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From: Commandant of the Marine Corps
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Subj: AVIATION OPERATIONS SPECIALIST TRAINING AND READINESS MANUAL

Ref: (a) NAVMC 3500.14D

Encl: (1) AOS T&R Manual

1. <u>Purpose</u>. Per the reference, this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the aviation operations specialists field.

2. <u>Cancellation</u>. NAVMC 3500.96A.

3. <u>Scope</u>. Highlights of the major changes included in this Manual are:

    a. Chapter 1 modified to reflect current table of organization and equipment.

    b. Chapter 2 modified to identify clerk and operations chief billets at the squadron, group, wing, station and installation echelons. Designations and qualifications modified to support newly identified clerk and operation chief billets. School codes modified to reflect newly identified skill enhancement training based on working group results.

4. <u>Information</u>. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Aviation T&R Program should be directed to: CG, TECOM, Marine Air-Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

5. <u>Command</u>. This Manual is applicable to the Marine Corps Total Force.

6. <u>Certification</u>. Reviewed and approved this date.

W. F. MULLEN III
By direction

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CHAPTER 1

AVIATION OPERATIONS SPECIALIST (AOS)TRAINING AND READINESS UNIT REQUIREMENTS

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CHAPTER 1
AVIATION OPERATIONS SPECIALIST (7041) TRAINING AND READINESS UNIT REQUIREMENTS

1.0 TRAINING AND READINESS REQUIREMENTS. The goal of Marine Aviation is to attain and maintain combat readiness to support Expeditionary Maneuver Warfare while conserving resources. The standards established in this program are validated by subject matter experts to maximize combat capabilities for assigned METs. These standards describe and define unit capabilities and requirements necessary to maintain proficiency in mission skills and combat leadership. Training events are based on specific requirements and performance standards to ensure a common base of training and depth of combat capability.

1.1 MISSION. The Aviation Operations Specialist community provides tactical and supporting Aviation unit commanders with administrative and technical expertise necessary to: 1) Employ various tactical and reporting data systems, plan and produce operational and training documents, report unit readiness, and maintain records of flight; 2) Coordinate internal communications, conduct service support functions, and flight clearance operations to facilitate maintenance and safe operations at an airfield.

1.2 TABLE OF ORGANIZATION (T/O). Refer to Tables of Organization listed below for the Aviation Operations Specialist MOS. Separate tables exist below, due to the placement of AOS Marines in a multitude of organizations. All T/Os are managed by Total Force Structure, MCCDC, for current authorized organizational structure and personnel strength. Information below depicts AOS T/O information as of the date of this directive.

1.2.1 Wing and Station / Facility Tables of Organization.

MAW 1ST/2ND/3RD	MAW 4TH	MCAS CAMPEN
7041 - 18	7041 - 10	7041 - 12
MAWTS HQ	MATSG-42/MARFORRES CE	MACS-24
7041 - 2	7041 - 1	

MCAS KANEOHE BAY	MCAF QUANTICO	MCAS FUTENMA / MCAS BEAUFORT / MCAS CAMP PEN
7041 - 11	7041 - 4	7041 - 12

MCAS CHERRY POINT	MCAS NEW RIVER	MCAS MIRAMAR
7041 - 19	7041 - 9	7041 - 20

MCI EAST / MCI PAC / MCI WEST	MCAS IWAKUNI	MCAS YUMA
7041 - 2	7041 - 13	7041 - 21

1.2.2 MAG Tables of Organization.

HQTRS MAG	HQTR MAG 24
7041 - 8	7041 - 7

MAG-41(3) MAG-49(4)

1.2.3 Squadron Tables of Organization.

HMLA/HMH/VMA/MAWTS-1	VMFA/ VMU-4	VMFA(AW) / VMM / VMMT / VMX / HMHT-302 / VMGR-234/ HMLA-773
7041 - 18	7041 - 5	7041 - 4

/ VMR-1 / VMAQ/ VMM-764/ VMFT-401	VMGR	HMX-1 / VMFA(T)-101
7041 - 3	7041 – 7	7041 - 13
VMM-744 / HMLA-775/VMR DET ANDREWS	HMLA(T)-303 / VMFA-211 / VMFA-121/ VMGR-452	HMH-772 /
7041 - 2	7041 - 6	7041 - 2

VMA(T)-203	VMFA(T)-501	VMFA-112/ VMR DET BELLE CHASSE
7041 - 11	7041 - 8	7041-1

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

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

AVIATION OPERATIONS SPECIALIST (7041)		
MISSION ESSENTIAL TASK LIST (METL)		
CORE		
MET	ABBREVIATION	MCT DESCRIPTION
MCT 1.3.3	AVOPS	CONDUCT AVIATION OPERATIONS
MCT 4.6.3	AFLDS	PROVIDE AIRFIELD SERVICES
MCT 5.3.1.2	EXTC2	EXERCISE TACTICAL COMMAND AND CONTROL
CORE PLUS		
MCT 1.3.3.3.1	AEOPS	CONDUCT AVIATION OPERATIONS FROM EXPEDITIONARY SEA-BASED SITES

1.4 MISSION ESSENTIAL TASK (MET) TO SIX FUNCTIONS OF MARINE AVIATION.

AVIATION OPERATIONS SPECIALIST (7041)
MISSION ESSENTIAL TASK LIST (METL)
CORE

MET	ABBREVIATION	SIX FUNCTIONS OF MARINE AVIATION					
		OAS	ASPT	AAW	EW	CoA&M	AerRec
MCT 1.3.3	AVOPS	X	X	X	X	X	X
MCT 4.6.3	AFLDS	X	X	X	X	X	X
MCT 5.3.1.2	EXTC2					X	
CORE PLUS							
MCT 1.3.3.3.1	AEOPS	X	X	X	X	X	X

      1.5 <u>MET TO CORE/MISSION/CORE PLUS SKILL MATRIX</u>. Depicts the relationship between a MET and each Core/Mission/Core Plus skill associated with the MET for readiness reporting and resource allocation purposes.

AVIATION OPERATIONS SPECIALIST CORE/MISSION/COREPLUS SKILL TO MISSION ESSENTIAL TASK (MET) MATRIX													
MCT	2000 PHASE												
	CORE SKILL												
	SQDCL	SQDOC	MAGCL	MAGOC	WNGCL	WNGOC	AFFCD	AFFCS	AFCCH	AFOCH	AFSCH	MCICL	MCIOC
MCT 1.3.3	X	X	X	X	x	x							
MCT 4.6.3							x	x	x	x	x	x	x
MCT 1.3.3.3.1	X	X	X	X									
MCT 5.3.1.2			X	X									
MCT	3000 PHASE												
	MISSION SKILL												
	SQDCL	SQDOC	MAGCL	MAGOC	WNGCL	WNGOC	AFFCD	AFFCS	AFCCH	AFOCH	AFSCH	MCICL	MCIOC
MCT 1.3.3	X	X	X	X	x	x							
MCT 4.6.3							x	x	x	x	x	x	x
MCT 1.3.3.3.1	X	X	X	X									
MCT 5.3.1.2			X	X									
MCT	4000 PHASE												
	CORE PLUS SKILL												
	SQDCL	SQDOC	MAGCL	MAGOC	WNGCL	WNGOC	AFFCD	AFFCS	AFCCH	AFOCH	AFSCH	MCICL	MCIOC
MCT 5.3.2.7	X	X	X	X	X	X							
MCT 5.3.2.7.5							X	X	X	X	X		X
MCT 1.3.3.3.1	X	X	X	X									

1.6 <u>MISSION ESSENTIAL TASKS (MET) OUTPUT STANDARDS</u>.

AVIATION OPERATIONS SPECIALIST (7041)			
CORE MET OUTPUT STANDARDS			
MET	ABBREVIATION	OUTPUT STANDARDS	OUTPUT HOURS (PER DAY SUSTAINED FOR 90 DAYS)

			MAX HRS PER CREW	HRS PER DAY	TOTAL NUMBER OF CREWS
MCT 1.3.3	AVOPS	Conduct aviation operations from forward operating bases(FOBs)	8	24	3
		Establish and conduct aviation operations from forward expeditionary land bases			
		Conduct aviation operations from carriers (as an integral part of carrier air groups)			
		Establish and conduct aviation operations from Forward Operating Bases (FOBs)			
MCT 4.6.3	AFLDS	Provide expeditionary airfield as required.	8	24	3
		Coordinate and manage airspace.			
		Provide aviation fueling services.			
		Provide Flight Planning Services.			
		Provide Operational Support Airlift (OSA) services.			

MCT					
		Outlying airfields manned/equipped to support tenant missions as required.			
		Providing Transient Services.			
MCT 5.3.1.2	MAGOC/CL	Able to manage and monitor the status of MAG air assets.	12	24	2
		Able to manage the execution of MAG air assets.			
		Able to monitor and direct subordinate units in the execution of their tasks and coordination with external agencies.			
CORE PLUS					
MCT 1.3.3.3.1	AEOPS	Conduct aviation support operations from amphibious platforms.	12	24	2

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

Note 2: Units will only report against the MCT that they are responsible for. The MAW is responsible for MCT 1.3.3, MCIEAST, MCIWEST and Stations are responsible for MCT 4.6.3, and the MEU ACE are responsible for MCT 1.3.3.3.1. This does not negate a 7041 assigned to a unit other than listed previously from training in accordance with this manual.

1.7 CORE MODEL MINIMUM REQUIREMENT (CMMR) SKILLS PROFICIENCY REQUIREMENTS. The CMMR is the optimum number of crew personnel, per crew position, to be trained per stage as detailed below.

AOS CMMR CREWS 7041		
CMMR POSITIONS	CHIEF	CLERK
HMLA/HMH/VMA/MAWTS-1	1	2
VMFA/VMFA(AW)/VMM/VMR/VMX/VMMT/HMLA-773/HMHT-302	1	1
VMGR	1	4

VMM-776/VMM-774/VMU/VMGR-234/VMGR-452	1	0
HMX-1	3	6
HMLA(T)-303/ VMFA-211/VMFA-121	1	3
VMAQ	1	1
VMFA(T101)	1	8
VMU-4/HMH-772(-)	0	1
VMA(T)-203	1	7
VMFA(T)-501	1	5
HQTRS MAG	1	4
HQTRS MAG 49	0	3
HQTRS MAG 24	1	3
MAW 1ST/2ND/3RD	3	8
MAW 4TH	1	5
MCAS CAMPEN/MCAS KANEOHE BAY	1	5
MCAF QUANTICO	1	1
MCAS FUTENMA/MCAS BEAUFORT	1	6
MCAS CHERRY POINT/MCAS NEW RIVER	1	3
MCAS IWAKUNI	1	4
MCAS YUMA	2	10
MCAS MIRAMAR	1	8

THE TOTAL HERE REFLECT THE AGGRAGATE TOTAL FOR EACH POSITION FOR TWO TOTAL CREWS

1.8 <u>INSTRUCTOR DESIGNATIONS (5000 Phase)</u>.

