>. CG, TECOM (C4610) shall send a copy of the conference report to the appropriate commands within 30 days of the closing date of the conference.

e. <u>Alternative Action</u>. The ITSS (MATMEP) Administrative Review Conference may be held via correspondence with CG, TECOM (C4610) approval.

2. <u>ITSS (MATMEP) Review Conference</u>

a. <u>Purpose</u>. The ITSS (MATMEP) Review Conference will be convened by CG, TECOM (C4610) to propose changes to the ITSS (MATMEP) package. The ITSS (MATMEP) Review Conferences will convene every 3 years during the T/M/S MTRR or on an as needed basis as determined by CG, TECOM (C4610) and MTMM's. Conference attendees should be representatives of commands/units that have the T/M/S aircraft/MOS grouping/division/functional area in their command. Members of the review conference shall complete the following tasks:

(1) Evaluate the ITSS (MATMEP) for effectiveness.

(2) Propose changes to the ITSS (MATMEP).

(3) Recommend changes in structure and format to the ITSS (MATMEP).

(4) Validate Category II and III lesson guides (see appendix C).

b. <u>Conference Convening Procedures</u>. A proposed schedule of all conferences, in conjunction with the Human Performance Review Requirements (HPRR) schedule for a 2-year period will be published by CG, TECOM (C4610). CG, TECOM (C4610) shall normally determine the conference date and location with concurrence of the MTMM. A conference may be convened at the request of the MTMM with CG, TECOM (C4610) approval. CG, TECOM (C4610) is responsible for the preparation of the convening announcement, coordinated with the T/M/S MTMM. Where more than one MTMM will be involved due to multiple MOSs, CG, TECOM (C4610) will designate the host MTMM. The convening announcement should precede the conference by at least 60 days (see appendix E for further instruction).

c. <u>Conference Reports</u>. The MTMM shall submit a conference report to CG, TECOM (C4610) for review within 30 days of the closing date of the conference. All recommended changes should be included in an enclosure to this report.

d. <u>ITSS (MATMEP) Package Distribution</u>

(1) CG, TECOM (C4610) will consolidate and publish approved changes to the ITSS (MATMEP) for the T/M/S aircraft/MOS grouping. CG, TECOM (C4610) will be responsible for the promulgation of any changes to the appropriate units.

(2) CG, TECOM will distribute packages as follows:

(a) To MAW's (ALD) for reproduction and further distribution to appropriate squadron/unit coordinators within their cognizance.

(b) To MATSG's for proper entry-level school dissemination.

(c) To MTMM's as required.

3. <u>Interim Changes via Correspondence</u>. Organizations recommending changes to this Manual shall submit proposed changes to CG, TECOM (C4610); organizations recommending changes to the ITSS (MATMEP) shall submit proposed changes to the MTMM; correspondence must include rationale for the change. Naval Message format shall be used.

    a. Change Recommendations to this Manual

       (1) CG, TECOM (C4610) 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 (C4610) within 30 days of CG, TECOM (C4610) request for comments.

       (3) If all commands concur, CG, TECOM (C4610) 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 ITSS (MATMEP) Administrative Review Conference for final resolution by the policy committee.

    b. Change Recommendations to the ITSS (MATMEP)

       (1) The MTMM shall review and forward the proposed change recommendations to all squadrons/units with that T/M/S aircraft/MOS grouping/division/functional area within 15 working days of receipt of the correspondence. If the proposed change requires coordination with another T/M/S aircraft community/MOS grouping, it shall be submitted to the appropriate MTMM.

       (2) All squadrons/units will submit their comments and recommendations to the MTMM via their parent command, within 30 days of the date of the MTMM's request.

       (3) If all commands concur, the MTMM shall submit the proposed change to CG, TECOM (C4610) within 45 days of the MTMM's original request for comments.

       (4) If all commands do not concur or CG, TECOM (C4610) disapproves, the proposed change may be introduced as an agenda item at the next ITSS (MATMEP) Review Conference.

       (5) With CG, TECOM (C4610) approval, the ITSS (MATMEP) Review Conference may be held via correspondence.

       (6) CG, TECOM (C4610) reserves the privilege of reviewing all recommended changes that are routine in nature and holding them until the next appropriate review conference. If a change recommendation is urgent in nature or affects safety, CG TECOM (C4610) will review, approve and publish the change recommendation. If the proposed change is disapproved, then CG, TECOM (C4610) will promptly inform the MTMM and interested commands of the reason for disapproval.

CHAPTER 2

ITSS (MATMEP) COMPOSITION

CHAPTER 2

ITSS (MATMEP) COMPOSITION

2000. <u>INDIVIDUAL TRAINING STANDARD (ITS)</u>. An ITS is a measure of job performance that identifies tasks and standards which an individual must perform in order for the mission to be accomplished. The ITS is used to determine who can and cannot satisfactorily perform a task. The methodology used in the development of the ITSS (MATMEP) training standard is the "top down analysis" approach. This analytic method starts at the top with the MOS or job breaks it down into duty areas or requirements, then further breaks them down into tasks and training standards.

1. <u>Duty Area</u>. Duty areas are MOS performance requirements identified in broad statements describing behaviors or actions that, when satisfactorily performed, indicate MOS proficiency. Duty areas are also used to describe organizational and intermediate level maintenance requirements correlated to major aircraft components/systems.

2. <u>Task</u>. A task is a unit of work usually performed in a short period of time, which has a specific beginning and ending, can be measured, and is a logical and necessary unit of performance. It is performance-based, observable, and measurable. The term "task", as used in the ITSS (MATMEP), is broadened to include some non-technical skill/knowledge. The ITSS (MATMEP) is based on a list of tasks (skills and/or knowledge). These tasks are requisite to satisfactory performance in an MOS.

3. <u>Standards</u>. Standards are comprised of detailed performance criteria such as accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate how well a task should be performed. The ITSS (MATMEP) task, when coupled with the conditions and step by step instructions contained in the references listed in the ITSS (MATMEP) package (Maintenance Instruction Manuals (MIMs), Maintenance Requirement Cards (MRC's), etc.), become a measure of job performance or the individual training standards. Satisfactory completion of the standards require the Marine under training to perform the task, using the appropriate reference, without direct supervision. Generally, all training received prior to this qualification is considered initial skill training.

2001. <u>ITSS (MATMEP) PACKAGE</u>. This package consists of forms and records that will be inserted into the individual's ITSS (MATMEP) training jacket. The assembly instructions for the training jacket are found in appendix B of this Manual.

1. <u>Individual Qualification Records (IQR's)</u>. The IQR's are the primary record-keeping documents of an individual Marine's performance and knowledge capabilities and skill progression. The IQR's are comprised of duty areas with their respective tasks and are organized into maintenance categories. The tasks are then prioritized as to the level of task performance skill/knowledge required and placed into appropriate ITSS (MATMEP) skill progression levels. The IQR's will provide the mechanism for evaluating individual maintenance capabilities, identifying individual training needs and providing for a more effective and efficient management of that training. The following is a list of terms that comprise the IQR's:

    a. <u>Maintenance Categories</u>. The duty areas and associated tasks are grouped into four maintenance categories:

(1) <u>Category A - GENERAL, OPERATIONAL AND SAFETY</u>. These duty areas and associated tasks are normally a mix of MOS specific and generic duties within the T/M/S aircraft, division or OccFld community. Many of the tasks are non-technical skills (safety/work center related).

(2) <u>Category B - SCHEDULED AND UNSCHEDULED MAINTENANCE</u>. These are duty areas with associated tasks that primarily are derived from the Work Unit Code (WUC) unified numbering system (UNS) manual/Logistic Support Analysis (LSA) data for a particular aircraft/system/component. These tasks are generally MOS specific.

(3) <u>Category C - MAINTENANCE ADMINISTRATION DUTIES</u>. These are duties that are applicable to any work center and MOS except for MOS 6046.

(4) <u>Category D - PRODUCTIVE INDIRECT WORK CENTER DUTIES</u>. These are duty areas with associated tasks that outline requirements that are work center related but not necessarily MOS related. This category is generic for all MOSs except for MOS 6046.

(a) <u>Duty Area</u>. See paragraph 2000.1.

(b) <u>Task</u>. See paragraph 2000.2.

(c) <u>Reference</u>. The reference lists the procedures, requirements, conditions, and instructions for performing the task.

(d) <u>Work Unit Code (WUC)/Unified Numbering System (UNS)</u>. The WUC/UNS identifies a system, subsystem, set, major component, repairable subassembly, or part of an end item on which work is being done. The WUC/UNS is used by CG, TECOM (C4610) in correlating 3M data to the ITSS (MATMEP) tasks for assistance in task prioritization. The WUC/UNS is only required to be entered in Category B "SCHEDULED AND UNSCHEDULED MAINTENANCE" under fault isolation/troubleshooting and organizational/intermediate maintenance task.

(e) <u>Skill Progression Levels</u>. Each task is divided into four skill progression levels. These levels are described in terms of expected task and subject knowledge, and task performance. They also indicate when a task should be taught, how it should be taught and whether it is MOS essential, training essential or training optional. The ability of an individual to perform a task at any of the four levels is evaluated by the work center supervisor. This evaluation consists of an oral, written, or "hands-on" performance-based testing.

<u>1</u> Level I (Apprentice)

<u>a</u> <u>Definition</u>. This level indicates the individual under training can do simple parts of tasks; needs to be told or shown how to do most of the task; can name parts and tools and give simple facts about tasks; and can identify basic facts and terms about a subject (see figure 2-1). Level I tasks that have an asterisk (*) indicate they are a part of the entry-level school curriculum. This information will allow for the identification of training received at the entry level school, aid in the evaluation of content, and provide a vehicle for submission of proposed curriculum changes to the entry level school curriculum, which supports the required tasks identified by the ITSS (MATMEP) package.

        b Level I Completion. The entry-level school will insert the graduation certificate, with a letter indicating any applicable degraded training, into the Marine's ITSS (MATMEP) Training Jacket. Successful completion of the entry-level school constitutes Level I completion; no additional documentation in the individuals training jacket/IQR is required. In those cases where MOJT serves as a replacement for entry level school completion, the cognizant trainer shall initial those Level I blocks with asterisks as they are accomplished, indicating the Marine has the knowledge required of entry level school graduates. Level I training by MOJT is complete when all Level I asterisk (*) tasks have been initialed by the cognizant trainer.