AVIATION OPERATIONS SPECIALIST (7041)					
INSTRUCTOR DESIGNATIONS					
CMMR					
INSTRUCTOR DESIGNATIONS	SQUADRON	GROUP	WING	STATION	INSTALLATION
BASIC INSTRUCTOR	1	1	1	1	1
SENIOR INSTRUCTOR	1	1	1	1	1

1.9 REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS, AND DESIGNATIONS (RCQD) (6000 Phase).

AVIATION OPERATIONS SPECIALIST (7041)						
REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS, DESIGNATIONS (RCQD)						
CERTIFICATIONS	SQDN	GROUP	WING	AIRFIELD OPS	STATION OPS	MCI
Readiness Agent	X	X	X			
M-SHARP Admin	X	X	X	X	X	X
Watch Chief		X	X			
JALIS Validator					X	X
SharePT Admin	X	X	X	X	X	X
Airfield Manager				X	X	X
CP2C/BFT Admin		X	X			
QUALIFICATIONS	SQDN	GROUP	WING	AIRFIELD OPS	STATION OPS	MCI
WING OPERATIONS CLERK			X			
MAG OPERATIONS CLERK		X				
SQUADRON OPERATIONS CLERK	X					
MCI OPERATIONS CLERK						X
STATION OPERATIONS CLERK					X	
DISPATCHER				X		
SUPERVISOR				X		
DESIGNATIONS	SQDN	GROUP	WING	AIRFIELD OPS	STATION OPS	MCI
MCI OPERATIONS CHIEF						X
WING OPERATIONS CHIEF			X			
MAG OPERATIONS CHIEF		X				
SQUADRON OPERATIONS CHIEF	X					
AIRFIELD OPERATIONS CHIEF				X		
STATION OPERATIONS CHIEF					X	
FLIGHT CLEARANCE CHIEF				X		

POSITIONS WITH A NUMBER AND ASTERICK (*) DEPICT THE NEED FOR A TOTAL AMOUNT AS SHOWN BUT MAY COME FROM THE MOSs THAT HAVE THE NUMBER AND ASTERICK.

1.10 <u>APPENDIX A</u>. RESERVED FOR FUTURE USE.

CHAPTER 2

AVIATION OPERATIONS SPECIALIST (7041) / INDIVIDUAL TRAINING AND READINESS REQUIREMENTS

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CHAPTER 2

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

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

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

AVIATION OPERATIONS SPECIALIST (7041) TRAINING PROGRESSION MODEL							
	MCI OPS CLERK						MCI OPS CHIEF
	DISPATCHER	SUPERVISOR	FLIGHT CLEARANCE CHIEF		AIRFILED OPS CHIEF		STATION OPS CHIEF
			BI	**SI**			
	MAG OPS CLERK				MAG OPS CHIEF		
	SQUADRON OPS CLERK		SQUADRON OPS CHIEF				
AOS FORMAL SCHOOL	WING OPS CLERK						WING OPS CHIEF
6 WEEKS	1	2	3	4	6	8	10

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

2.2.1 Basic POI.

AVIATION OPERATIONS SPECIALIST (7041)		
BASIC POI		
WEEKS	PHASE OF INSTRUCTION	UNIT
6	CORE SKILL INTRODUCTION TRAINING	NAS MERIDIAN
26	CORE SKILL TRAINING	SQUADRON, MAG, MAW, STATION
74	MISSION SKILL TRAINING	SQUADRON, MAG, MAW, STATION
60	CORE PLUS	SQUADRON, MAG, MAW, STATION

2.2.2 Refresher POI.

AVIATION OPERATIONS SPECIALIST (7041)		
REFRESHER POI		
WEEKS	PHASE OF INSTRUCTION	UNIT
VARIES	CORE SKILL TRAINING	SQUADRON, MAG, MAW, STATION
VARIES	MISSION SKILL TRAINING	SQUADRON, MAG, MAW, STATION
VARIES	CORE PLUS TRAINING	SQUADRON, MAG, MAW, STATION

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

2.3 PROFICIENCY AND CURRENCY.

2.3.1 Event Proficiency. Event proficiency is defined as successful completion of the performance standard as determined by the instructor or evaluator. Event completion is predicated upon demonstrated proficiency. Once completed, it is logged in M-SHARP by entering the appropriate event code. M-SHARP automatically updates the event proficiency date to reflect the completion date.

2.3.2 Skill Proficiency. Proficiency is a measure of achievement of a specific skill. To attain individual skill proficiency, an individual must be simultaneously proficient in all events for that skill. Individuals may be attaining proficiency in some skills while maintaining proficiency in others.

2.3.2.1 Maintaining Skill Proficiency. Once attained, skill proficiency is maintained by executing those events which have a proficiency period (maintain events). Proficiency periods establish the maximum time between event demonstrations. Should proficiency be lost in any maintain event, for a specific skill, that skill proficiency is temporarily lost. Skill proficiency can be re-attained by again demonstrating proficiency in the event(s) that are not proficient. For flying communities, an individual shall complete delinquent events with a proficient instructor, crewman/flight lead as delineated by the T/M/S Syllabus Sponsor (see Chapter 3 of the Aviation Program Manual on specific instructor requirements for Low Altitude Flight, Night Systems, ACM, DM, DACM, DCM, FAC(A)).

2.3.2.2 Loss of Individual Skill Proficiency. Should an individual lose proficiency in all maintain events in a skill, the individual will be assigned to the Refresher POI for the skill. To regain skill proficiency, the individual must demonstrate proficiency in all R-coded events for the skill.

2.3.2.3 Loss of Unit Skill Proficiency. If an entire unit loses proficiency in an event, unit instructors shall regain proficiency by completing the event with an instructor from a like unit. If not feasible, the instructor shall regain proficiency by completing the event with another instructor. For flying communities, if a unit has only one instructor and cannot complete the event with an instructor from another unit, the instructor shall regain proficiency with another aircraft commander or as designated by the commanding officer.

2.3.2.4 Proficiency Status. Proficiency is a "Yes/No" status by skill assigned to an individual. When an individual attains and maintains Core Skill Proficiency (CSP), Mission Skill Proficiency (MSP), Core Plus Skill Proficiency (CPSP), or Mission Plus Skill Proficiency (MPSP), the individual may count towards CMMR or CMTS.

2.3.3 Skill Currency. Currency is a control measure used to provide an additional margin of safety based on exposure frequency to a particular skill and applies to all MOS's that must comply with NATOPS and OPNAV requirements. It is a measure of time since the last event demanding that specific skill. For example, currency determines minimum altitudes in rules of conduct based upon the most recent low altitude fly date. Specific currency requirements for aircrew individual type mission profiles can be found in Chapter 3 of the Aviation Program Manual.

2.4 REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS, AND DESIGNATIONS (RCQD) TABLES.
The table below delineates T&R Events required to be proficient or waived to attain Requirements, Certifications, Qualifications, and Designations. Waiving of all Required Events leading to a Requirement, Certification, Qualification, or Designation, is not allowed.

2.4.1 INSTRUCTOR DESIGNATIONS.

AVIATION OPERATIONS SPECIALIST (7041) INSTRUCTOR DESIGNATIONS (5000 Phase)	
INSTRUCTOR DESIGNATION	EVENTS
BASIC INSTRUCTOR (BI)	5000, 5010, 5020
SENIOR INSTRUCTOR (SI)	5000, 5010, 5020, 5100, 5110, 5120, 5130

2.4.2 <u>REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS AND DESIGNATIONS</u>.

AVIATION OPERATIONS SPECIALIST (7041) REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS, AND DESIGNATIONS (RCQD) (6000 Phase)	
QUALIFICATIONS	EVENTS
SQUADRON OPS CLERK (SQDCL)	2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014, 2016, 2016, 2018, 2020, 2022, 2024, 2026, 2028, 2030, 2032, 3050, 3052, 3054, 3056, 3058, 3060, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028
MAG OPS CLERK (MAGCL)	2100, 2102, 2104, 2106, 2108, 2110, 2112, 2114, 3130, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028
WING OPS CLERK (WNGCL)	2200, 2202, 2204, 2206, 2208, 2210, 2212, 2214, 3230, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028
MCI OPS CLERK (MCICL)	2600. 2602. 2604. 2606. 2608, 2610, 2612, 2614, 3520, 3522, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028
AIRFIELD DISPATCHER (AFFCD)	2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316, 2318, 3300, 3302, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028
AIRFIELD SUPERVISOR (AFFCS)	3310, 3312, 3314, 3316, 3318, 3320, 3322, 3324, 3326, 3328, 3330, 3332, 3334, 3336, 3338, 3340, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028
DESIGNATIONS	EVENTS
WING INSPECTOR	Complete requirements in accordance with local Wing Inspector General SOP.
FLIGHT CLEARANCE CHIEF (AFCCH)	3350, 3352, 3354, 3356, 3358, 3360, 3362, 3364, 3366, 3368, 3370, 3372, 3374, 3376, 3378, 3380, 3382, 3384, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028
SQUADRON OPS CHIEF (SQDOC)	3000, 3002, 3004, 3006, 3008, 3010, 3012, 3014, 3016, 3018, 3020, 3022, 3024, 3026, 3028, 3030, 3032, 3034, 3038, 3040, 6000, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067
MAG OPS CHIEF (MAGOC)	3100, 3102, 3104, 3106, 3108, 3110, 3114, 3116, 3118, 6002, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088
AIRFIELD OPS CHIEF (AFOCH)	3404, 3406, 3408, 3410, 3412, 3414, 3416, 3418, 3420, 3422, 3424, 3426, 6008. 6010, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028
STATION OPS CHIEF (AFSCH)	3450, 3452, 3454, 3456, 3458, 3460, 3462, 3464, 3466, 3468, 3470, 3472, 3474, 3476, 6008, 6010, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

WING OPS CHIEF (WNGOC)	3200, 3202, 3204, 3206, 3208, 3210, 3212, 3214, 3216, 3218, 6004, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088
MCI OPS CHIEF (MCIOC)	3500, 3502, 3504, 3506, 3508, 6008, 6010, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088
BASIC INSTRUCTOR (BI)	5000, 5010, 5020
SENIOR INSTRUCTOR (SI)	5100, 5110, 5120, 5130, 6320

2.5 SYLLABUS NOTES.

2.5.1 Environmental Conditions Matrix.

Environmental Conditions	
Code	Meaning
D	Shall be conducted during hours of daylight: (by exception - there is no use of a symbol).
N	Shall be conducted during hours of darkness, may be aided or unaided.
(N)	May be conducted during darkness. If conducted during hours of darkness; may be aided or unaided.
Note – If the event is to be conducted in the simulator, the Instructor shall ensure the proper environmental conditions are set for the event.	

2.5.2 Device Matrix.

DEVICE	
Symbol	Meaning
L	Event shall be conducted live (conducted in the field/garrison, during an exercise, etc.). Requires live (non-simulated) execution of the event.
L/S	Event performed live preferred/simulator optional.
S/L	Event performed in simulator preferred/live optional.
G	Ground/academic training. May include distance learning, Computer Based Training, lectures, and self-paced training.
Note – If the event is to be flown in the simulator the Simulator Instructor shall set the desired environmental conditions for the event.	

2.5.3 Program of Instruction Matrix.

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

2.5.4 Event Terms.

EVENT TERMS	
TERM	DESCRIPTION
Discuss	An explanation of systems, procedures, or tactics during the brief, exercise, or debrief. Student is responsible for knowledge of procedures.
Demonstrate	The description and performance of a particular event by the instructor, observed by the student. The student is responsible for knowledge of the procedures prior to the demonstration of a required event.
Introduce	The instructor may demonstrate a procedure or event to a student, or may coach the student through the maneuver without demonstration. The student performs the procedures or maneuver with coaching as necessary. The student is responsible for knowledge of the procedures.
Practice	The performance of a maneuver or procedure by the student that may have been previously introduced in order to attain a specified level of performance.
Review	Demonstrated proficiency of an event by the student.
Evaluate	Any event designed to evaluate team/crew standardization that does not fit another category.

2.6 ACADEMIC PHASE (0000).

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

2.6.2 General.

2.6.2.1 Admin Notes.

2.6.2.2 Prerequisites.

    1. Must possess a CL score of 100 or higher.

    2. Must possess a secret security clearance.

    3. Must be a U.S. citizen.

    4. Additional information may be found in the MOS manual, MCO 1200.17_.

2.6.2.3 Stages.

2.7 CORE SKILL INTRODUCTION PHASE (1000).

2.7.1 Purpose. To provide entry level instruction to develop the basic skills necessary to become a MOS 7041 Aviation Operations Specialist.

2.7.2 General.

2.7.2.1 Admin Notes. None.

2.7.2.2 Prerequisite. Meet the requirement delineated in the MOS Manual (MCBul 1200).

2.7.2.3 <u>Stages</u>. The following stages are included in the Core Skill Introduction Phase of training.

PAR NO.	STAGE NAME	PAGE NUMBER
2.7.3	MARINE AVIATION OPERATIONS SPECIALIST (MAOS) STAGE	2-8

2.7.3 <u>MARINE AVIATION OPERATIONS SPECIALIST (MAOS) STAGE</u>.

2.7.3.1 <u>Purpose</u>. To provide entry-level instruction to develop the basic skills necessary to configure and setup communications equipment, conduct preventive maintenance and limited technical inspections on assigned equipment. This training phase is complete upon graduation from the Aviation Operations Specialist Course when the Marine is designated MOS 7041, Aviation Operations Specialist.

2.7.3.2 <u>General</u>.

    <u>Prerequisites</u>. None.

    <u>Administrative Notes</u>. None.

    <u>Crew Requirements</u>. None.

<u>MAOS-1100</u>   *   B   (N)   G

    <u>Goal</u>. Introduce to the Flight Hour Program.

    <u>Requirement</u>. With the aid of reference, the trainee will identify the purpose of the FHP.

    <u>Performance Standard</u>. Pass Exam.

    <u>Instructor</u>. FLC Instructor

    <u>Prerequisite</u>. None.

    <u>External Syllabus Support</u>. None.

    <u>Reference</u>.
    1. MCO 3125.1B; FHP Management

<u>MAOS-1101</u>   *   B   (N)   G

    <u>Goal</u>. Introduce the trainee to Marine Corps Aviation structure.

    <u>Requirement</u>. With the aid of references, the trainee will identify the structure of Marine Corps Aviation.

    <u>Performance Standard</u>. Pass Exam.

    <u>Instructor</u>. FLC Instructor

    <u>Prerequisite</u>. None.

    <u>External Syllabus Support</u>. None.

    <u>Reference</u>.
    1. MCRP 1-10.1; Organization of Marine Corps Forces
    2. MCWP 3-20; Aviation Operations
    3. NAVAIRINST 13100.16; Designating and Naming Defense Military Aerospace Vehicles

4. MCAS Facility Manual and Airfield Operations Manual.

MAOS-1102   *   B   (N)   G

Goal. Introduce the trainee to Marine Corps Air Station structure.

Requirement. With the aid of references, the trainee will identify the structure of Marine Corps Air Station (MCAS).

Performance Standard. Pass Exam.

Instructor. FLC Instructor

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual
2. DoD Flight Planning-General Flight Planning (GP)
3. FAA JO 7110.10_
4. MCAS Facility Manual and Airfield Operations Manual.

MAOS-1103   *   B   (N)   G

Goal. Introduce the trainee to Airfield Operations skills.

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

1. Identify the parts of a Julian date and convert Date-Time-Groups.
2. Identify the process and procedures for processing Notices to Airmen (NOTAM).
3. Identify the process and procedures for Military Flight Plan (Department of Defense (DD) form 175 & 1801).
4. Identify the process and procedures for overdue aircraft (A/C).

Performance Standard. Pass Exam.

Instructor. FLC Instructor

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual
2. DoD Flight Planning-General Flight Planning (GP)
3. FAA JO 7110.10_
4. MCAS Facility Manual and Airfield Operations Manual.

MAOS-1104   *   B   (N)   G

Goal. Prepare Naval correspondence.

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

1. Prepare a standard Naval letter.

2. Prepare a separate page endorsement.
3. Prepare a Marine Corps directive.
4. Prepare a standard Naval message.

Performance Standard. Pass Exam.

Instructor. FLC Instructor

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual
5. MCO 3504.2A; OPREP-3 Reporting
6. NTP 3; Telecommunications Users Manual

MAOS-1105   *   B   (N)   G

Goal. Introduce the trainee to Flight Planning tasks.

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

1. Identify the purpose of aeronautical publications.

Performance Standard. Pass Exam.

Instructor. FLC Instructor

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. MCO 1326.2G; Administration of Temporary Flight Orders
2. NAVMC 3500.14D; Aviation T&R Program
3. FLIP Handbook
4. CNAF M-3710.7; NATOPS Manual

MAOS-1106   *   B   (N)   G

Goal. Introduce the trainee to Naval Flight Records.

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

1. Identify the purpose of a Naval Flight Record (NAVFLIR).
2. Identify the components of a NAVFLIR.
3. Complete a NAVFLIR in M-SHARP.

Performance Standard. Pass Exam.

Instructor. FLC Instructor

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual
2. M-SHARP User's Manual.

MAOS-1107   *   B   (N)   G

Goal. Introduce the trainee to Marine - Sierra Hotel Aviation Readiness Program (M-SHARP).

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

1. Identify the purpose of M-SHARP.
2. Identify the purpose and procedures for M-SHARP reports.
3. Identify the purpose and procedures for creating a flight schedule in M-SHARP.
4. Identify the purpose of personnel management within M-SHARP.
5. Identify the reports to audit, log, and track daily flight hours.

Performance Standard. Pass Exam.

Instructor. FLC Instructor

Prerequisite. None.

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. M-SHARP User's Manual.

MAOS-1108   *   B   (N)   G

Goal. Introduce the trainee to the Aviators Flight Logbook.

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

1. Identify the process and procedures for utilizing the Aviators Flight Logbook.

Performance Standard. Pass Exam.

Instructor. FLC Instructor

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

MAOS-1109   *   B   (N)   G

Goal. Introduce the trainee to Naval Air Training and Operating Procedures Standardization (NATOPS).

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

    1. Identify the components of a NATOPS evaluation form.
    2. Identify the components of a NATOPS instrument rating form.

Performance Standard. Pass Exam.

Instructor. FLC Instructor

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

2.8 CORE SKILL TRAINING (2000)

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

2.8.2 General.

2.8.2.1 Admin Notes. None.

2.8.2.2 Prerequisite. None.

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

PAR NO.	STAGE NAME	PAGE NUMBER
2.8.3	SQUADRON OPERATIONS CLERK (SQDCL)	2-12
2.8.4	MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL)	2-20
2.8.5	MARINE AIRCRAFT WING OPERATIONS CLERK (WNGCL)	2-24
2.8.6	MARINE CORPS INSTALLATION OPERATIONS CLERK (MCICL)	2-28
2.8.7	AIRFIELD DISPATCHER (AFFCD)	2-32

2.8.3 SQUADRON OPERATIONS CLERK (SQDCL).

2.8.3.1 Purpose. These Core Skills are intended to develop basic knowledge and comprehension of the principles and concepts of providing and maintaining support to Squadron Operations.

2.8.3.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

SQDCL-2000   28.0   *   B, R   (N)   L

Goal. Complete MarineNet Microsoft Office Training.

Requirement. Completed courses:

1. Complete Word MarineNet (Course WD2010ZZZZ)
2. Complete Excel MarineNet (Course XL2010ZZZZ)
3. Complete PowerPoint MarineNet (Course PW201000ZZ)
4. Microsoft Office 2013: Advanced Outlook (Skillsoft Course)

Performance Standard. Complete prescribed courses with greater than 80 percent.

Instructor. BI

Prerequisite. None

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

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

Local Microsoft Office training classes.

Reference.
1.   MarineNet Courses.
2.   Microsoft Help Manuals

SQDCL -2002   15.0   *   B,R   (N)   G

Goal. Demonstrate proper use of electronic and hard copy filing procedures.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, standardize an electronic data management system.

1. Establish Record Category Name.
2. Establish Record Category Identifier.
3. Establish Disposition Instructions and Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. Local G/S-1

Reference.
1. DoDI 5015.2; DoD Records Management Program
2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

SQDCL -2004   16.0   *   B,R   (N)   L/S

Goal. Compose a Letter of Instruction.

Requirement. Complete the following:

1. Assign the correct Standard Subject Identification Code (SSIC).
2. Create a Letter of Instruction.
3. Determine appropriate abbreviations.
4. Submit typed correspondence for review and signature.

    5. Route and file completed correspondence as required.

    <u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0

    <u>Instructor</u>. BI

    <u>Prerequisite</u>. MarineNet Correspondent Procedures.

    <u>External Syllabus Support</u>. None.

    <u>Reference</u>.
    1. SECNAV M-5216.5; Correspondence Manual
    2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
    3. MCO P5215.1K; Directives Management
    4. SECNAV M-5210.2; SSIC Manual

SQDCL -2006   18.0   *   B, R   (N)   L/S

    <u>Goal</u>. Compose a Naval Message

    <u>Requirement</u>. With the aid of reference while utilizing the AMHS program complete the following:

    1. Accurately format a draft message.
    2. Navigate Plain Language Address Directory
    3. Determine classification
    4. Identify Priority Codes
    5. Print message for review and approval
    6. Validate Message
    7. Send to Releaser

    <u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0

    <u>Instructor</u>. BI

    <u>Prerequisite</u>. Complete Marine Corps Enterprise Network (MCEN) requirements

    <u>External Syllabus Support</u>. AMHS TELOS CBT Training

    <u>References.</u>
    1. MCO 3504.2A; OPREP-3 Reporting
    2. NTP 3; Telecommunications Users Manual
    3. AMHS User's Manual

SQDCL -2008   3.0   90   B, R, M   (N)   G

    <u>Goal</u>. Describe handling and storage of classified material.

    <u>Requirement</u>. State the following:

    1. Different levels of classification.
    2. Marking requirements for each level of classification.
    3. Marking the Two-Person Integrity (TPI) rule.
    4. Storage procedures for each level of classification.
    5. Transportation requirements for classified material.
    6. Sections of the SF-702.
    7. Approved security containers utilized for storage.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None

External Syllabus Support. None

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

SQDCL -2010   5.0   180   B, R, M   (N)   L/S

Goal. Maintain Aviation Flight Publications.

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

1. Identify unit's Department of Defense Activity Address Code (DODAAC).
2. Identify required pubs charts and supplies and effective dates.
3. Identify procedures for non-standard orders based upon unit TEEP.
4. Identify ordering procedures.
5. Maintain inventory log of required publications, charts, and supplies.
6. Report inventory discrepancies to designated official.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. Defense Logistics Agency (DLA) Chart Procurement Course

References.
1. General Planning 1, Chapter 3
2. FLIP Handbook
3. DLA User's Manual

SQDCL -2012   4.0   180   B, R, M   (N)   G

Goal. Define Operations Terms and Graphics.