        2 Level II (Advanced Apprentice)

        a Definition. This level identifies those tasks that are taught/exposed to Marines at the NAMTRA MARUNIT/"C" school, or for non-NAMTRA MARUNIT communities, those tasks that are taught/exposed at "C" school or during MOJT prior to the Marine obtaining a hard skill MOS. For those Marines who obtain a hard skill MOS from initial formal school (most Intermediate Maintenance Activity (IMA) MOSs) this level identifies first exposure to the task. Mission essential tasks that are taught/exposed at the NAMTRA MARUNIT or are MOS essential tasks as determined by the SMEs for those MOSs that do not have a NAMTRA MARUNIT, are indicated in the level II column with an asterisk (*).

        b Level II Sign-off (NAMTRA MARUNIT). As the Marine goes through the NAMTRA MARUNIT, the Marine's training jacket, with the MATMEP package inserted, will be maintained by the NAMTRA MARUNIT instructor. The instructor will indicate accomplishment of level II tasks by entering "NAMTRAMARUNIT/mo/yr" in the respective blocks (see figure 2-2). Those tasks not signed off by the NAMTRA MARUNIT will be signed off at the unit level the first time the Marine is exposed to the task. All asterisked tasks must be signed off prior to being considered level II qualified. Any blocks that are signed off after the Marine has completed his NAMTRA MARUNIT training will consist of the date (month/year) that the task was performed in the first block, the Marine's initials in the second block, and the work center supervisor's initials in the third block. The purpose of having Marines sign their own initials is to keep them informed of their own progress and proficiency. Appendix F lists all aircraft NAMTRA MARUNIT communities.

        Note: Successful completion of OMA NAMTRA MARUNIT constitutes Level II complete. "I" Level MOSs often require separate course of instruction at a different NAMTRA MARUNIT/FASO school(s) in order to complete Level II asterisk items.

        c Level II Sign-off (Non-NAMTRA MARUNIT). For those MOSs that do not have NAMTRA MARUNIT programs the below training scenario should be followed: After entry-level school graduation, the Marine may be assigned to a squadron/unit for MOJT or "C" schools. The MOJT period may fall before and/or after the "C" school. It is during this period that the ITSS (MATMEP) provides a MOJT syllabus. This syllabus is indicated by an asterisk (*) in the level II column. These asterisks in level II are called MOS Essential Tasks. The MOS Essential Tasks are those tasks that are a high training priority because they are mission critical and/or safety related. The first time the Marine under training is exposed to the task, the instructor/work center supervisor will sign off the level II block.

The sign-off is accomplished by the instructor/work center supervisor writing the date (month/year) in the first section (see figure 2-3). The Marine under instruction initials the second section, and the instructor/work center supervisor initials the third section. To be level II complete, all asterisk tasks in level II must be signed-off.

> NOTE: The awarding of the MOS (for non-NAMTRA MARUNIT communities) is a function of successfully completing the "C" school or related MOS manual requirements and not whether the level II asterisked tasks are signed-off. The work center supervisor will sign-off the level II block the first time the task is exposed to the Marine under training. For every additional time the Marine is exposed to the task or trained on the task, it shall be entered on the OPNAV 4790/33 or facsimile, as depicted in figure B-3. As it pertains to level sign-offs in the MATMEP, the term work center supervisor will automatically include any assigned shift supervisors.

d A well-defined and comprehensive OJT syllabus will ensure maintenance personnel receive the training and acquire the skills necessary to meet the commands operational commitments.

3 Level III (Journeyman)

a Definition. This is the standard to which all training is aimed: performance of the task without direct supervision. Level III qualified indicates an individual can do all essential tasks; needs only a spot check of completed work; explains why and when a task must be accomplished and why each step is required; can analyze facts and principles; and can draw conclusions about the subject.

b Level III Sign-off. Those tasks that have an asterisk (*) in the level III column are considered training essential tasks that, due to their importance (i.e., frequency of failure, being mission essential, safety), must be trained. The work center supervisor signs-off the level III block in the same manner as the level II block (see figure 2-4). The work center supervisor may sign-off the level III block based on the evaluation that the Marine can perform the task without direct supervision. If there is no asterisk (*) in the level III column beside a task, it means the task is considered training optional. It will be signed-off when the Marine can perform the task without direct supervision but is not a requirement to be level III complete. All asterisked tasks in level III must be signed-off to be considered level III complete. Level III completion is not a requirement for CDI certification within the MOS covered by the ITSS (MATMEP) package or the cross-trained MOS.

> NOTE: Once the level III block is signed-off for a particular task, it will no longer be necessary to document the MOJT for that task. Many tasks are similar in nature but may be on different systems. If a level III task is signed-off, and other task(s) are similar in function, they may be concurrently signed-off. It is not necessary to be overall level II complete before signing-off a level III task.

<u>4</u> Level IV (Master Technician)

<u>a</u> <u>Definition</u>. Denotes a high degree of proficiency in job performance and indicates an individual can perform advanced technical functions in a given duty area.

<u>b</u> <u>Level IV Sign-off</u>. A level IV sign-off is associated with a system and not a single task. When an individual demonstrates a superior understanding of a system or duty area, as indicated by the completion of all training essential and optional tasks, the work center supervisor indicates such by signing off level IV. A sign-off in level IV is accomplished per figure 2-5.

2. <u>Duty Area Form</u>. This form is a compilation of duty areas found in the individual qualification records for a particular MOS/functional area (see figure 2-6). It also provides a brief explanation of each skill progression level and sign-off requirement (MOS packages only).

3. <u>Individual Duty Area Qualification Summary</u>. This summary sheet is a direct extraction of data from IQR's and is intended to provide quick reference to an individual's overall level of training in specific duty areas (see figure 2-7). A level III sign-off on the IQS denotes a completion of all asterisked items in the duty area. A level IV sign-off denotes completion of all training essential and optional tasks in the duty area. The sign-off will consist of a date (month/year) and initials. The use of slash lines are not authorized in this area.

4. <u>Individual Experience Data Sheet</u>. This sheet is used to document formal schools and squadron work experience or any other pertinent information (see figure 2-8).

5. <u>Work Center Summary Sheet</u>. This sheet is intended to give the work center supervisor a quick reference to individual capabilities or training deficiencies in the work center (see figure 2-9). As the Marine under training completes all required tasks in a duty area for level II, III, or IV, the duty area is signed-off with a date (month/year) placed in the appropriate box.

6. <u>Record of Changes Form</u>. This form is to be used to indicate all change notifications concerning the individual's ITSS (MATMEP) package, which have been incorporated (see figure 2-10). A change notification message/letter (indicating the nature and location of the change(s) will be published for all changes. This message/letter will be inserted into the unit ITSS (MATMEP) master file.

2002. <u>DOCUMENTATION GUIDELINES</u>

1. For the ITSS (MATMEP) to be effective, it will be necessary for the work center supervisor to update the individual Marine's records on a continuing basis. Updating/Annotating actions to the individual Marine's record may be accomplished by the use of pencil or pen, with pencil being the recommended method for Marines not fully Level III complete.

NOTE: Sign-off's in the ITSS (MATMEP) are administrative in nature and do not require the work center supervisor to be qualified at that level. Work center supervisors are authorized to sign-off duty area/tasks in their own ITSS (MATMEP). Slash lines may start at any corner and end in the opposite diagonal corner. It is recommended but not required, to have all slash lines within the work center going in the same direction for uniformity. It will not be considered a discrepancy on any inspection if slash lines are not the same throughout the work center.

2. When an ITSS (MATMEP) package requires implementation as a result of a format revision of an existing package or initial issue of a package for an MOS, the work center supervisor may use "slash lines" with initials to sign-off the IQR's (see figure 2-11). This use of slash lines for sign-offs is only authorized for personnel already qualified when the package was implemented. It is not authorized for individuals that are still under training and not qualified in the MOS.

3. If a package is revised and a complete new package is installed and signed-off with slash lines, they will only be used on the IQR. The original dates from the old package will be individually transferred to the new IQS as applicable for all levels. The old MATMEP package may be retained by the individual, as he desires for future reference. For multiple aircraft MOSs, the work center supervisor may elect to retain MATMEP packages (sections A and B) for other T/M/S aircraft.

4. When using slash lines, backdate only to the highest level that the individual was previously qualified, i.e., if an individual was level III qualified, it is not necessary to backdate level II sign-offs. If an individual is level IV qualified, it is not necessary to backdate level III sign-offs.

5. In some cases, the work center supervisor will be required to alter existing ITSS (MATMEP) sign-off's. Examples are:

   a. Work center supervisor reviews newly assigned Marine's IQR and determines that the individual's knowledge of a particular task does not support the level of qualification indicated.

   b. Work center supervisor reviews the IQR of an individual who has been working outside the MOS and determines that the individual's knowledge of a particular task is no longer adequate to support the documented qualification level.

6. When alteration of existing documentation is warranted, pencil eraser or correction tape/fluid (white out) will be used. If slash lines have been used to sign-off a particular area, the slash lines will be altered to reflect qualification in the unaffected areas, and the normal documentation procedure (month/year/individual's initials/supervisor's initials) will be used to record the re-qualification data.

7. When it is not possible to sign-off a duty area on the IQS, or a duty area/task in the IQR, due to that duty area/task being nonapplicable to the work center or squadron, the initials N/A will be inserted in place of a sign-off. This will be done only if actual completion of that duty area/task is not possible while assigned to that squadron/unit and authorized by the unit maintenance training instruction.

ITSS (MATMEP)

LEVEL I. Entry Level, Formal School Course Curriculum. Initial skill training (knowledge, skills, and techniques) pertaining to generic aircraft, aircraft systems or aviation ground support systems and equipment.

TASK PERFORMANCE
  Can do simple parts of tasks. Needs to be told or shown how to do most of the task (extremely limited).

TASK KNOWLEDGE
  Can name parts, tools and give simple facts about tasks.

SUBJECT KNOWLEDGE
  Can identify basic facts and terms about a subject.

LEVEL II. Tasks Completed Under Supervision. NAMTRA MARUNIT/C SCHOOL/Squadron/Unit required MOJT (first exposure to the task).

TASK PERFORMANCE
  Can do most tasks pertaining to a specific aircraft, aircraft system, aviation ground support system or equipment. Needs supervision on more difficult parts of tasks. May not meet need for efficiency (partially proficient).

TASK KNOWLEDGE
  Can determine step-by-step procedures for accomplishment of tasks using applicable publications.

SUBJECT KNOWLEDGE
  Can explain the relationships of basic facts and state general principles about subjects.

LEVEL III. Tasks Completed Without Direct Supervision. Squadron/Unit MOJT.

TASK PERFORMANCE
  Can do all training essential tasks. Needs only a spot check of completed work. Can supervise the training and the work of others. Meets needs for speed and accuracy (competent).

TASK KNOWLEDGE
  Can explain why and when a task must be accomplished and why each step is required.

SUBJECT KNOWLEDGE
  Can analyze facts and principles and draw conclusions about the subject.

Figure 2-1.--Skill Progression Levels.

2-8

ITSS (MATMEP)

LEVEL IV. Advanced Technical Performance (Master Technician). A high degree of proficiency in job performance and indicates an individual can perform advanced technical functions.

TASK PERFORMANCE
    Can do complete tasks quickly and accurately. Can give directions as to how tasks are accomplished (highly proficient).

TASK KNOWLEDGE
    Can predict, identify, and resolve problems about a task and can ensure quality performance is maintained.

SUBJECT KNOWLEDGE
    Can evaluate conditions and make proper decisions about a subject plan and direct the activities of others.

Figure 2-1.--Skill Progression Levels--Continued.

ITSS (MATMEP)

H-53

B.11 Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the IFF SYSTEM using appropriate maintenance procedures and support/test equipment.

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	Theory of operation						
A - 1	IFF SYSTEM	A1H-53XX-POM-2XX			* MTU /06 /01	*	
A - 2	Mode 4	NAVAIR 16-300-2				*	
B	Functional Check						
B - 1	IFF system	A1-H53XX-700-000 A1-H53XX-TTM-2XX			* MTU /06 /01	*	
B - 2	Mode 4	NAVAIR 16-300-1				*	
B - 3	Operates KIR-1/A	NAVAIR 16-300-1					
C	Fault isolation						
C - 1	IFF system	A1-H53XX-TTM-2XX	65341		* MTU / 07 / 01	*	
D	Organizational maintenance						
D - 1	R&R transponder	A1-H53XX-600-000	65341			*	
D - 2	R&R control box	A1-H53XX-600-000	65Y1P			*	
D - 3	R&R mode 4 computer (kit-1/A)	A1-H53XX-600-000	65Y1W			*	
D - 4	R&R 1/P relay	A1-H53XX-600-000	65Y10			*	
D - 5	R&R self-test set	A1-H53XX-600-000	65TY1Q00			*	
D - 6	R&R antenna	A1-H53XX-600-000	71Y18				
D - 7	R&R altitude encoder	A1-H53XX-600-000	51X17				
D - 8	Adjust self test set	A1-H53XX-700-000	65Y1Q00				

B.12 Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the attitude heading reference system (AHRS) using appropriate maintenance procedures and support/test equipment. (CH-53E)

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	Theory of operation						
A - 1	Attitude heading reference system	A1-H53XX-POM-2XX			* MTU / 06 / 01	*	
B	Functional check						
B - 1	Attitude heading reference sys	A1-H53XX-TTM-2XX			* MTU / 07 / 01	*	
C	Fault isolation						
C - 1	AAHRS system	A1-H53XX-TTM-2XX	564A1		* MTU / 07 / 01	*	
D	Organizational maintenance						
D - 1	R&R displacement gyro	A1-H53XX-700-000	564A1				
D - 2	R&R electronic control amplifier	A1-H53XX-700-000	564A2			*	
D - 3	R&R compass transmitter	A1-H53XX-700-000	56X11				

IQR, MOS 6323   B-8   DATE: AUGUST 2001

Figure 2-2.-- Level II Sign-off NAMTRA MARUNIT.

ITSS (MATMEP)

DA 8.9   B.9 Performs alignments and adjustments of the AN/TPN-30A.

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	AN/TPN-30A						
A - 1	Level the unit 1	Applicable TM's Applicable MIP's	*		/	* / /	
A - 2	Align and adjust the power supply	Applicable TM's Applicable MIP's			* 6/01 / IM / DR	* / /	
A - 3	Align and adjust the precision surface transponder module	Applicable TM's Applicable MIP's			*	/ /	
A - 4	Align and adjust the shaft encoder	Applicable TM's Applicable MIP's			* 7/01 / IM / DR	* / /	
A - 5	Align the magnetron tube	Applicable TM's Applicable MIP's			* /	* / /	
A - 6	Align and adjust tacan ant.mod.	Applicable TM's Applicable MIP's			* 6/01 / IM / DR	* / /	
A - 7	Align and adjust 1A8A3 BITE	Applicable TM's Applicable MIP's			* /	* / /	

B.10 Troubleshoot and repair systems including removal and replacement of defective parts of the AN/TPN-30A.

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	Analyze, localize, and repair faults within the AN/TPN-30A system						
A - 1	Locate and repair malfunctions in cards 1A1 and 1A2	Applicable TM's	*		6/01 / IM / DR	/ /	
A - 2	Locate and repair malfunctions in the status logic card 1A3	Applicable TM's	*		/	/ /	
A - 3	Locate and repair malfunctions in the control sequencer 1A5	Applicable TM's	*		7/01 / IM / DR	/ /	
A - 4	Locate and repair malfunctions in the modulation generator 1A6	Applicable TM's	*		/	/ /	

IQR, MOS 5952, NAME: I. M. MARINE   DATE: AUGUST 2001

B – 6

Figure 2-3.-- Level II Sign-off Non-NAMTRA MARUNIT.

ITSS (MATMEP)

H-53

B.11 Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the
IFF SYSTEM using appropriate maintenance procedures and support/test equipment.

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	Theory of operation						
A - 1	IFF SYSTEM	A1H-53XX-POM-2XX			* MTU / 06 / 01	*10/01 / IM / RL	
A - 2	Mode 4	NAVAIR 16-300-2			06/01 / IM / RL	*11/01 / IM / RL	
B	Functional Check						
B - 1	IFF system	A1-H53Xx-700-000 A1-H53XX-TTM-2XX			* MTU / 06 / 01	*11/01 / IM / RL	
B - 2	Mode 4	NAVAIR 16-300-1			06/01 / IM / RL	*11/01 / IM / RL	
B - 3	Operates KIR-1/A	NAVAIR 16-300-1			03/01 / IM / RL	10/01 / IM / RL	
C	Fault isolation						
C - 1	IFF system	A1-H53XX-TTM-2XX	65341		* MTU / 07 / 01	*11/01 / IM / RL	
D	Organizational maintenance						
D - 1	R&R transponder	A1-H53XX-600-000	65341		08/01 / IM / RL	*10/01 / IM / RL	
D - 2	R&R control box	A1-H53XX-600-000	65Y1P		03/01 / IM / RL	*10/01 / IM / RL	
D - 3	R&R mode 4 computer (kit-1/A)	A1-H53XX-600-000	65Y1W		08/01 / IM / RL	*12/01 / IM / RL	
D - 4	R&R 1/P relay	A1-H53XX-600-000	65Y10		08/01 / IM / RL	*12/01 / IM / RL	
D - 5	R&R self-test set	A1-H53XX-600-000	65TY1Q00		06/01 / IM / RL	*11/01 / IM / RL	
D - 6	R&R antenna	A1-H53XX-600-000	71Y18		08/01 / IM / RL	12/01 / IM / RL	
D - 7	R&R altitude encoder	A1-H53XX-600-000	51X17		02/01 / IM / RL	*10/01 / IM / RL	
D - 8	Adjust self test set	A1-H53XX-700-000	65Y1Q00		02/01 / IM / RL	*10/01 / IM / RL	

B.12 Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the
attitude heading reference system (AHRS) using appropriate maintenance procedures and support/test equipment. (CH-53E)

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	Theory of operation						
A - 1	Attitude heading reference system	A1H-H53XX-POM-2XX			* MTU / 06 / 01	*10/01 / IM /RL	
B	Functional check						
B - 1	Attitude heading reference sys	A1-H53XX-TTM-2XX			* MTU / 07 / 01	*10/01 / IM /RL	
C	Fault isolation						
C - 1	AAHRS system	A1-H53XX-TTM-2XX	564A1		* MTU / 07 / 01	*10/01 / IM /RL	
D	Organizational maintenance						
D - 1	R&R displacement gyro	A1-H53Xx-700-000	564A1		06/01 / IM / RL	*11/01 / IM /RL	
D - 2	R&R electronic control amplifier	A1-H53XX-700-000	564A2		06/01 / IM / RL	*11/01 / IM /RL	
D - 3	R&R compass transmitter	A1-H53XX-700-000	56X11		08/01 / IM / RL	*10/01 / IM /RL	

IQR, MOS 6323   B-8   DATE: AUGUST 2001

Figure 2-4.-- Level III Sign-off.

ITSS (MATMEP)

H-53

B.11 Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the IFF SYSTEM using appropriate maintenance procedures and support/test equipment.