Requirement. With the aid of references, identify the following:

1. Marine Corps ground structure.
2. Operational symbols for units and installations.
3. Symbols used for size of units.
4. Basic weapon symbols.
5. Tactical control measures
6. Tactical tasks.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. Operations Terms and Graphics (B130836).

Reference.
1. MIL-STD-2525

SQDCL -2014   20.0   *   B, R   (N)   L/S

Goal. Define requirements for inputting a daily flight schedule.

Requirement. With the aid of the reference, and required documents for inputting a daily flight schedule into M-SHARP:

1. Define usage of current Flight Hours Program (FHP).
2. Define usage of Environmental data.
3. Define usage of HOTboards.
4. Define usage of 30-60-90.
5. Define usage of Weekly.
6. Define usage of Snivals.
7. Define usage of Aviation Material Status Readiness Report (AMSRR).
8. Define usage of Ground Events.
9. Define usage of Review Process.
10. Define usage of Risk Management Worksheet.
11. Define usage of Questions of the day (QOTD).
12. Define usage of Duties.
13. Define usage of General Notes (As required).

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

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

Reference.
1. M-SHARP User Manual

SQDCL -2016   8.0   180   B, R, M   (N)   L/S

Goal. Record daily flight transactions in an Aviators Flight Logbook.

Requirement. Given the reference, validated NAVFLIR, and Aviators Flight Logbook, record the following:

1. Flight time.
2. Night Vision Goggle (NVG) time.
3. Model Number.
4. Bureau Number (BUNO).
5. Total Mission Requirement (TMR) code.

Performance Standard.   Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

SQDCL -2018   16.0   180   B, R, M   (N)   L/S

Goal. Audit daily logbook entries for accuracy.

Requirement. With the use of references and given an Aviators Flight Logbook, audit daily flight hours and sorties in the appropriate logbook.

1. Ensure accuracy of Flight time is being logged.
2. Ensure accuracy of Night Vision Goggle (NVG) time is being logged.
3. Ensure that "TOTAL THIS PAGE" is used if more than 19 flights are flown.
4. Ensure that when "TOTAL THIS PAGE" is being used on the previous page, that totals are being posted on the next page.
5. Ensure for months that are not flown, "No flights (month/year) through (month/year)" or equivalent being used.
6. Ensure full model designation and full aircraft bureau number is being used.
7. Ensure that the "KIND OF FLIGHT" (TMR code) match the code entered on the flight record.
8. Ensure Aviators Flight Logbooks are validated against Monthly Individual Flight Activity Reports (MIFARS).
9. Ensure the aircrew and the Commanding Officer or authorized deputy signed the appropriate page.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2016

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

SQDCL -2020   16.0   180   B, R, M   (N)   L/S

Goal. Perform closeout of Aviators Flight Logbook.

Requirement. With the use of references and given an Aviators Flight Logbook, complete the following:

1. Close out prior logbook.
2. Transfer required data from previous logbook into subsequent logbook.
3. Ensure Aviators Flight Logbooks are validated against MIFARS.
4. Ensure the aircrew and the Commanding Officer or authorized deputy signed the appropriate page.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2016, 2018

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

SQDCL -2022   8.0   365   B, R, M   (N)   L/S

Goal. Identify the requirements for Master Flight File Certification.

Requirement. With the use of references and given complete the following:

1. Identify the requirements that attest to accuracy, clarity, and completeness of the records.
2. Identify items of historical interest.
3. Identify an itemization of unusual events.
4. Identify mishaps.
5. Identify missing data.
6. Identify nonstandard abbreviations or codes.
7. Identify any combat time during the period.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

SQDCL -2024   8.0   365   B, R, M   (N)   L/S

Goal. Maintain Master Flight Files.

Requirement. With the use of references and given appropriate materials complete the following:

1. Ensure master flight file binder is handwritten in indelible ink, identifying activity, location, and monthly interval.
2. File NAVFLIR source documents by chronological order, ensuring that NAVFLIRs are separated by month, location of aircraft, peace time and war time.
3. Prepare a master flight files certification letter for each folder ensuring its place at the top of the NAVFLIRs.
4. Maintain the master flight files for three years.
5. Maintain shipping boxes for submission to Naval Records Archive Center.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2002, 2022

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

Reference.
1. CNAF M-3710.7; NATOPS Manual
2. DoDI 5015.2; DoD Records Management Program
3. MCO 5210.11F; USMC Records Management Program
4. NAVMC DIR 5210.11E; Marine Corps Records Management Program

SQDCL -2026   4.0   180   B, R, M   (N)   L/S

Goal. Audit and correct NAVFLIRs.

Requirement. With the use of references, audit and correct NAVFLIR in M-SHARP by completing the following:

1. Ensure all previous days NAVFLIRs are completed.
2. Audit NAVFLIRs for accuracy.
3. Review corrected flight schedule with master flight schedule.
4. Make necessary corrections to NAVFLIRs.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None

External Syllabus Support. None

References.
1. CNAF M-3710.7; NATOPS Manual
2. COMNAVAIRFORINST 4790.2C; Naval Aviation Maintenance Program

SQDCL -2028   30.0   180   B, R, M   (N)   L

Goal. Prepare friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations:

1. Distinguish friendly unit locations.
2. Distinguish friendly planned maneuvers.
3. Describe Operational Environment
4. Utilize operational terms and graphics
5. Distinguish patrols and security operations.
6. Utilize specific Air Tasking Order if available.
7. Identify unit supported movements, missions and operations.
8. Develop a brief in appropriate medium containing requirements 1-7.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2012

External Syllabus Support. None.

Reference.

      1. MIL-STD-2525
      2. MCWP 5-10; Marine Corps Planning Process
      3. MCWP 3-20F.5; Direct Air Support Center Handbook

SQDCL -2030   4.0   180   B, R, M   (N)   G

    Goal. Define the requirements of FHP and Unit's SBTP.

    Requirement. Without the aid of references, complete the following:

    1. Identify requirements for FHP and unit SBTP's.
    2. Distinguish difference between CCRM and ACCRM

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. None.

    External Syllabus Support. None.

    Reference.
    1. MCO 3125.1B; FHP Management

SQDCL -2032   8.0   *   B, R   (N)   L

    Goal. Identify Range Scheduling Procedures.

    Requirement. With the aid of references, describe the process to schedule a range by performing the following steps:

    1. Identify operating areas, ranges, and routes.
    2. Process range operations usage requests.
    3. Enter requests into range management system.
    4. Coordinate with outside agencies.

    Performance Standard. Complete all tasks with an overall grade of 3.0.

    Instructor. BI

    Prerequisite. None.

    External Syllabus Support. None.

    References.
    1. Local Range and Operating Area Orders.

2.8.4 MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL).

2.8.4.1 Purpose. These Core Skills are intended to develop basic knowledge and comprehension of the principles and concepts of providing and maintaining essential support to the MAG and subordinate units.

2.8.4.2 General.

    Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

MAGCL-2100   28.0   *   B   (N)   L

Goal. Complete Microsoft Office Training.

Requirement. Completed courses:

1. Complete WD2010ZZZZ (MarineNet)
2. Complete XL2010ZZZZ (MarineNet)
3. Complete PW201000ZZ (MarineNet)
4. Microsoft Office 2013: Advanced Outlook (Skillsoft)

Performance Standard. Complete prescribed courses with greater than 80 percent.

Instructor. BI

Prerequisite. None.

External Syllabus Support. Local Microsoft Office training classes.

Reference.
1. MarineNet Courses.
2. Microsoft Help Manuals
3. http://office.microsoft.com/en-us/support/training-FX101782702.aspx
4. http://www.gcflearnfree.org/computer

MAGCL -2102   15.0   *   B   (N)   G

Goal. Demonstrate use of electronic and hard copy filing procedures.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, standardize an electronic data management system.

1. Establish Record Category Name.
2. Establish Record Category Identifier.
3. Establish Disposition Instructions and Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2100, Record Management (MarineNet Course #)

External Syllabus Support. None.

Reference.
1. DoDI 5015.2; DoD Records Management Program
2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

MAGCL-2104   16.0   *   B   (N)   L/S

Goal. Compose a Letter of Instruction.

Requirement. Complete the following:

1. Assign the correct Standard Subject Identification Code (SSIC).
2. Create a Letter of Instruction.
3. Determine appropriate abbreviations.
4. Submit typed correspondence for review and signature.
5. Route and file completed correspondence as required.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2100, 2102

External Syllabus Support. None.

Reference.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

MAGCL -2106   18.0   *   B, R   (N)   L/S

Goal. Prepare a Naval Message

Requirement. With the aid of reference release a standard Naval Message by completing the following:

1. Create a draft message.
2. Determination classification
3. Print message for review.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. Complete Marine Corps Enterprise Network (MCEN) requirements.

External Syllabus Support. AMHS CBT Training.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

MAGCL -2108   3.0   90   B, R, M   (N)   G

Goal. Describe handling and storage of classified material.

Requirement. State the following:

1. Different levels of classification.
2. Marking requirements for each level of classification.
3. Two-Person Integrity (TPI) rule.
4. Storage procedures for each level of classification.

5. Transportation requirements for classified material.
6. Sections of the SF-702.
7. Approved security containers utilized for storage.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. Derivative Classification Security Training, Education and Professionalization Portal Course Number IF103.16

External Syllabus Support. https://www.stepp.dss.mil

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

MAGCL -2110   4.0   *   B, R   (N)   G

Goal. Define the requirements of FHP and Unit's SBTP

Requirement. Without the aid of references, complete the following:

1. Identify requirements for FHP and unit SBTP's.
2. Distinguish difference between CCRM and ACCRM

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. MCO 3125.1B; FHP Management

MAGCL -2112   4.0   *   B, R   (N)   G

Goal. Define Operations Terms and Graphics.

Requirement. With the aid of references, identify the following:

1. Marine Corps ground structure.
2. Operational symbols for units and installations.
3. Symbols used for size of units.
4. Basic weapon symbols.
5. Tactical control measures
6. Tactical tasks.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. Operations Terms and Graphics (B130836).

Reference.
1. MIL-STD-2525

MAGCL -2114   30.0   365   B, R, M   (N)   L/S

Goal. Prepare friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations:

1. Distinguish friendly unit locations.
2. Distinguish friendly planned maneuvers.
3. Describe Operational Environment.
4. Utilize operational terms and graphics.
5. Distinguish patrols and security operations.
6. Utilize specific Air Tasking Order if available.
7. Identify unit supported movements, missions and operations.
8. Develop a brief in appropriate medium containing requirements 1-7.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2112.

External Syllabus Support. None.

Reference.
1. MIL-STD-2525
2. MCWP 5-10; Marine Corps Planning Process
3. MCWP 3-20F.5; Direct Air Support Center Handbook

2.8.5 MARINE AIRCRAFT WING OPERATIONS CLERK (WNGCL).

2.8.5.1 Purpose. These Core Skills are intended to develop basic knowledge and comprehension of the principles and concepts of providing and maintaining essential support to the Wing.

2.8.5.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

WNGCL-2200   28.0   *   B   (N)   L

Goal. Complete MarineNet Microsoft Word.

Requirement. Completed MarineNet course.

1. Complete Word MarineNet (Course WD2010ZZZZ)
2. Complete Excel MarineNet (Course XL2010ZZZZ)
3. Complete PowerPoint MarineNet (Course PW201000ZZ)
4. Microsoft Office 2013: Advanced Outlook (Skillsoft Course)

Performance Standard. Complete prescribed courses with greater than 80 percent.

Instructor. BI

Prerequisite. None.

External Syllabus Support.
1. http://office.microsoft.com/en-us/support/training-FX101782702.aspx
2. http://www.gcflearnfree.org/computer/.
3. Local Microsoft Office training classes.

References.
1. MarineNet Courses.
2. Microsoft Help Manuals

WNGCL-2202   15.0   *   B   (N)   G

Goal. Demonstrate use of electronic and hard copy filing procedures.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, standardize an electronic data management system.

1. Establish Record Category Name.
2. Establish Record Category Identifier.
3. Establish Disposition Instructions and Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. Local G/S-1

Reference.
1. DoDI 5015.2; DoD Records Management Program
2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

WNGCL-2204   16.0   *   B   (N)   L/S

Goal. Compose a Letter of Instruction.

Requirement. Complete the following:

1. Assign the correct Standard Subject Identification Code (SSIC).
2. Create a Letter of Instruction.
3. Determine appropriate abbreviations.
4. Submit typed correspondence for review and signature.
5. Route and file completed correspondence as required.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2100.

External Syllabus Support. None.

Reference.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

WNGCL-2206   18.0   *   B, R   (N)   L/S

Goal. Prepare a Naval Message.

Requirement. With the aid of reference release a standard Naval Message by completing the following:

1. Create a draft message.
2. Determination classification
3. Print message for review.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. Complete Marine Corps Enterprise Network (MCEN) requirements.

External Syllabus Support. AMHS CBT Training.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

WNGCL-2208   3.0   *   B, R   (N)   G

Goal. Describe handling and storage of classified material.

Requirement. State and identify the following:

1. State the different levels of classification.
2. State the marking requirements for each level of classification.
3. State the Two-Person Integrity (TPI) rule.
4. State storage procedures for each level of classification.
5. Identify transportation requirements for classified material.
6. State the sections of the SF-702.
7. Identify the approved security containers utilized for storage.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

References.

1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

WNGCL-2210   10.0   *   B, R   (N)   L

Goal. Define the requirements of Flight Hour Plan (FHP) and Unit's Sortie Based Training Plan (SBTP).

Requirement. Without the aid of references, complete the following:

1. Identify requirements for FHP and unit SBTP's.
2. Distinguish difference between CCRM and ACCRM

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. MCO 3125.1B; FHP Management

WNGCL-2212   4.0   *   B, R   (N)   G

Goal. Define Operational Terms and Graphics.

Requirement. With the aid of references, identify the following:

1. Marine Corps ground structure.
2. Operational symbols for units and installations.
3. Symbols used for size of units.
4. Basic weapon symbols.
5. Tactical control measures
6. Tactical tasks.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. MIL-STD-2525
2. Operations Terms and Graphics (B130836).

WNGCL-2214   30.0   365   B, R, M   (N)   L/S

Goal. Prepare friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations:

1. Distinguish friendly unit locations.
2. Distinguish friendly planned maneuvers.

3. Describe Operational Environment
4. Utilize operational terms and graphics
5. Distinguish patrols and security operations.
6. Utilize specific Air Tasking Order if available.
7. Identify unit supported movements, missions and operations.
8. Develop a brief in appropriate medium containing requirements 1-7.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2150

External Syllabus Support. None.

Reference.
1. MIL-STD-2525
2. MCWP 5-10; Marine Corps Planning Process
3. MCWP 3-20F.5; Direct Air Support Center Handbook

2.8.6 MARINE CORPS INSTALLATION OPERATIONS CLERK (MCICL).

2.8.6.1 Purpose. These Core Skills are intended to develop basic knowledge and comprehension of the principles and concepts of providing and maintaining essential support to the MCI and subordinate units.

2.8.6.2 General

Prerequisite. None.

Admin Notes. None.

Crew Requirements. None.

MCICL-2600   28.0   *   B   (N)   L

Goal. Complete MarineNet Microsoft Office Training.

Requirement. Completed courses:

1. Complete Word MarineNet (Course WD2010ZZZZ).
2. Complete Excel MarineNet (Course XL2010ZZZZ).
3. Complete PowerPoint MarineNet (Course PW201000ZZ).
4. Microsoft Office 2013: Advanced Outlook (Skillsoft Course).

Performance Standard. Complete prescribed courses with greater than 80 percent.

Instructor. BI

Prerequisite. None.

External Syllabus Support. Local Microsoft Office training classes.

Reference.
1. MarineNet Courses.
2. Microsoft Help Manuals.
3. http://office.microsoft.com/en-us/support/training-FX101782702.aspx.

4. http://www.gcflearnfree.org/computer/.

MCICL-2602   15.0   *   B, R   (N)   G

Goal. Demonstrate use of electronic and hard copy filing procedures.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, standardize an electronic data management system.

1. Establish Record Category Name.
2. Establish Record Category Identifier.
3. Establish Disposition Instructions and Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. DoDI 5015.2; DoD Records Management Program
2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

MCICL-2604   16.0   *   B, R   (N)   L/S

Goal. Compose a Letter of Instruction.

Requirement. Complete the following:

1. Assign the correct Standard Subject Identification Code (SSIC).
2. Create a Letter of Instruction.
3. Determine appropriate abbreviations.
4. Submit typed correspondence for review and signature.
5. Route and file completed correspondence as required.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2600

External Syllabus Support. None.

Reference.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

MCICL-2606   18.0   *   B, R   (N)   L/S

Goal. Prepare a Naval Message.

Requirement. With the aid of reference release a standard Naval Message by completing the following:

1. Create a draft message.
2. Determination classification
3. Print message for review.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. Complete Marine Corps Enterprise Network (MCEN) requirements.

External Syllabus Support. AMHS CBT Training.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

MCICL-2608   3.0   *   B, R   (N)   G

Goal. Describe handling and storage of classified material.

Requirement. State and identify the following:

1. State the different levels of classification.
2. State the marking requirements for each level of classification.
3. State the Two-Person Integrity (TPI) rule.
4. State storage procedures for each level of classification.
5. Identify transportation requirements for classified material.
6. State the sections of the SF-702.
7. Identify the approved security containers utilized for storage.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

MCICL-2610   4.0   *   B, R   (N)   G

Goal. Define Operational Terms and Graphics.

Requirement. With the aid of references, identify the following:

1. Marine Corps ground structure.
2. Operational symbols for units and installations.
3. Symbols used for size of units.
4. Basic weapon symbols.
5. Tactical control measures

6. Tactical tasks.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support.

Reference.
1. MIL-STD-2525
2. Operations Terms and Graphics (B130836).

MCICL-2612   30.0   365   B, R, M   (N)   L/S

Goal. Prepare friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations:

1. Distinguish friendly unit locations.
2. Distinguish friendly planned maneuvers.
3. Describe Operational Environment.
4. Utilize operational terms and graphics.
5. Distinguish patrols and security operations.
6. Utilize specific Air Tasking Order if available.
7. Identify unit supported movements, missions and operations.
8. Develop a brief in appropriate medium containing requirements 1-7.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. MIL-STD-2525
2. MCWP 5-10; Marine Corps Planning Process
3. MCWP 3-20F.5; Direct Air Support Center Handbook

MCICL-2614   8.0   *   B, R   (N)   G

Goal. Identify Range Scheduling Procedures.

Requirement. With the aid of references, describe the process schedule a range by performing the following steps:

1. Identify operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

References.
1. Local Range and Operating Area Orders.

2.8.7   AIRFIELD DISPATCHER (AFFCD).

2.8.7.1   Purpose. These Core Skills are intended to develop basic knowledge and comprehension of the principles and concepts of providing and maintaining essential support to the airfield and transient aircraft.

2.8.7.2   General

Prerequisite. None.

Admin Notes. None.

Crew Requirements. None.

AFFCD-2300   28.0   *   B   (N)   L

Goal. Complete Microsoft Office Training.

Requirement. Completed courses:

1. Complete WD2010ZZZZ (MarineNet).
2. Complete XL2010ZZZZ (MarineNet).
3. Complete PW201000ZZ (MarineNet).
4. Microsoft Office 2013: Advanced Outlook (Skillsoft).

Performance Standard. Complete prescribed courses with greater than 80 percent.

Instructor. BI

Prerequisite. None

External Syllabus Support.

1. http://office.microsoft.com/en-us/support/training-FX101782702.aspx
2. http://www.gcflearnfree.org/computer/.
3. Local Microsoft Office training classes.

Reference.
1. MarineNet Courses.
2. Microsoft Help Manual

AFFCD-2302   5.0   *   B   (N)   G

Goal. Define airfield emergency procedures.

Requirement. Complete the following:

1. Identify crash phone procedures.

2. Identify agencies to be notified.
3. Identify higher headquarters to be notified.
4. Identify procedures to log the chronology of events.
5. Identify the purpose of conducting a surface check after an emergency.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. Local Airfield Operations Manual (AOM).

AFFCD-2304   8.0   *   B   (N)   G

Goal. Define Emergency Operations.

Requirement. With the aid of references, perform the following:

1. State procedures for declaring emergencies.
2. State the actions taken in the event of an emergency.
3. State procedures to coordinate with Emergency Operation Center (EOC).

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2302.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual
2. Local Airfield Operations Manual (AOM)

AFFCD-2306   40.0   *   B   (N)   G

Goal. Identify the procedures needed to conduct daily flight clearance operations.

Requirement. With the aid of references, state the procedures to perform the following:

1. Coordinate customs inspections for incoming/outgoing aircraft.
2. Coordinate the delivery of fuel for transient aircraft.
3. Describe the airfield layout and services available.
4. Coordinate ramp space for tenant and non-tenant squadrons.
5. Maintain passenger manifest for incoming/outgoing aircraft.
6. Perform hand and arm signals for taxiing/parking aircraft.
7. Process a Prior Permission Required (PPR) request.
8. Provide general services to transient aircraft.
9. Validate airlift requests for aircraft support.
10. Coordinate movement of Very Important Person (VIPs).
11. Process civil aircraft usage requests (required DD forms).
12. Process closed field operations.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual
2. NAVAIR 00-80T-114; NATOPS ATC Manual
3. FAA Advisory circulars
4. IFR supplement
5. FLIP handbook.

AFFCD-2308   2.0   *   B, R   (N)   G

Goal. Identify the procedures for the Aeronautical Information System (AIS).

Requirement. Given access to the AIS, identify how to properly utilize the system by performing the following steps:

1. State the procedures to access the AIS and utilize its features.
2. State the procedures for trouble shooting AIS.
3. State the alternate procedures when AIS is unavailable.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. NAVAIR 00-80T-114; NATOPS ATC Manual
2. AIS USERS MANUAL

AFFCD-2310   8.0   *   B, R   (N)   G

Goal. Identify the procedures for filing a Flight Plan (DD-175/1801).

Requirement. With the aid of references, state the procedures to perform the following:

1. Receive flight plan and check for accuracy.
2. Enter flight plan into applicable system.
3. Annotate the record number for each leg on flight plan.
4. Generate a flight strip for the flight plan.
5. Coordinate appropriate data with Air Traffic Control.
6. Transmit Service B message to designated locations upon departure.
7. Annotate the actual departure time on the flight plan.
8. File flight plan and strip on the flight data outbound box.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2308.

External Syllabus Support. None.