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	Theory of operation						
A - 1	IFF SYSTEM	A1H-53XX-POM-2XX			* MTU / 06 / 01	*10/01 / IM / RL	
A - 2	Mode 4	NAVAIR 16-300-2			06/01 / IM / RL	*11/01 / IM / RL	
B	Functional Check						
B - 1	IFF system	A1-H53XX-700-000 A1-H53XX-TTM-2XX			* MTU / 06 / 01	*11/01 / IM / RL	
B - 2	Mode 4	NAVAIR 16-300-1			06/01 / IM / RL	*11/01 / IM / RL	
B - 3	Operates KIR-1/A	NAVAIR 16-300-1			03/01 / IM / RL	10/01 / IM / RL	
C	Fault isolation						
C - 1	IFF system	A1-H53XX-TTM-2XX	65341		* MTU / 07 / 01	*11/01 / IM / RL	RL
D	Organizational maintenance						
D - 1	R&R transponder	A1-H53XX-600-000	65341		08/01 / IM / RL	*10/01 / IM / RL	
D - 2	R&R control box	A1-H53XX-600-000	65Y1P		03/01 / IM / RL	*10/01 / IM / RL	
D - 3	R&R mode 4 computer (kit-1/A)	A1-H53XX-600-000	65Y1W		08/01 / IM / RL	*12/01 / IM / RL	
D - 4	R&R 1/P relay	A1-H53XX-600-000	65Y10		08/01 / IM / RL	*12/01 / IM / RL	
D - 5	R&R self-test set	A1-H53XX-600-000	65TY1Q00		06/01 / IM / RL	*11/01 / IM / RL	
D - 6	R&R antenna	A1-H53XX-600-000	71Y18		08/01 / IM / RL	12/01 / IM / RL	
D - 7	R&R altitude encoder	A1-H53XX-600-000	51X17		02/01 / IM / RL	*10/01 / IM / RL	
D - 8	Adjust self test set	A1-H53XX-700-000	65Y1Q00		02/01 / IM / RL	*10/01 / IM / RL	

B.12 Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the attitude heading reference system (AHRS) using appropriate maintenance procedures and support/test equipment. (CH-53E)

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	Theory of operation						
A - 1	Attitude heading reference system	A1-H53XX-POM-2XX			* MTU / 06 / 01	*10/01 / IM / RL	
B	Functional check						
B - 1	Attitude heading reference sys	A1-H53XX-TTM-2XX			* MTU / 07 / 01	*10/01 / IM / RL	
C	Fault isolation						
C - 1	AAHRS system	A1-H53XX-TTM-2XX	564A1		* MTU / 07 / 01	*10/01 / IM / RL	RL
D	Organizational maintenance						
D - 1	R&R displacement gyro	A1-H53XX-700-000	564A1		06/01 / IM / RL	*11/01 / IM / RL	
D - 2	R&R electronic control amplifier	A1-H53XX-700-000	564A2		06/01 / IM / RL	*11/01 / IM / RL	
D - 3	R&R compass transmitter	A1-H53XX-700-000	56X11		08/01 / IM / RL	*10/01 / IM / RL	

Figure 2-5.-- Level IV Sign-off.

ITSS (MATMEP)

H-53

DUTY AREA
AIRCRAFT COMMUNICATIONS/NAVIGATION/ELECTRICAL SYSTEMS TECHNICIAN (MOS 6323)

A. GENERAL, OPERATIONAL AND SAFETY DUTIES

    1. Operates and maintains applicable shop support/special equipment. (NOTE 1: Pubs not available. To be designated a later time.)
    2. Demonstrates/applies applicable safety precautions and procedures around the helicopter and work center.
    3. Demonstrates/applies knowledge of applicable helicopter publications, diagrams, sketches and drawings.
    4. Performs tasks on the helicopter using applicable precision measuring equipment.

B. SCHEDULED AND UNSCHEDULED MAINTENANCE DUTIES

    1. Performs required scheduled/unscheduled inspections on applicable systems/components as per maintenance Requirement Cards.
    2. Incorporates applicable Technical Directives changes/bulletins.
    3. Detects corrosion and performs corrosion control.
    4. Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the secure voice system using appropriate maintenance procedures and support/test equipment.
    5. Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the electronic countermeasures systems, using appropriate maintenance procedures and support/test equipment. (NOTE 1: Pubs to be designated at a later date.)
    6. Demonstrates/applies knowledge of the principles of wire repair and performs applicable organizational level maintenance on the helicopter wiring using appropriate maintenance procedures and support/test equipment.
    7. Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the ICS system using appropriate maintenance procedures and support/test equipment.
    8. Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the UHF System using appropriate maintenance procedures and support/test equipment.
    9. Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the VHF system using appropriate maintenance procedures and support/test equipment.
    10. Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the HF system using appropriate maintenance procedures and support/test equipment.
    11. Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the IFF system using appropriate maintenance procedures and support/test equipment.

.

Figure 2-6.--Duty Area Form.

DATE: AUGUST 2001

ITSS (MATMEP)

H-53

INDIVIDUAL DUTY AREA QUALIFICATION SUMMARY
AIRCRAFT COMMUNICATIONS/NAVIGATION/ELECTRICAL SYSTEMS TECHNICIAN (MOS 6323)

NAME/SSN _____

Granted MOS 6311 _____ / _____   Level II Completed _____ / _____
Granted MOS 6323 _____ / _____   Level III Completed _____ / _____
                               Level IV Completed _____ / _____

DUTY #	DUTY DESCRIPTION	LEVEL I DATE	LEVEL I SIGN	LEVEL II DATE	LEVEL II SIGN	LEVEL III DATE	LEVEL III SIGN	LEVEL IV DATE	LEVEL IV SIGN
A.	GENERAL, OPERATIONAL AND SAFETY DUTIES	XXXXXXXXXXXXXXXX	/	XXXXXXXXXXXXXXXX	/	XXXXXXXXXXXXXXXX	/	XXXXXXXXXXXXXXXX	/
A. 1	SUPPORT/SPECIAL EQUIPMENT	XXXXXXXXXXXXXXXX			/		/		/
A. 2	SAFETY PRECAUTIONS AND PROCEDURES	XXXXXXXXXXXXXXXX							/
A. 3	HELICOPTER PUBLICATIONS, DIAGRAMS, SKETCHES AND DRAWINGS	XXXXXXXXXXXXXXXX			/		/	XXXXXXXXXXXXXXXX	/
A. 4	PRECISION MEASURING EQUIPMENT		/						/
B.	SCHEDULED AND UNSCHEDULED MAINTENANCE DUTIES	XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX			/
B. 1	REQUIRED SCHEDULED/UNSCHEDULED INSPECTIONS	XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX			/
B. 2	TECHNICAL DIRECTIVES CHANGES/BULLETINS	XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX			/		/
B. 3	CORROSION CONTROL	XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX					/
B. 4	SECURE VOICE SYSTEM	XXXXXXXXXXXXXXXX			/				/
B. 5	ELECTRONIC COUNTERMEASURES SYSTEMS	XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX					/
B. 6	HELICOPTER WIRING	XXXXXXXXXXXXXXXX			/				/
B. 7	ICS SYSTEM	XXXXXXXXXXXXXXXX							/
B. 8	UHF SYSTEM	XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX			/
B. 9	VHF/FM SYSTEMS	XXXXXXXXXXXXXXXX			/				/
B. 10	HF SYSTEM	XXXXXXXXXXXXXXXX							/
B. 11	IFF SYSTEM	XXXXXXXXXXXXXXXX			/				/
B. 12	ATTITUDE HEADING REFERENCE SYSTEM. (AHRS)	XXXXXXXXXXXXXXXX			/				/
B. 13	MA - 1 SYSTEM	XXXXXXXXXXXXXXXX			/		/		/
B. 14	TACAN SYSTEM	XXXXXXXXXXXXXXXX							/
B. 15	VOR/ILS SYSTEM	XXXXXXXXXXXXXXXX			/		/		/
B. 16	UHF/DF SYSTEM, (AN/ARA-50/ARA-25)	XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXX			/
B. 17	LF/ADF SYSTEM	XXXXXXXXXXXXXXXX			/		/		/
B. 18	OMEGA NAVIGATION SYSTEM, (LTM-211)	XXXXXXXXXXXXXXXX							/
B. 19	RADAR ALTIMETER SYSTEM	XXXXXXXXXXXXXXXX			/		/		/
B. 20	RADAR BEACON SYSTEM	XXXXXXXXXXXXXXXX				XXXXXXXXXXXXXXXX			/

DATE: AUGUST 2001

Figure 2-7.-- Individual Duty Area Qualification Summary.

ITSS (MATMEP)

INDIVIDUAL DATA

NAME: _____

SSN: _____

UNIT EXPERIENCE DATA

UNIT	SHOP	BILLET	FROM/TO DATES

FORMAL SHCOOLS

SCHOOL NAME	DATE COMPLETED

COMMENTS: _____

_____

_____

APPENDIX A - 1

Figure 2-8.-- Individual Experience Data Sheet.

ITSS (MATMEP)

APPENDIX C
WORK CENTER SUMMARY
AIRCRAFT COMMUNICATIONS/NAVIGATION/ELECTRICAL SYSTEMS TECHNICIAN (MOS 6323)

WORK CENTER NAME/NUMBER_____

NAME/MOS	LEVEL	A.1	A.2	A.3	A.4	B.1	B.2	B.3	B.4	B.5	B.6	B.7	B.8	B.9	B.10	B.11
	II					XXXX	XXXX	XXXX			XXXX		XXXX			
	III					XXXX	XXXX						XXXX			
	IV															
	II					XXXX	XXXX	XXXX			XXXX		XXXX			
	III					XXXX							XXXX			
	IV															
	II					XXXX	XXXX	XXXX			XXXX		XXXX			
	III					XXXX							XXXX			
	IV															
	II					XXXX	XXXX	XXXX			XXXX		XXXX			
	III					XXXX							XXXX			
	IV															
	II					XXXX	XXXX	XXXX			XXXX		XXXX			
	III					XXXX							XXXX			
	IV															
	II					XXXX	XXXX	XXXX			XXXX		XXXX			
	III					XXXX							XXXX			
	IV															
	II					XXXX	XXXX	XXXX			XXXX		XXXX			
	III					XXXX							XXXX			
	IV															
	II					XXXX	XXXX	XXXX			XXXX		XXXX			
	III					XXXX							XXXX			
	IV															

DATE: AUGUST 2001

APPENDIX C - 1

Figure 2-9.-- Work Center Summary Sheet.

ITSS (MATMEP)

APPENDIX D
SUPPORT EQUIPMENT LICENSING RECORD

SUPPORT EQUIPMENT NOMENCLATURE	REFERENCE	PHASE I	PHASE II	LICENSED	EXPIRATION

NAME/SSN: _____   RANK: _____   MOS: _____   DATE: AUGUST 2001

APPENDIX D - 1

Figure B-5.-- Support Equipment Record.

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

Figure 2-10.--Record of Changes Form.

ITSS (MATMEP)

H-53

B.11 Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the IFF SYSTEM using appropriate maintenance procedures and support/test equipment.