Reference.
1. JO 7110.10T; Flight Services
2. CNAF M-3710.7; NATOPS Manual
3. Local Airfield Operations Manual (AOM)
4. Foreign Clearance Guide
5. General Planning
6. NAVAIR 00-80T-114; NATOPS ATC Manual

AFFCD-2312   4.0   *   B, R   (N)   G

Goal. Identify the submission procedures for Notice to Airmen (NOTAM).

Requirement. With the aid of references, state the procedures to perform the following:

1. Preparation of NOTAM for applicable system.
2. Publish and disseminate general airfield advisories.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. NOTAM account.

External Syllabus Support. None.

Reference.
1. CNAF 3721.20D; DoD NOTAM
2. Local Airfield Operations Manual (AOM)
3. DoD NOTAM Training (https://www.notams.faa.gov/downloads/DoD_FNS_guide.pdf)

AFFCD-2314   10.0   *   B, R   (N)   G

Goal. Identify the procedures for coordinating airfield safety functions.

Requirement. With the aid of references, state the procedures to perform the following:

1. Coordinate/support Foreign Object Debris (FOD) program.
2. Coordinate surface checks.
3. Coordinate hazardous material handling.
4. Coordinate Wildlife Control programs.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7;NATOPS Manual
2. Local Airfield Operations Manual (AOM)

AFFCD-2316   5.0   *   B, R   (N)   G

Goal. Issue warnings, suspensions, and revocations for airfield violations.

Requirement. With the aid of references, state the procedures to perform the following:

1. How to recognize an airfield violation.
2. Actions taken to remove person(s) and/or vehicle(s) from the airfield.
3. Seizure of airfield driver's license, access pass and other authorized documents.
4. Escort violator(s) to Base Operations for receipt of warning, suspension, or revocation of driving privileges.
5. Identify applicable administrative actions.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. Local Airfield Operations Manual (AOM)

AFFCD-2318   40.0   *   B, R   (N)   G

Goal. Identify the procedures coordinating flight operations.

Requirement. With the aid of references, state the procedures to perform the following:

1. Provide daily airfield status reports to applicable units.
2. Maintain Flight Data logs.
3. Communicate flight information to Air Traffic Control (ATC).
4. Provide flight planning guidance.
5. Maintain flight planning pass down log.
6. Maintain airfield status board.
7. Prepare flight data strips.
8. Track aircraft utilizing flight data strips.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2308, 2310, 2312.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual
2. Local Airfield Operations Manual (AOM)
3. Local Station Orders

4. General Planning Guide
5. Flight Information Handbook

2.8.8 <u>COMMAND AND CONTROL SYSTEMS (C2SYS)</u>.

2.8.8.1 <u>Purpose</u>. To provide knowledge and skills required to operate command and control systems employed within Marine Aviation.

2.8.8.2 <u>General</u>.

<u>Admin Notes</u>. None.

<u>Prerequisite</u>. None.

<u>Crew Requirement</u>. None.

EVENT CODE	SKILL
C2SYS-2900	Demonstrate proficiency logging on a TBMCS client
C2SYS-2901	Demonstrate proficiency with accessing TBMCS Online Master Help Index
C2SYS-2902	Demonstrate proficiency utilizing the TBMCS Alerts Service Web Applications
C2SYS-2904	Demonstrate proficiency with TBMCS Web Mapping
C2SYS-2905	Demonstrate proficiency utilizing the Air Tasking Order Airspace Control Order Tool (AATWEB)
C2SYS-2906	Demonstrate proficiency with the TBMCS Web Based Airspace Deconfliction Software (WEBAD)
C2SYS-2907	Demonstrate proficiency generating TBMCS Battle Management Reports
C2SYS-2908	Demonstrate proficiency with the TBMCS Air Battle Information Monitoring (ABIM) tool
C2SYS-2909	Demonstrate proficiency using TBMCS Force Status and Monitoring (FSTAT) tool to monitor and update Friendly Order of Battle (FrOB) status
C2SYS-2910	Demonstrate proficiency with the Execution Status and Monitoring (ESTAT) tool
C2SYS-2911	Demonstrate proficiency with TBMCS Web Air Request Processor (WARP)
C2SYS-2912	Demonstrate proficiency with TBMCS Execution Management Replanner (EMR)
C2SYS-2913	Demonstrate proficiency importing an airspace group in TBMCS
C2SYS-2914	Demonstrate proficiency creating a TBMCS Air Battle Plan (ABP) shell
C2SYS-2915	Demonstrate proficiency creating ground targets in TBMCS
C2SYS-2917	Demonstrate proficiency publishing the Air Tasking Order (ATO)
C2SYS-2921	Demonstrate proficiency operating C2 Personal Computer (C2PC)
C2SYS-2922	Demonstrate proficiency operating Blue Force Tracker (BFT) equipment
C2SYS-2923	Demonstrate proficiency operating Command Post of the Future (CPoF)
C2SYS-2940	Demonstrate proficiency utilizing tactical chat
C2SYS-2941	Demonstrate proficiency operating Web Development Software (i.e. SharePoint)

2.9 <u>MISSION SKILL TRAINING (3000)</u>.

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

2.9.2 General.

2.9.2.1 Admin Notes.

2.9.2.2 Prerequisite. None.

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

PAR NO.	STAGE NAME	PAGE NUMBER
2.9.3	SQUADRON OPERATIONS CLERK (SQDCL)	2-38
2.9.4	MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL)	2-41
2.9.5	MARINE AIRCRAFT WING OPERATIONS CLERK (WNGCL)	2-42
2.9.6	MARINE CORPS INSTALLATION OPERATIONS CLERK (MCICL)	2-42
2.9.7	AIRFIELD DISPATCHER (AFFCD)	2-43
2.9.8	AIRFIELD SUPERVISOR (AFFCS)	2-45
2.9.9	FLIGHT CLEARANCE CHIEF (AFCCH)	2-52
2.9.10	SQUADRON OPERATIONS CHIEF (SQDOC)	2-61
2.9.11	MARINE AIRCRAFT GROUP OPERATIONS CHIEF (MAGOC)	2-70
2.9.12	AIRFIELD OPERATIONS CHIEF (AFOCH)	2-74
2.9.13	STATION OPERATIONS CHIEF (AFSCH)	2-79
2.9.14	MARINE AIRCRAFT WING OPERATIONS CHIEF (WNGOC)	2-85
2.9.15	MARINE CORPS INSTALLATION OPERATIONS CHIEF (MCIOC)	2-90

2.9.3 SQUADRON OPERATIONS CLERK (SQDCL) STAGE.

2.9.3.1 Purpose. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential Operational support to the Squadron.

2.9.3.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

SQDCL-3050   20.0   *   B, R   (N)   L/S

Goal. Construct and route a flight schedule.

Requirement. Given the references, instructions, and data for constructing and routing a flight schedule.

1. Compile required information for flight schedule production.
2. Utilize required information and input into M-SHARP.
3. Verify range availability.
4. Run schedule validation
5. Route flight schedule for signature
6. Sign flight schedule in M-SHARP
7. Disseminate, publish and file flight schedule

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2014

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

References.
1. M-SHARP User Manual
2. CNAF M-3710.7; NATOPS Manual
3. Appropriate T&R Manual
4. Local SOP

SQDCL-3052   5.0   180   B, R, M   (N)   L/S

Goal. Create Temporary Flight Orders (TFO).

Requirement. Given the reference:

1. Verify aircrew member meets eligibility.
2. Ensure Volunteer to fly statement is signed.
3. Determine type of orders.
4. Prepare flight orders.
5. Submit flight orders for approval/signature.
6. File signed flight orders.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. MCO 1326.2G; Administration of Temporary Flight Orders

SQDCL-3054   6.0   180   B, R, M   (N)   L/S

Goal. Create documentation for the FOAB.

Requirement. With the aid of references:

1. Validate authorized vs allocated flight orders.
2. Verify crewmembers meet minimum flight hours.
3. Prepare required reports.
4. Conduct required quarterly reviews. (as required)
5. Route reports to FOAB.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 3052.

External Syllabus Support. None.

References.
1. MCO 1326.2G; Administration of Temporary Flight Orders
2. CNAF M-3710.7; NATOPS Manual
3. DOD FMR

SQDCL-3056   4.0   365   B, R, M   (N)   L/S

Goal. Prepare SF-135 Form for Master Flight Files submission.

Requirement. Complete the following:

1. Identify the requirements to properly complete an SF-135 Form.
2. Prepare an SF-135 form to receive accession numbers from Naval Records Archive Center.
3. Describe the procedures for shipping Master Flight Files.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2024.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

SQDCL-3058   8.0   180   B, R, M   (N)   L/S

Goal. Demonstrate how to audit the Aviators Flight Logbook.

Requirement. With the use of references and given an Aviators Flight Logbook, supervise the audit of the following information:

1. Daily flight transactions.
2. Monthly validation with MIFAR
3. Quarterly/Fiscal Year entries.
4. Closeout of the Aviators Flight Logbook.
5. Gaining audit.
6. Transfer audit.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2020.

External Syllabus Support. None.

References.
1. CNAF M-3710.7
2. NATOPS Manual

SQDCL-3060   5.0   180   B, R, M   (N)   L/S

Goal. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2028, 2112, 2114, 2612, 3060, 3130, 3520

External Syllabus Support. None.

Reference
1. MIL-STD-2525
2. MCWP 5-10; Marine Corps Planning Process
3. MCWP 3-20F.5; Direct Air Support Center Handbook

2.9.4 MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL) STAGE.

2.9.4.1 Purpose. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential Operational support to the MAG and tenant units.

2.9.4.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

MAGCL-3130   5.0   180   B,R,M   (N)   S/L

Goal. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2112, 2114

External Syllabus Support.

Reference
1. MIL-STD-2525

    2. MCWP 5-10; Marine Corps Planning Process
    3. MCWP 3-20F.5; Direct Air Support Center Handbook

2.9.5 <u>WING OPERATIONS CLERK (WNGCL) STAGE</u>.

2.9.5.1 <u>Purpose</u>. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential Operational support to the Wing and tenant units.

2.9.5.2 <u>General</u>.

    <u>Admin Notes</u>. None.

    <u>Prerequisite</u>. None.

    <u>Crew Requirements</u>. None.

WNGCL-3230   5.0   180   B, R, M   (N)   S/L

    <u>Goal</u>. Conduct a friendly situation brief.

    <u>Requirement</u>. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

    1. Prepare a friendly situation brief.
    2. Deliver a friendly situation brief.

    <u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0

    <u>Instructor</u>. BI

    <u>Prerequisite</u>. 2245

    <u>External Syllabus Support</u>.

    <u>References</u>.
    1. MIL-STD-2525
    2. MCWP 5-10; Marine Corps Planning Process
    3. MCWP 3-20F.5; Direct Air Support Center Handbook

2.9.6 <u>MARINE CORPS INSTALLATIONS OPERATIONS CLERK (MCICL) STAGE</u>.

2.9.6.1 <u>Purpose</u>. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential operational support to the MCI and subordinate units.

2.9.6.2 <u>General</u>.

    <u>Prerequisite</u>. None.

    <u>Admin Notes</u>. None.

    <u>Crew Requirements</u>. None.

MCICL-3520   5.0   180   B, R, M   (N)   L

    <u>Goal</u>. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2612

External Syllabus Support. None.

Reference
1. DOD MILSTD 2525
2. MCWP 5-1
3. MCWP 3-25.5

MCICL-3522   8.0   *   B, R   (N)   L

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 2614

External Syllabus Support. None.

References.
1. Local Range and Operating Area Orders.

2.9.7 AIRFIELD DISPATCH (AFFCD) STAGE

2.9.7.1 Purpose. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential support to the Airfield and tenant units.

2.9.7.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

AFFCD-3300   90.0   180   B, R, M   (N)   L/S

Goal. Demonstrate Airfield Operations Dispatcher procedures.

Requirement. With the aid of references, perform the following:

1. Manage an Airfield Vehicle Operators licensing program.
2. Support Emergency Operations.
3. Daily flight clearance operations.
4. Perform flight planning coordination.
5. Submit NOTAMs for publication.
6. Support airfield security functions.
7. Coordinate safety functions of airfield operations.
8. Issue Warnings, Suspensions and Revocations.
9. File Flight Plan (DD175/1801).
10. Identify the procedures for the Aeronautical Information System (AIS).
11. Issue required equipment for operating a vehicle on the airfield.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316, 2318.

External Syllabus Support. None.

References.
1. 180.3 Facility Planning
2. JO 7110.10_ Flight Services
3. CNAF 3710.7_
4. Local Airfield Operations Manual (AOM)
5. Foreign Clearance Guide
6. General Planning Guide
7. NAVAIR 00-80T-114

AFFCD-3302   5.0   *   B, R   (N)   S/L

Goal. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2028, 2012.

External Syllabus Support.

References.
1. MIL-STD-2525
2. MCWP 5-10; Marine Corps Planning Process

3. MCWP 3-20F.5; Direct Air Support Center Handbook

2.9.8 <u>AIRFIELD SUPERVISOR (AFFCS) STAGE</u>.

2.9.8.1 <u>Purpose</u>. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential support to the Airfield and tenant units.

2.9.8.2 <u>General</u>.

<u>Admin Notes</u>. None.

<u>Prerequisite</u>. None.

<u>Crew Requirements</u>. None.

AFFCS-3310   10.0   *   B, R   (N)   L/S

<u>Goal</u>. Conduct airfield emergency procedures.

<u>Requirement</u>. With the aid of reference, perform the following:

1. Crash phone procedures.
2. Notify appropriate agencies.
3. Notify higher headquarters.
4. Procedures to log the chronology of events.
5. Conduct a surface check after an emergency.

<u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0

<u>Instructor</u>. BI

<u>Prerequisite</u>. 2302.

<u>External Syllabus Support</u>. None.

<u>Reference.</u>
1. Local AOM.

AFFCS-3312   16.0   180   B, R, M   (N)   L/S

<u>Goal</u>. Conduct Emergency Operations.

<u>Requirement</u>. With the aid of reference, perform the following:

1. Procedures for declared emergencies.
2. Actions taken in the event of an emergency.
3. Coordinate with Emergency Operation Center (EOC).

<u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0

<u>Instructor</u>. BI

<u>Prerequisite</u>. 2304.

<u>External Syllabus Support</u>. None.

References.
1. OPNAVINST 3710.7
2. Local AOM.

AFFCS-3314   80.0   *   B, R   (N)   L

    Goal. Conduct daily flight clearance operations.

    Requirement. With the aid of reference, perform the following:

1. Coordinate customs inspections for incoming/outgoing aircraft.
2. Coordinate the delivery of fuel for transient aircraft.
3. Describe the airfield layout and services available.
4. Coordinate ramp space for tenant and non-tenant squadrons.
5. Maintain passenger manifest for incoming/outgoing aircraft.
6. Perform hand and arm signals for taxiing/parking aircraft.
7. Process a Prior Permission Required (PPR) request.
8. Provide general services to transient aircraft.
9. Validate airlift requests for aircraft support.
10. Coordinate movement of Very Important Person (VIPs).
11. Process civil aircraft usage requests (required DD forms).
12. Process closed field operations.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 2306.

    External Syllabus Support. None.

    References.
1. OPNAVINST 3710.7_
2. OPNAVINST 2721.20
3. FAA Advisory circulars
4. IFR supplement
5. FLIP handbook.

AFFCS-3316   40.0   *   B, R   (N)   L/S

    Goal. Conduct the procedures for the Aeronautical Information System (AIS).

    Requirement. Given access to the AIS, identify how to properly input a flight plan and send a message by performing the following steps:

1. Demonstrate the procedures to access the AIS and utilize its features.
2. Demonstrate the procedures for trouble shooting AIS.
3. Demonstrate the alternate procedures when AIS is unavailable.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 2308.

    External Syllabus Support. None.

References.
1. NAVAIR 00-80T-114
2. AIS USERS MANUAL

AFFCS-3318   16.0   *   B, R   (N)   L/S

Goal. Demonstrate the procedures for filing a Flight Plan (DD-175/1801).

Requirement. With the aid of the references, complete the following:

1. Receive flight plan from aircrew member.
2. Check for accuracy.
3. Enter flight plan into AIS.
4. Check the message system on AIS for confirmation of flight plan.
5. Annotate the record number for each leg on flight plan.
6. Generate a flight strip for the flight plan.
7. Coordinate appropriate information with Air Traffic Control.
8. File flight plan in the flight data outbound box.
9. Transmit Service B message to designated locations upon departure.
10. Annotate the actual departure time on the flight plan.
11. File flight plan and strip on the flight data outbound box.
12. At the end of the operating day, document the inbound/outbound/pending strips.
13. Retain flight plans and flight strips.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2310.

External Syllabus Support. None.

References.
1. 180.3 Facility Planning
2. FA 7110.10_ Flight Services
3. OPNAVINST 3710.7_
4. Local AOM
5. Foreign Clearance Guide
6. General Planning
7. NAVAIR 00-80T-114

AFFCS-3320   8.0   *   B, R   (N)   L/S

Goal. Submit a Notice to Airmen (NOTAM).

Requirement. With the aid of references, state the procedures to perform the following:

1. Prepare and publish NOTAM in Defense Internet NOTAM Service (E-NOTAMS).
2. Publish and disseminate general airfield advisories.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2312.

External Syllabus Support. None.

References.
1. OPNAVINST 3710.7_
2. Local AOM
3. E-NOTAMS

AFFCS-3322   20.0   *   B, R   (N)   L

Goal. Coordinate safety functions of airfield operations.

Requirement. With the aid of references, state the procedures to perform the following:

1. Coordinate Foreign Object Debris (FOD) program.
2. Coordinate surface checks.
3. Coordinate hazardous material handling.
4. Coordinate Wildlife Control programs.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2314.

External Syllabus Support. None.

References.
1. OPNAVINST 3710.7_
2. Local SOP/AOM.

AFFCS-3324   10.0   *   B, R   (N)   L/S

Goal. Issue warnings, suspensions, and revocations for airfield violations.

Requirement. With the aid of references, perform the following:

1. How to recognize an airfield violation.
2. Actions taken to remove person(s) and/or vehicle(s) from the airfield.
3. Seizure of airfield driver's license, access pass and other authorized documents.
4. Escort violator(s) to Base Operations for receipt of warning, suspension, or revocation of driving privileges.
5. Identify applicable administrative actions.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2316.

External Syllabus Support. None.

Reference.
1. Local Airfield Operations Manual (AOM)

AFFCS-3326   15.0   *   B, R   (N)   L

    Goal. Manage electronic filing convention.

    Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, standardize an electronic data management system.

    1. Record Category Name.
    2. Record Category Identifier.
    3. Disposition Instructions
    4. Disposition Authority.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. None.

    External Syllabus Support. Local G/S-1

    Reference.
    1. DoDI 5015.2; DoD Records Management Program
    2. MCO 5210.11F; USMC Records Management Program
    3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

AFFCS-3328   16.0   *   B   (N)   L/S

    Goal. Review a Letter of Instruction.

    Requirement. Complete the following:

    1. Verify Standard Subject Identification Code (SSIC).
    2. Determine appropriate abbreviations.
    3. Submit for review and signature.
    4. Route and file completed correspondence as required.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 2300.

    External Syllabus Support. MARINENET (Spelling, Grammar, Correspondence, Punctuation).

    References.
    1. SECNAV M-5216.5; Correspondence Manual
    2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
    3. MCO P5215.1K; Directives Management
    4. SECNAV M-5210.2; SSIC Manual

AFFCS-3330   18.0   *   B   (N)   S/L

    Goal. Release a Naval Message.

    Requirement. With the aid of reference perform the following:

1. Analyze validated message for secondary errors.
2. Ensure all coordinated release steps are correctly inputted.
3. Release Naval Message.
4. Save and document released AMHS Message in accordance with internal SOP.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. None.

External Syllabus Support. None.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

AFFCS-3332   3.0   90   B, R, M   (N)   L

Goal. Demonstrate handling and storage of classified material.

Requirement. In accordance with the reference, perform the following:

1. Different levels of classification.
2. Marking requirements for each level of classification.
3. Two-Person Integrity (TPI) rule.
4. Storage procedures for each level of classification.
5. Transportation requirements for classified material.
6. Sections of the SF-702.
7. Approved security containers utilized for storage.
8. Destruction protocol.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. None.

External Syllabus Support. None.

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

AFFCS-3334   5.0   180   B, R, M   (N)   L/S

Goal. Maintain Aviation Flight Publications.

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

1. Identify unit's Department of Defense Activity Address Code (DODAAC).
2. Ident required pubs charts and supplies and effective dates.
3. Ident procedures for non-standard orders based upon unit TEEP.
4. Ident ordering procedures.

5. Maintain inventory log of required publications, charts, and supplies.
6. Report inventory discrepancies to designated official.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. Defense Logistics Agency (DLA) Chart Procurement Course.

References.
1. General Planning 1, Chapter 3
2. FLIP Handbook
3. DLA User's Manual

AFFCS-3336   5.0   180   B, R, M   (N)   L/S

Goal. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2300

External Syllabus Support.

References.
1. MIL-STD-2525
2. MCWP 5-10; Marine Corps Planning Process
3. MCWP 3-20F.5; Direct Air Support Center Handbook

AFFCS-3338   5.0   *   B, R   (N)   L

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

Requirement. With the aid of references, perform the following:

1. Verify the command approved request form.
2. Instruct the course per the local Airfield Operations Manual.
3. Administer exam.
4. Enter graduates data into AVOC database.
5. Issue license upon successful completion.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2300.

External Syllabus Support. None.

Reference.
1. Local Airfield Operations Manual (AOM).

AFFCS-3340   80.0   *   B, R   (N)   L/S

Goal. Coordinate flight operations.

Requirement. With the use of references, complete the following:

1. Provide daily airfield status reports to applicable units.
2. Maintain Flight Data logs.
3. Communicate flight information to Air Traffic Control (ATC).
4. Provide flight planning guidance.
5. Maintain flight planning pass down log.
6. Maintain airfield status board.
7. Prepare flight data strips.
8. Track aircraft utilizing flight data strips.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2308, 2310, 2312, 2318

External Syllabus Support. None.

References.
1. OPNAVINST 3710.7_
2. Local AOM
3. Local Station Orders
4. GP
5. FIH

2.9.9 FLIGHT CLEARANCE CHIEF (AFCCH) STAGE.

2.9.9.1 Purpose. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential support to the Airfield and tenant units.

2.9.9.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

AFCCH-3350   15.0   *   B, R   (N)   L

Goal. Manage electronic filing convention.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, standardize an electronic data management system.

    1. Record Category Name.
    2. Record Category Identifier.
    3. Disposition Instructions
    4. Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3326.