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	Theory of operation						
A - 1	IFF SYSTEM	A1H-53XX-POM-2XX		*		*6/01 / IM / DR	
A - 2	Mode 4	NAVAIR 16-300-2				*	
B	Functional Check						
B - 1	IFF system	A1-H53XX-700-000 A1-H53XX-TTM-2XX		*		*7/01 / IM / DR	
B - 2	Mode 4	NAVAIR 16-300-1				*	
B - 3	Operates KIR-1/A	NAVAIR 16-300-1					
C	Fault isolation						
C - 1	IFF system	A1-H53XX-TTM-2XX	65341	*	DR	*	
D	Organizational maintenance						
D - 1	R&R transponder	A1-H53XX-600-000	65341			*	
D - 2	R&R control box	A1-H53XX-600-000	65Y1P			*	
D - 3	R&R mode 4 computer (kit-1/A)	A1-H53XX-600-000	65Y1W				
D - 4	R&R 1/P relay	A1-H53XX-600-000	65Y10				
D - 5	R&R self-test set	A1-H53XX-600-000	65TY1Q00			*	
D - 6	R&R antenna	A1-H53XX-600-000	71Y18				
D - 7	R&R altitude encoder	A1-H53XX-600-000	51X17			*	
D - 8	Adjust self test set	A1-H53XX-700-000	65Y1Q00			*	

B.12 Demonstrates/applies knowledge of theory of operation and performs applicable organizational level maintenance on the attitude heading reference system (AHRS) using appropriate maintenance procedures and support/test equipment. (CH-53E)

TASK #	TASK DESCRIPTION	REFERENCE	WUC	LEVEL I	LEVEL II	LEVEL III	LEVEL IV
A	Theory of operation						
A - 1	Attitude heading reference system	A1-H53XX-POM-2XX		*		*6/01 / IIM /DR	
B	Functional check						
B - 1	Attitude heading reference sys	A1-H53XX-TTM-2XX		*		*	
C	Fault isolation						
C - 1	AAHRS system	A1-H53XX-TTM-2XX	564A1	*	DR	*	
D	Organizational maintenance						
D - 1	R&R displacement gyro	A1-H53XX-700-000	564A1			*	
D - 2	R&R electronic control amplifier	A1-H53XX-700-000	564A2			*	
D - 3	R&R compass transmitter	A1-H53XX-700-000	56X11				

IQR, MOS 6323   DATES: AUGUST 2001

B-8

Figure 2-11.-- Use of Slash Lines.

CHAPTER 3

IMPLEMENTATION

CHAPTER 3

IMPLEMENTATION

3000. <u>INITIAL ACCESSION (APPRENTICE/ADVANCED APPRENTICE) IMPLEMENTATION</u>

1. Marines in OccFlds 59, 60, 61, 62, 63, 64, 65, 70 and MOS 6694 who graduate from the aviation maintenance "Entry Level Schools" or equivalent Marine Corps or other service formal schools for MOSs in OccFlds 59 and 70 (see appendix B for listing of school locations) will receive their ITSS (MATMEP) training jacket upon checkout. The training jacket will hold the Marine's ITSS (MATMEP) package, along with the appropriate formal school graduation certificate/documentation.

2. The apprentice normally will report to the NAMTRA MARUNIT/MATSG/IMA for follow-on MOS qualification training (formal/informal). If the apprentice does not possess a training jacket and/or ITSS (MATMEP) package upon check-in, the NAMTRA MARUNIT/MATSG/IMA unit will contact the appropriate, "Entry-Level School" (see appendix B) to track its disappearance. The "Entry-Level School" will be requested to provide copies of the graduation certificate/documentation to the reporting unit. The reporting unit will replace the training jacket and ITSS (MATMEP) package from their own supplies. The NAMTRA MARUNIT/MATSG/IMA will monitor the apprentice's training until the MOS is awarded.

3. When an ITSS (MATMEP) is developed/revised for an MOS, it will be delivered (as individual (MATMEP) packages) by CG, TECOM to MATSG/NAMTRA MARUNIT for distribution to initial accession Marines under their cognizance.

3001. <u>SQUADRON/UNIT START-UP IMPLEMENTATION</u>

1. When an ITSS (MATMEP) is developed/revised for an MOS, it will be delivered (as individual (MATMEP) packages) by CG, TECOM per paragraph 1010.2d.

2. The unit ITSS (MATMEP) coordinator is responsible for providing additional ITSS (MATMEP) packages, reproduced from the squadron's/unit's original copies.

3. The ITSS (MATMEP) records/forms/sheets are controlled by the date on each page.

APPENDIX A

MAINTENANCE TRAINING MODEL MANAGERS AND MILITARY OCCUPATIONAL SPECIALTIES
DEVELOPED/TO BE DEVELOPED UNDER ITSS (MATMEP)

1. Maintenance Training Model Managers (MTMM) and designated Military
Occupational Specialties (MOS):

MTMM	MOS	POC DSN
NAMTRA MARUNIT (CH-46 MTMM)	6112, 6152, 6172, 6322, 6531	752-6876
CFR MCAF QUANTICO	7051	278-2312
EAF CHERRY POINT	7011	582-2253
NAMTRA MARUNIT (CH-53 MTMM)	6113, 6153, 6173, 6323, 6531	752-6688
NAMTRA MARUNIT (UH/AH MTMM)	6114, 6154, 6174, 6324, 6531	365-4687
HMX-1 (VH3/VH60 MTMM)	6162, 6178, 6179	278-5570
MALS-11	6023, 6033, 6034, 6043, 6062, 6227	267-1961
MALS-13	6222, 6467, 6469	269-3518
MALS-14	6042, 6048, 6073, 6092, 6223, 6226, 6464, 6482, 6484, 6486	582-5152
MALS-16	6123, 6423, 6483	267-9146
MALS-26	6072, 6132, 6433, 6434	752-6654
MALS-29	6122, 6124, 6466	752-6619
MALS-31	6432, 6461, 6462, 6463	335-8176
MALS-39	6046, 6412, 6413, 6414, 6422	365-3994
MCC-3	6492	267-9543
MCCES 29 PALMS	5937, 5939, 5942, 5962, 5963, 5974, 5979	230-6151
NATTC PENSACOLA	5952, 5953, 5954	922-7035
NSCS MARDET ATHENS	6694	588-7188
VMAQ-2 (EA-6B MTMM)	6213, 6253, 6283, 6313, 6333, 6386, 6531	582-4422
VMFAT-101 (F/A-18 MTMM)	6217, 6257, 6287, 6317, 6337, 6531	267-6578
NAMTRA MARUNIT (KC-130 MTMM)	6216, 6232, 6242, 6256, 6286, 6316, 6336, 6531	582-6205
NAMTRA MARUNIT (MV-22 MTMM)	6116, 6156, 6176, 6326, 6531	752-5661
VMU-1 (RQ-2A)	6214, 6314	957-7670
NAMTRA MARUNIT (AV-8B MTMM)	6212, 6252, 6282, 6312, 6531	582-5799

2. MOSs and MTMM's:

MOS	MTMM
5900 Electronics Maintenance	
5912*	TBD
5937	MCCES 29 Palms
5939	MCCES 29 Palms
5942	MCCES 29 Palms
5948	TBD
5952	NATTC Pensacola
5953	NATTC Pensacola
5954	NATTC Pensacola
5962	MCCES 29 Palms
5963	MCCES 29 Palms
5974	MCCES 29 Palms
5979	MCCES 29 Palms
6000 Aircraft Maintenance	
6023*	MALS-11
6033*	MALS-11
6034*	MALS-11
6042	MALS-14
6043*	MALS-11
6046	MALS-39
6048	MALS-14
6062	MALS-11
6072	MALS-26
6073	MALS-14
6074	AV-8B NAMTRA MARUNIT
6092	MALS-14
6100 Aircraft Maintenance, Helicopter/Tiltrotor	
6112	CH-46 NAMTRA MARUNIT
6113	CH-53 NAMTRA MARUNIT
6114	UH/AH NAMTRA MARUNIT
6116	MV-22 NAMTRA MARUNIT
6122	MALS-29
6123	MALS-16
6124	MALS-29
6132	MALS-26
6152	CH-46 NAMTRA MARUNIT
6153	CH-53 NAMTRA MARUNIT
6154	UH/AH NAMTRA MARUNIT
6156	MV-22 NAMTRA MARUNIT
6162*	HMX-1
6172	CH-46 NAMTRA MARUNIT
6173	CH-53 NAMTRA MARUNIT
6174	UH/AH NAMTRA MARUNIT
6176	MV-22 NAMTRA MARUNIT
6178*	HMX-1
6179*	HMX-1

6200 Aircraft Maintenance, Fixed-wing	
6212	VMAT-203
6213	VMAQ-2
6214	VMU-1
6216	C-130 NAMTRA MARUNIT
6217	VMFAT-101
6222	MALS-13
6223	MALS-14
6226	MALS-14
6227	MALS-11
6226	MALS-14
6232	C-130 NAMTRA MARUNIT
6242	C-130 NAMTRA MARUNIT
6252	VMAT-203
6253	VMAQ-2
6256	C-130 NAMTRA MARUNIT
6257	VMFAT-101
6282	VMAT-203
6283	VMAQ-2
6286	C-130 NAMTRA MARUNIT
6287	VMFAT-101
6300 Avionics, OMA	
6312	VMAT-203
6313	VMAQ-2
6314	VMU-1
6316	C-130 NAMTRA MARUNIT
6317	VMFAT-101
6322	CH-46 NAMTRA MARUNIT
6323	CH-53 NAMTRA MARUNIT
6324	UH/AH NAMTRA MARUNIT
6326	MV-22 NAMTRA MARUNIT
6332	VMAT-203
6333	VMAQ-2
6336	C-130 NAMTRA MARUNIT
6337	VMFAT-101
6386	VMAQ-2
6400 Avionics, IMA	
6412	MALS-39
6413	MALS-39
6414	MALS-39
6422*	MALS-39
6423	MALS-16
6432	MALS-31
6433	MALS-26
6434	MALS-26
6461	MALS-31
6462	MALS-31
6463	MALS-31
6464	MALS-14
6466	MALS-29
6467	MALS-13

6469	MALS-13
6482	MALS-14
6483	MALS-16
6484	MALS-14
6486	MALS-14
6492	MCC-3
6493	TBD
6500 Aviation Ordnance	
6531	T/M/S ACFT MTMM
6541	VMAT-203
6694 Aviation Information System (AIS) Specialist	
6694	NSCS MARDET ATHENS
7000 Airfield Services	
7011	EAF Cherry Point
7041	TBD
7051	CFR MCAF Quantico
IMA AMSU	MALS-31
IMA APP	TBD
Functional Areas	
IMA AMSU	MALS-31
IMA APP	TBD
IMA CC	MALS-36
IMA PC/MC	MALS-31
IMA QA	MALS-36
IMA Tank Farm	TBD
IMA Van Maint	MALS-36
OMA CC/ER	MALS-36
OMA MMC	VMAT-203 FREST
OMA QA	TBD
IMA/OMA CPTL	TBD
IMA/OMA TCC/PME	TBD

NOTE: * Identifies skill designator only.

3. Functional Areas:

    a. AMSU (I) MALS-31
        Van Maintenance (I) MALS-36
        Maintenance/Material Control (O) AV-8B FREST
        Production/Material Control (I) MALS-31
        Corrosion Control (O&I) MALS-36
        Quality Assurance (O&I) MALS-36
        Technical Publications Library (O&I) MALS-39
        Tool Room (O&I) MALS-29
        APP Shop (I): Should be incorporated into IMA Power Plant MATMEP.
        Fuel Farm (I): Should be incorporated into IMA Power Plant MATMEP.

4. MOS ITSS (MATMEP)'s to be developed (O&I):

    a. UH-1Y/AH-1Z
        VTUAV
        9954
        C-9B
        JSF

APPENDIX B

INDIVIDUAL TRAINING STANDARDS SYSTEM (MAINTENANCE TRAINING MANAGEMENT AND
EVALUATION PROGRAM) ITSS (MATMEP) TRAINING JACKET

A. GENERAL

1. Purpose. This appendix provides guidance concerning the issuing,
assembly, maintenance, and ordering of the ITSS (MATMEP) training jacket.

2. Background. The training jacket has been developed to provide a
standardized, consolidated record and provides a repository for the
accumulation of training documentation for Marines in OccFlds 59, 60, 61, 62,
63, 64, 65, 70 and MOS 6694.

3. Information

    a. The training jacket will provide commanding officers/MO's/work center
supervisors with up-to-date, pertinent data to assist in field assignments
and training required on an individual basis. To this end, the ITSS (MATMEP)
training jacket shall' be issued to, and shall accompany, each Marine (E-1
thru E-7) throughout the Marine's career, regardless of billet assignment.
Senior SNCO's (E-8/9) are not required to maintain an ITSS (MATMEP) training
jacket unless directly involved with "hands on" maintenance or they have a
specific MOS/billet (functional area) MATMEP package.

    b. Each work center supervisor is responsible for the maintenance and
currency of the training jacket for the Marines assigned to the work center.

    c. The initial issue of the training jacket shall be made upon the
Marine's entry-level school graduation. The following commands/units shall
issue the training jacket to entry-level formal MOS school graduates:

CMD/UNIT	OCCFLD/MOS
MATSG-21	OccFlds 59 (ATC) (5952, 5953, 5954)
	60, 61, 62, 63, 64, 65, 70
MATSG, Meridian, MS	MOS 6046 Delete 6047
Keesler AFB, MS	MOS 6492
NSCS Athens, GA	MOS 6694
MCCES, MAGTFTC,	59 (5937, 5939, 5942, 5944, 5948,
29 Palms, CA	5962, 5963,5964, 5974, 5978, 5979)
MCD/USAOMMCS,	
Red Stone Arsenal, AL	OccFld 59 (5924, 5925, 5928)

The commands/units listed above will insert a copy of the Marine's entry-
level formal MOS school completion certificate/documentation (record of
degraded training if required) into the Marine's training jacket. The
purpose of this documentation is to give the work center supervisor a better
understanding of the apprentice's ability and to indicate if any training was
missed at the entry-level formal MOS school. Paragraph B of this appendix
describes where this documentation will be inserted.

    d. If a Marine reports to the NAMTRA MARUNIT/IMA/MATSG/unit upon entry
level formal MOS school graduation without the training jacket, it then
becomes the NAMTRA MARUNIT/IMA/MATSG/Unit responsibility to issue one and
contact the entry-level formal MOS school to have duplicate copies of the

individual's school completion documentation forwarded. The intent is for
the Marine to have a training jacket prior to beginning any post entry-level
formal MOS school training.

B. ASSEMBLY AND MAINTENANCE. The following instructions will be utilized in
assembling the ITSS (MATMEP) training jacket. Deviation from the assembly
instructions of the training jacket is not permitted without written approval
from CG, TECOM (C473).

1. Record of Disclosure. A Record of Disclosure Form must be filed prior to
the Training Record (see figure B-1 for sample).

2. Privacy Act Statement. A signed Privacy Act Statement should follow the
Record of Disclosure Form (see figure B-2 for sample).

REVIEW RECORD INSERT COMPONENTS

1. Review Record. To ensure currency and accuracy, the designated
representative shall review the individual's training jacket when the
individual reports to a squadron/unit. The division officer will review each
Marine's training jacket when the Marine is assigned to the division and
annually thereafter. The NCOIC will review the Marine's training jacket when
the Marine is assigned to the work center and quarterly thereafter (see
figure B-3 for sample).

2. Individual Experience Data Sheet. Appendix A of MATMEP Package (see
figure 2-8 for sample).

SECTION I - SKILL PROGRESSION TRAINING
INFORMAL IN-SERVICE TRAINING INSERT COMPONENTS

1. Duty Areas Form. (To include: Skill Progression Level Definitions) See
figure 2-6 for sample.

2. Record of Changes Form. See figure 2-10 for sample.

3. Individual Duty Area-Qualification Summary Sheet. See figure 2-7 for
sample.

INDIVIDUAL QUALIFICATION RECORDS INSERT COMPONENTS

1. Individual Qualification Record. This section will contain the
individual's IQR for his primary MOS (see figure 2-2 for sample).

2. Additional MOJT. The IQRs are used for the documentation of all initial
MOJT in level II indicating first exposure to the task but not mastery of the
task. Use OPNAV Form 4790/33 (see figure B-3 for sample) or a facsimile for
documentation of all additional MOJT. The MOJT shall correlate with the
tasks that are listed in the ITSS (MATMEP). The documentation of MOJT will
be maintained until the individual is level III qualified on a task. This
documentation will be the primary source in aiding the work center supervisor
in determining when an individual is level III qualified.

FORMAL IN-SERVICE TRAINING INSERT COMPONENTS

1. Formal In-Service Training. All formal in-service training accomplished shall be documented here using the OPNAV Form 4790/33 or equivalent (see figure B-3 for sample). The formal in-service training shall correlate to the ITSS (MATMEP) duty areas/training essential tasks.

SECTION II - MISSION ORIENTED TRAINING
CDI/QAR TRAINING INSERT COMPONENTS

1. CDI/QAR/CDQAR Training. All CDI/QAR/CDQAR training will be filed here. CDI/QAR/CDQAR training will be documented on an OPNAV Form 4790/33 or equivalent. Documentation supporting the qualification (syllabus) will be filed here. QAR/CDQAR's are required to have the QA functional area package inserted and properly documented here (optional for CDI's).

> NOTE: The QA ITSS (MATMEP) functional area package will be used for documentation and management of training for QAR/CDQAR's but it does not certify individuals requiring commanding officer/MO certification.

MOS CROSS TRAINING INSERT COMPONENTS

1. MOS Cross-Training. The ITSS (MATMEP) package for the MOS to be cross-trained in is filed here. Only those sections of the package that are dissimilar need to be filed. If the ITSS (MATMEP) has not been developed for the MOS, then all cross-training completed will be documented on OPNAV Form 4790/33 or equivalent and filed here.

FUNCTIONAL AREAS INSERT COMPONENTS

1. Functional Areas. The ITSS (MATMEP) packages for functional area training will be filed here. A functional area is defined as a billet within a unit, which does not require a specific MOS, but is a requirement for the overall operation of that unit. Functional area billets may be filled with any MOS within the unit. Examples would be Maintenance Control, Tool Room, Central Technical Publication Librarian, Tank Farm, Aviation Material Screening Unit (AMSU), etc. In the event a locally prepared syllabus is required to supplement functional area training, it will be entered here.

MISCELLANEOUS TRAINING INSERT COMPONENTS

1. Miscellaneous Training. Using OPNAV Form 4790/33, any training not documented elsewhere in the training jacket should be documented here. For aviation units the NAVOSH/Safety Training Form and NAMP indoctrination Form or equivalent will be documented here. All formal indoctrination and follow on training will be filed here. Qualified individuals will give formal training at all times. Individuals that are Level III or higher are considered qualified to conduct training.

SECTION III - CERTIFICATION/QUALIFICATION
MOS QUALIFICATION/CERTIFICATION INSERT COMPONENTS

1. Certification/Qualification. This section should contain any certification/qualification letters that the individual receives, i.e., CDI, billet assignment, collateral duty assignment, brake qualified, TOW qualified, turn-up qualified, etc.

FORMAL SCHOOLS COMPLETION CERTIFICATES INSERT COMPONENTS

1. <u>Formal Schools Completion Certificates</u>. Copies of all formal schools completion certificates related to aviation MOS skills shall be maintained in this section. This includes "A" and "C" schools, FASO and any school, which enhance the skills, related to the Marines aviation MOS. Copies of page 8A of the SRB and the BIR/BTR shall not be used as a substitute.

MILITARY/SUPPORT EQUIPMENT LICENSE INSERT COMPONENTS

1. <u>Military/SE License</u>. The tracking of support equipment licensing of the individual will be maintained using the Support Equipment Licensing Record form found in the ITSS (MATMEP) packages (appendix D). Supporting documentation (Phase I completion certificates/letters and Phase II syllabus) will be filed here. If Phase I training is in the form of a formal school completion certificate, file it here vice under the Formal Schools divider (see figure B-5 for sample). All other military licensing will be documented on a reproducible Government Licenses Record (see figure B-4 for sample).

REQUIRED PHYSICALS INSERT COMPONENTS

1. <u>Required Physicals</u>. A copy of the individual's current hearing test and any other physical(s) required by billet (i.e., respirator fit test, hazardous material physical, ordnance physical, etc.) will be placed here.

SECURITY/CLEARANCE/ACCESS PRP INSERT COMPONENTS

1. <u>Security/Clearance/Access PRP</u>. Copies of required clearance/access, etc., may be maintained in this section. DO NOT USE ORIGINALS.

SECTION IV - RELATED TRAINING/ESSENTIAL SUBJECTS TRAINING

1. <u>Related Training/Essential Subjects Training</u>. This section may be used as a repository for the individual's Leadership, MBST/ES/Rifle/Pistol/PFT Scores, Safe Driving/Drug/Alcohol Lectures, and MCI/Off-Duty education documentation while performing a PCS move or TAD beyond 30 days where records are detached with the individual. This training will normally be maintained by the unit's basic training officer in a separate file. Copies can be entered here to aid in the management of personnel.

C. <u>ORDERING INSTRUCTIONS</u>

1. The training jacket will be requisitioned from the normal Marine Corps source of supply on DD Form 1348.

    a. The ITSS (MATMEP) training jacket consists of two parts:

        (1) NAVMC 11140 (7-93).   NSN: 0109-LF-065-5200.
                                         U/I: Package (25).

        (2) Inserts, NAVMC 11141 (7-93). NSN: 0109-LF-065-5300.
                                         U/I: Package (25).
    b. Order forms are to be forwarded to:

                 COMMANDER, CODE 835-3
                 MCLB
                 814 Radford Blvd.
                 Albany, GA 31704-1128

2. If unable to obtain an ITSS (MATMEP) training jacket, an alternate training jacket will be constructed-to conform to the guidelines of this Manual. An ITSS (MATMEP) training jacket shall be obtained at the earliest possible date. The unit must maintain requisition documents for ITSS (MATMEP) training jackets that have not been procured.

D. <u>DISPOSITION INSTRUCTIONS</u>

1. The work center supervisor will purge records contained within the training jacket on an as-required basis during the quarterly review. If the records contain information that is deemed necessary for the performance of one's duties, it shall remain in the training jacket. This is left to the discretion of the work center supervisor. All purged documents shall be turned over to the individual.

2. The training jacket shall be given to the Marine upon transfer to another unit, or separation from the Marine Corps with the emphasis that the training jacket should be retained for future reference, both in the military and the civilian work force and for possible conversion to college credits.

RECORD OF DISCLOSURE

The attached record contains personal information concerning an individual. Use and disclosure thereof is governed by SECNAVINST 5211.5D. Unauthorized disclosure of personal information from this record could subject the disclosure to criminal penalties.

INSTRUCTIONS: This sheet is to remain affixed as a permanent part of the record described below. An appropriate entry must be made below each time the record or any information from the record is viewed by, or furnished to, any person or agency, including the subject of the record, except (1) disclosures to DOD personnel having a need to know in the performance of their official duties and (2) disclosure of items listed in subparagraph 7a(3) of SECNAVINST 5211.5D.

TITLE AND DESCRIPTION

DATE OF DISCLOSURE	METHOD	PURPOSE OF AUTHORITY	NAME AND ADDRESS OF PERSON OR AGENCY TO WHOM DISCLOSED (AND SIGNATURE IF DISCLOSURE IS MADE IN PERSON)

IMPORTANT READ AND COMPLY WITH THIS PAGE

Figure B-1.--Record of Disclosure.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

REVIEW RECORD

DATE OF REVIEW	REMARKS	SIGNATURE/TITLE

Figure B-2.--Review Record.

TRAINING SYLLABUS
OPNAV 4790/33 (REV. 3-73)

NAME		RATE			SSN
LECTURE	TITLE	INST.	DATE	GRADE	ENTER BY

Figure B-3.--OPNAV Form 4790/33.

GOVERNMENT LICENSE RECORD

SCHOOL	DATE	LICENSE TYPE	ISSUE DATE	EXP DATE

Figure B-4.--Government License Record.

APPENDIX C

LESSON GUIDE DEVELOPMENT

A. GENERAL

1. Purpose. This appendix provides guidance concerning the development, use, publication, distribution, and review of the ITSS (MATMEP) standardized lesson guides.

2. Background. The OPNAVINST 4790.2 requires the use of lesson guides correlated to a formal syllabus to meet formal in-service training requirements. The ITSS (MATMEP) provides the individual with the syllabus. The MTMM is responsible for the development, publishing and control of Category I, II, and III lesson guides that correlate to it. These lesson guides will be standardized within a T/M/S/MOS.

B. DEVELOPMENT PROCEDURES

1. Maintenance Training Model Manager Duties

    a. Determine which duty areas/tasks within the ITSS (MATMEP) package for a particular MOS need to have lesson guides correlated to them. Normally these duty areas/tasks will be the training essential tasks annotated by an asterisk (*) in level III. Lesson guides may be written to cover the whole system vice a single task.

    b. Determine, which format, narrative (see figure C-l for sample) or outline (see figure C-2 for sample) is to be used for the lesson guide. Both formats are outlined in the OPNAVINST 4790.2. The narrative type should be topics that are generic/soft skill in nature and do not rely on a specific technical publication for references, i.e., FOD, Hydraulic contamination, tool control, etc. These lesson guides could be used by all the MOSs in the MTTM's community. The outline format should be the standard for MOS specific/hard skill tasks in which the technical publication(s) contains the necessary information for presenting the lesson, i.e., the TACAN system of an AV-8B.

    c. Solicit input from the appropriate community for each specific lesson guide. The MTMM should request a response from these units within 3 weeks of receipt. The MTMM consolidates the input, arranges it in the proper format as discussed in paragraph 1b above, types it, and forwards a draft copy to a command with the same T/M/S aircraft for review/validation of technical content. A reproducible cover letter (see figure C-3 for sample) will accompany each lesson guide or group of lesson guides when forwarded for review. The MTMM should precede each request for review with an information call to the unit point of contact for expediency.

    d. After the MTMM receives the responses from reviewing units, consolidate any required changes and type a smooth copy of the lesson guide. If there are any major disagreements between the submitting/reviewing units, it will then be necessary to work out the differences before submitting a smooth copy. This can be done via phone call or mail. The MTMM will keep a file of all reviews until the lesson guide is no longer valid. Once the MTMM is satisfied that the lesson guide is valid, publish and distribute it to all user unit coordinators. Lesson guides will correlate to the ITSS (MATMEP) syllabus. Disk copies of all master lesson guides will be sent to CG, TECOM

(C4610) within 25 days of completion or when updated via the MTMM. MTMMs will have six months to complete the development of new lesson plans.

2. <u>CG, TECOM (C4610) DUTIES</u>. CG, TECOM (C4610) will assist MTMM as required and monitor the program through ITSS (MATMEP) Review Conferences.

C. <u>LESSON GUIDE REVIEW/VALIDATION</u>. Each lesson guide will be maintained by the MTMM. If a lesson guide must be changed because of invalid content, the MTMM can make the required change(s) and submit a revised lesson guide following guidelines established in paragraph B.1c above. Unless a lesson guide needs an urgent change (because of a safety factor, etc.), change recommendations will be held in abeyance until the next applicable ITSS (MATMEP) review conference for the T/M/S aircraft community/division/MOS where it will be reviewed for currency. Each lesson guide has a cover sheet (see figure C-4 for sample) that provides a place for the work center to make entries stating the lesson guide was reviewed prior to each use and any correction noted.

> Note: Until MTMM distributes approved lesson guides, each work center will use their own (in-house) lesson guides as an interim measure. The work center lesson guide will conform to either of the two format outlined in this appendix and the topic will align to a specific ITSS (MATMEP) duty area/task. If the ITSS (MATMEP) has not been developed for an MOS, the work center will continue to use self-generated lesson guides tied to an in-house training syllabus.

D. <u>IN-HOUSE LESSON GUIDES</u>. A work center may have lesson guides in addition to those that are published by the MTMM. They must conform to the formats described above and correlate to the ITSS (MATMEP) syllabus if developed.

E. <u>LESSON GUIDE CONTROL</u>

1. The unit ITSS (MATMEP) coordinator will keep a central file of all T/M/S lesson guides that are applicable. All lesson guides will be divided into three categories and will be numbered as follows:

   a. <u>Category I</u>. Each generic lesson guide, Category I, will be controlled by its topic number and last revision date. They may be used by all activities in all work centers. These lesson guides will be numbered sequentially preceded by a letter "G" (i.e., G-01 SE Misuse/Abuse Program). MTMMs will control these.

   b. <u>Category II</u>. Generic by type/model/division across more than one MOS. These lesson guides may be used by several work centers/MOSs but only within a specific type/model or division. Each generic lesson guide, Category II, will be numbered sequentially preceded by a designator of the type/model/division it corresponds to (i.e., F/A-18-03 Safety Precautions Around the Aircraft). Generic lesson guides, Category II, will be controlled by respective MOS MTMMs.

    c. <u>Category III</u>. Non-generic. Lesson guides for MOS specific tasks that are tied to a MATMEP duty area/task. These are numbered by the MOS and duty area/task that they correspond to and are preceded by one of the following:

        (1) Where an MOS is applicable to both the OMA and IMA communities, the preceding number will be by aircraft type for OMA and an "I" for IMA activities, i.e., the OMA would reflect "KC-130/MOS 6052/B-5(c)" and IMA activities would reflect "I/MOS 6052/B-5(c)."

        (2) Where an MOS is specific to the IMA but relates to both fixed and rotary-wing communities the preceding number will be either "FW" for fixed-wing, of "RW" for rotor-wing aircraft; i.e., for 6541 the number will reflect either "FW/MOS 6541/B-5(c)" or "RW/MOS 6541/B-5(c)."

        (3) Non-generic lesson guides, Category III, will be controlled by the respective T/M/S or MOS MTMM.

LESSON GUIDE FORMAT (SOFT TASK)

a. MOS 6323 A.2 (B-3)   (Lecture number. Corresponds
                                        to CH-53E MATMEP pkg MOS
                                        6323, Duty Area A.2, Task B-3.
                                        Hazardous material.)

b. 30 min   (Time. 1 hr. should be max.)

c. 15 Nov 93   (Date prepared. This will
                                        correspond to the CH-53E
                                        MATMEP review conference.)

d. 20 Nov 94   (Date reviewed and revised.
                                        Normally done at next CH-53
                                        review conference.)

e. Hazardous material   (Title of Lecture. Should
                                        correspond to task description
                                        in MATMEP 6323 package.)

f. Objective: Student will be   (Objective. The purpose of
able to understand what hazardous   the lecture.)
material is on the flight line
and how to contain it.

g. Transparencies   (Instructional aids. Material
                                        that assists the instructor's
                                        presentation, such as visual aids or
                                        schematics. If not attached
                                        to the guide, a note will
                                        indicate where the aids can be found.)

h. References: OSHA 2206   (References. Will correspond
                                        to those found in the CH-53E
                                        MATMEP task for MOS 6323
                                        A.2 (B-3). Normally no
                                        reference will be made to
                                        local maintenance instructions.)

i. Narrative: A concise yet   (Presentation. A complete
comprehensible narration of the   narrative of the lecture
subject.   contents or an outline so
                                        complete that a satisfactory
                                        lecture can be conducted for
                                        it with little preparation
                                        by a new instructor. Safety
                                        related topics will be
                                        thoroughly covered. Soft
                                        tasks are those not directly
                                        associated to a maintenance
                                        action but are in support of
                                        that action. Soft tasks are
                                        normally found in MATMEP
                                        categories A, C, and D.

LESSON GUIDE FORMAT (SOFT TASK)

                                         A narrative presentation is suitable for a soft task since the information may be found in several references (local directives, etc.) Therefore, it may be easier and clearer to present the information in a narrative text.)

j. Summary   (Summary. A brief paragraph summarizing the points covered.)

k. Question & Answer Period

Figure C-1.--Lesson Guide Format (Soft Task)--Continued.

LESSON GUIDE FORMAT (HARD TASK)

a. MOS 6323 B.5 (B)   (Lecture number.
                                        Corresponds to CH-53E MATMEP
                                        package MOS 6323, Duty Area
                                        B.5, Task-B. Fault Isolate
                                        UHF System.)

b. 1 Hour   (Time. Can vary 15 to 30
                                        minutes. 1 hr. gives best
                                        results.)

c. 15 Nov 93   (Date prepared. This will
                                        correspond to the CH-53E
                                        MATMEP review conference.)

d. 20 Nov 94   (Date reviewed and revised.
                                        Normally done at next CH-53E
                                        review conference.)

e. Fault Isolate UHF Radio   (Title of Lecture. Should
                                        correspond to task description
                                        in MATMEP 6323 package.)

f. Objective: Student will be   (Objective. The purpose of
able to safely troubleshoot a   the lecture.)
UHF discrepancy by using proper
procedures outlined in the
appropriate reference material.

g. UHF Test Set (Tool room)   (Instruction aids. Material
UHF Radio Set (material   that assists the instructor's
control)   presentation, such as visual
                                        aids. If not attached to the
                                        guide, a note will indicate
                                        where they can be found.)

h. References: A1-H53BE-TTM-200   (References. Will correspond
WP 008 00 Acft Safety Proc. Manual   to those found in the CH-53E
Test Equip Manual   MATMEP task for MOS 6323
                                        B.5 (B). Normally no reference
                                        will be made to local
                                        maintenance instructions.)

i. Outline: (Presentation. Hard tasks are
    1) Review safety prog of   those normally associated
    CH-53E aircraft.   with MATMEP Category B
    (Ref: Acft safety prog man.)   (unsched/sched maintenance.))

    2) Review test equipment   (Duty Area/Tasks. An outline
    procedures.   presentation is suitable for
    (Ref: Test equip man.)   a hard task since all the
                                        information should be found in
    3) Theory of operation.   a tech pub. Therefore, it is
    (Ref: A1-H53BE-TTM-200)   not necessary to re-create
                                        the text in the reference.)

Figure C-2.--Lesson Guide Format (Hard Task).

4) Proper troubleshooting
procedures.
(Ref: WP 008 00)

j. Summary   (Summary. A brief paragraph
                                     summarizing the points
                                     covered.)

k. Question & Answer Period

Figure C-2.--Lesson Guide Format (Hard Task)--Continued.

(LETTERHEAD)

From:
To:

Subj: REVIEW OF PROPOSED MATMEP LESSON GUIDES

Encl: (1) Proposed lesson guides:
       _____
       _____
       _____
       _____

1. Request your staff review the enclosed lesson guides and verify that the information contained within is accurate and the references are correct. Request you compile all comments/corrections and return no later than _____.

2. Point of Contact is _____ (NAME, RANK, PHONE NO.).

                                        SIGNATURE

Copy to:
Others as applicable
Files

                Figure C-3.--Request for Lesson Guide Review.

LESSON GUIDE REVIEW SHEET

LESSON PLAN NUMBER: _____

DATE REVIEWED: _____ REVIEWED BY: _____

DATE REVIEWED: _____ REVIEWED BY: _____

DATE REVIEWED: _____ REVIEWED BY: _____

DATE REVIEWED: _____ REVIEWED BY: _____

DATE REVIEWED: _____ REVIEWED BY: _____

DATE REVIEWED: _____ REVIEWED BY: _____

DATE REVIEWED: _____ REVIEWED BY: _____

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DATE REVIEWED: _____ REVIEWED BY: _____

DATE REVIEWED: _____ REVIEWED BY: _____

DATE REVIEWED: _____ REVIEWED BY: _____

DATE REVIEWED: _____ REVIEWED BY: _____

Figure C-4.--Lesson Guide Review Sheet.

APPENDIX D

ITSS (MATMEP) REVIEW CONFERENCE GUIDELINES

1. CG, TECOM (C4610) will coordinate with the T/M/S/MOS MTMM(s) to confirm date of review conference and its location. The location should be where the MTMM is located. A CG, TECOM (C4610) schedule showing MOS, current package date, next review date, next MTRR, MTMM, and MTMM phone numbers will be published via message every 2 years.

> NOTE: If units determine that a conference is not required, the MTMM will be notified via message (info CG, TECOM (C4610) 90 days prior to scheduled date of conference. If a majority of the units concur, the MTMM will notify CG, TECOM (C4610) via message. If minor changes are necessary, MTMM/CG, TECOM will determine if changes can be done via mail.

2. CG, TECOM (C4610) (coordinated with the MTMM) will release a conference announcement message 60 days prior to the scheduled conference date. This message should be preceded by phone call with the respective MAW and MAG of the host command (MTMM) to get their authorization to hold the conference. The phone call will be used as the authorizing reference.

3. Attendees need to represent all cognizant MAW's, COMCAB's and formal school commands, depending on MOS. The attendee should be a SME in that MOS. The MTMM should coordinate with the other commands off station to ensure all MOSs are represented.

4. The MTMM needs to identify a team leader (preferable SNCO) for each MOS that is going to be reviewed. The team leader should come from the MTMM's squadron/unit. The MTMM needs to have a pre-conference meeting with team leaders.

5. The MTMM needs to review any change submissions for the ITSS (MATMEP).

6. The MTMM will reserve a large conference room to comfortably hold all attendees. The room should have tables with chairs, a blackboard and an overhead projector.

7. The MTMM will provide access to DOD Commercial Telephone Network (DSN) telephone capability as well as access to reproduction facilities.

8. The MTMM will have procedures established for orders to be endorsed/stamped for all TAD attendees.

9. The MTMM will coordinate billeting and messing requirements and inform attendees via separate correspondence.

10. The MTMM should attempt to have either the MALS CO/MO or their own CO/MO open the review conference with remarks to the effect that the attendee's participation is paramount to more effective and efficient training.

11. Conference length will vary from conference to conference but generally should take no longer than three days. The MTMM organizing the conference will make the determination for conference length.

12. Upon conference completion, the MTMM will submit all changes to CG, TECOM (C4610) for promulgation.

APPENDIX E

ABBREVIATIONS AND ACRONYMS

ACFT	Aircraft
ALD	Aviation Logistics Department
AMO	Aircraft Maintenance Officer
AMSU	Aviation Material Screening Unit
ATSS	Automated Training Support System
CDI	Collateral Duty Inspector
CDQAR	Collateral Duty Quality Assurance Representative
CEO	Communications Electronics Officer
CG	Commanding General
COMCABEAST	Commander, Marine Corps Air Bases, Eastern Area
COMCABWEST	Commander, Marine Corps Air Bases, Western Area
DET	Detachment
DOD	Department of Defense
EAMTMU	Enlisted Aviation Maintenance Training Management Unit
FASOTRAGRU	Fleet Aviation Specialized Operational Training Group
FOD	Foreign Object Damage
HPRR	Human Performance Review Requirements
I-LEVEL	Intermediate-Level
IMA	Intermediate Maintenance Activity
IQR	Individual Qualification Record
IQS	Individual Qualification Summary
ITS	Individual Training Standards
ITSS	Individual Training Standards System
LSA	Logistics Support Analysis
LTB	Liaison Training Branch
MAG	Marine Aircraft Group
MALS	Marine Aviation Logistics Squadron
MATMEP	Maintenance Training Management and Evaluation Program
MATSG	Marine Aviation Training Support Group
MAW	Marine Aircraft Wing
MBST/ES	Marine Battle Skills Training/Essential Subjects
MC	Maintenance Control
MCCDC	Marine Corps Combat Development Command
MCCES	Marine Corps Communication-Electronics School
MCD	Marine Corps Detachment
MCI	Marine Corps Institute
MCO	Marine Corps Order
MIM	Maintenance Instruction Manual
MF	Marine Forces
MO	Maintenance Officer
MOJT	Managed On-Job-Training
MOS	Military Occupational Specialty
MRC	Maintenance Requirement Card
MTMM	Maintenance Training Model Manager
MTRR	Maintenance Training Requirement Review
MTU	Marine Training Unit (used at MARUNIT for MATMEP sign-offs)
NAMP	Naval Aviation Maintenance Program
NAMTRA MARUNIT	Naval Air Maintenance Training Marine Units
NAVMC	Navy Marine Corps Publication
O-LEVEL	Organizational-Level
OccFld	Occupational Field

OMA	Organizational Maintenance Activity
OPNAV	Chief of Naval Operations (CNO)
OPNAVINST	Chief of Naval Operations Instruction
PCS	Permanent Change of Station
PFT	Physical Fitness Test
PRP	Personnel Reliability Program
QA	Quality Assurance
QAR	Quality Assurance Representative
SAT	Systems Approach to Training
SE	Support Equipment
SECNAVINST	Secretary of the Navy Instruction
SN	Stock Number
SNCO	Staff Noncommissioned Officer
SME	Subject Matter Expert
TAD	Temporary Additional Duty
TECH	Technical
T/M/S	Type/Model/Series
UNS	Unified Numbering System
WUC	Work Unit Code
3M	Maintenance, Material and Management