External Syllabus Support. Local G/S-1

References.
1. DoDI 5015.2; DoD Records Management Program
2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

AFCCH-3352   16.0   *   B, R   (N)   L/S

Goal. Review a Letter of Instruction.

Requirement. Complete the following:

1. Verify Standard Subject Identification Code (SSIC).
2. Determine appropriate abbreviations.
4. Submit for review and signature.
5. Route and file completed correspondence as required.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3328.

External Syllabus Support. MARINENET (Spelling, Grammar, Correspondence, Punctuation).

References.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

AFCCH-3354   18.0   *   B, R   (N)   S/L

Goal. Release a Naval Message.

Requirement. With the aid of reference release a standard Naval Message.

1. Analyze validated message for secondary errors.
2. Ensure all coordinated release steps are correctly inputted.
3. Release Naval Message.
4. Save and document released AMHS Message in accordance with internal SOP.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3330.

External Syllabus Support. None.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

AFCCH-3356   3.0   *   B, R   (N)   G

Goal. Identify procedures for handling and storage of classified material.

Requirement. State and identify the following:

1. Different levels of classification.
2. Marking requirements for each level of classification.
3. Two-Person Integrity (TPI) rule.
4. Storage procedures for each level of classification.
5. Transportation requirements for classified material.
6. Sections of the SF-702.
7. Approved security containers utilized for storage.
8. Destruction protocol.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3332.

External Syllabus Support. None.

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

AFCCH-3358   5.0   *   B, R   (N)   L/S

Goal. Maintain Aviation Flight Publications.

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

1. Identify unit's Department of Defense Activity Address Code (DODAAC).
2. Identify required pubs charts and supplies and effective dates.
3. Identify procedures for non-standard orders based upon unit TEEP.
4. Identify ordering procedures.
5. Maintain inventory log of required publications, charts, and supplies.
6. Report inventory discrepancies to designated official.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3334.

External Syllabus Support. Defense Logistics Agency (DLA) Chart Procurement Course.

References.
1. General Planning 1, Chapter 3
2. FLIP Handbook
3. DLA User's Manual

AFCCH-3360   10.0   *   B, R   (N)   S/L

Goal. Conduct airfield emergency procedures.

Requirement. With the aid of reference, perform the following:

1. Crash phone procedures.
2. Notify appropriate agencies.
3. Notify higher headquarters.
4. Procedures to log the chronology of events.
5. Conduct a surface check after an emergency.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2302, 3310.

External Syllabus Support. None.

Reference.
1. Local Airfield Operations Manual (AOM)

AFCCH-3362   16.0   *   B, R   (N)   L/S

Goal. Conduct Emergency Operations.

Requirement. With the aid of reference, perform the following:

1. Procedures for declared emergencies.
2. Actions taken in the event of an emergency.
3. Coordinate with Emergency Operation Center (EOC).

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2304, 3312

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. Local Airfield Operations Manual (AOM)

AFCCH-3364   80.0   *   B, R   (N)   L

Goal. Conduct daily flight clearance operations.

Requirement. With the aid of reference, perform the following:

1. Coordinate customs inspections for incoming/outgoing aircraft.
2. Coordinate the delivery of fuel for transient aircraft.
3. Describe the airfield layout and services available.
4. Coordinate ramp space for tenant and non-tenant squadrons.
5. Maintain passenger manifest for incoming/outgoing aircraft.
6. Perform hand and arm signals for taxiing/parking aircraft.
7. Process a Prior Permission Required (PPR) request.
8. Provide general services to transient aircraft.
9. Validate airlift requests for aircraft support.
10. Coordinate movement of Very Important Person (VIPs).
11. Process civil aircraft usage requests (required DD forms).
12. Process closed field operations.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2306, 3314.

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. NAVAIR 00-80T-114; NATOPS ATC Manual
3. FAA Advisory circulars
4. IFR supplement
5. FLIP handbook.

AFCCH-3366   40.0   *   B, R   (N)   L/S

Goal. Conduct the procedures for the Aeronautical Information System (AIS).

Requirement. Given access to the AIS, identify how to properly input a flight plan and send a message by performing the following steps:

1. Demonstrate the procedures to access the AIS and utilize its features.
2. Demonstrate the procedures for trouble shooting AIS.
3. Demonstrate the alternate procedures when AIS is unavailable.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2308, 3316.

External Syllabus Support. None.

References.
1. NAVAIR 00-80T-114; NATOPS ATC Manual
2. AIS USERS MANUAL

AFCCH-3368   16.0   *   B, R   (N)   L/S

    Goal. Demonstrate the procedures for filing a Flight Plan (DD-175/1801).

    Requirement. With the aid of the references, complete the following:

    1. Receive flight plan from aircrew member.
    2. Check for accuracy.
    3. Enter flight plan into AIS.
    4. Check the message system on AIS for confirmation of flight plan.
    5. Annotate the record number for each leg on flight plan.
    6. Generate a flight strip for the flight plan.
    7. Coordinate appropriate information with Air Traffic Control.
    8. File flight plan in the flight data outbound box.
    9. Transmit Service B message to designated locations upon departure.
    10. Annotate the actual departure time on the flight plan.
    11. File flight plan and strip on the flight data outbound box.
    12. At the end of the operating day, document the inbound/outbound/pending strips.
    13. Retain flight plans and flight strips.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 2310, 3318.

    External Syllabus Support. None.

    References.
    1. NAVAIR 00-80T-114; NATOPS ATC Manual
    2. JO 7110.10T; Flight Services
    3. CNAF M-3710.7; NATOPS Manual
    4. Local Airfield Operations Manual (AOM)
    5. Foreign Clearance Guide
    6. General Planning

AFCCH-3370   8.0   *   B, R   (N)   L/S

    Goal. Submit a Notice to Airmen (NOTAM).

    Requirement. With the aid of references, state the procedures to perform the following:

    1. Prepare and publish NOTAM in Defense Internet NOTAM Service (E-NOTAMS).
    2. Publish and disseminate general airfield advisories.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 2312, 3320.

    External Syllabus Support. None.

    References.
    1. OPNAVINST 3721.20D; DoD NOTAM

    2. Local Airfield Operations Manual (AOM)
    3. DoD NOTAM Training (https://www.notams.faa.gov/downloads/DoD_FNS_guide.pdf)

AFCCH-3372   20.0   *   B, R   (N)   L/S

    Goal. Coordinate safety functions of airfield operations.

    Requirement. With the aid of references, state the procedures to perform the following:

    1. Coordinate Foreign Object Debris (FOD) program.
    2. Coordinate surface checks.
    3. Coordinate hazardous material handling.
    4. Coordinate Wildlife Control programs.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 2314, 3322.

    External Syllabus Support. None.

    References.
    1. CNAF M-3710.7; NATOPS Manual
    2. Local Airfield Operations Manual (AOM)

AFCCH-3374   10.0   *   B, R   (N)   L/S

    Goal. Issue warnings, suspensions, and revocations for airfield violations.

    Requirement. With the aid of references, perform the following:

    1. How to recognize an airfield violation.
    2. Actions taken to remove person(s) and/or vehicle(s) from the airfield.
    3. Seizure of airfield driver's license, access pass and other authorized documents.
    4. Escort violator(s) to Base Operations for receipt of warning, suspension, or revocation of driving privileges.
    5. Identify applicable administrative actions.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 2316, 3316.

    External Syllabus Support. None.

    Reference.
    1. Local Airfield Operations Manual (AOM).

AFCCH-3376   1.0   *   B, R   (N)   L

    Goal. Maintain M-SHARP personnel profiles/accounts.

    Requirement. Given the reference, maintain profiles:

1. Manage roles.
2. Assign/edit syllabus.
3. Manage personnel.
4. Conduct personnel transfers.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support.

Reference.
1. M-SHARP software user manual: https://msharp.mceits.usmc.mil/msharp/

AFCCH-3378   5.0   *   B, R   (N)   L/S

Goal. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3336.

External Syllabus Support.

References.
1. MIL-STD-2525
2. MCWP 5-10; Marine Corps Planning Process
3. MCWP 3-20F.5; Direct Air Support Center Handbook

AFCCH-3380   5.0   *   B, R   (N)   L

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

Requirement. With the aid of references, perform the following:

1. Verify the command approved request form.
2. Instruct the course per the local Airfield Operations Manual.
3. Administer exam.
4. Enter graduates data into AVOC database.
5. Issue license upon successful completion.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3338.

External Syllabus Support. None.

Reference.
1. Local Airfield Operations Manual (AOM)

AFCCH-3382   5.0   *   B, R   (N)   G

Goal. Manage Flight Clearance training program.

Requirement. With the aid of references, perform the following:

1. Develop Dispatcher and Supervisor syllabus.
2. Ensure currency of Dispatcher and Supervisor syllabus.
3. Track and record syllabus progress.
4. Recommend designation upon eligibility.
5. Maintain designation letter.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2300.

External Syllabus Support. None.

Reference. None.

AFCCH-3384   80.0   *   B, R   (N)   L/S

Goal. Coordinate flight operations.

Requirement. With the use of references, complete the following:

1. Provide daily airfield status reports to applicable units.
2. Maintain Flight Data logs.
3. Communicate flight information to Air Traffic Control (ATC).
4. Provide flight planning guidance.
5. Maintain flight planning pass down log.
6. Maintain airfield status board.
7. Prepare flight data strips.
8. Track aircraft utilizing flight data strips.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3340, 2318, 2312,2310, 2308.

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. Local Airfield Operations Manual (AOM)
3. Local Station Orders
4. General Planning Guide

5. Flight Information Handbook

2.9.10 <u>SQUADRON OPERATIONS CHIEF (SQDOC) STAGE</u>.

2.9.10.1 <u>Purpose</u>. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential operational support to the Squadron.

2.9.10.2 <u>General</u>.

<u>Admin Notes</u>. None.

<u>Prerequisite</u>. None.

<u>Crew Requirements</u>. None.

SQDOC-3000   15.0   *   B, R   (N)   L

<u>Goal</u>. Manage electronic filing convention.

<u>Requirement</u>. In accordance with the references, given a list of files, a computer, approved data storage device, and media, maintain an electronic data management system.

1. Demonstrate usage of Record Category Name.
2. Demonstrate usage of Record Category Identifier.
3. Demonstrate usage of Disposition Instructions.
4. Demonstrate usage of Disposition Authority.

<u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0

<u>Instructor</u>. BI

<u>Prerequisite</u>. 2002.

<u>External Syllabus Support</u>. Local G/S-1

<u>References</u>.
1. DoDI 5015.2; DoD Records Management Program
2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

SQDOC-3002   16.0   *   B, R   (N)   L/S

<u>Goal</u>. Review a Letter of Instruction.

<u>Requirement</u>. Complete the following:

1. Verify Standard Subject Identification Code (SSIC).
2. Determine appropriate abbreviations.
3. Submit for review and signature.
4. Route and file completed correspondence as required.

<u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0

<u>Instructor</u>. BI

<u>Prerequisite</u>. 2004.

External Syllabus Support. MARINENET (Spelling, Grammar, Correspondence, Punctuation).

References.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

SQDOC-3004   18.0   *   B, R   (N)   S/L

Goal. Release a Naval Message.

Requirement. With the aid of reference release a standard Naval Message.

1. Analyze validated message for secondary errors.
2. Ensure all coordinated release steps are correctly inputted.
3. Release Naval Message.
4. Save and document released AMHS Message in accordance with internal SOP.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2006.

External Syllabus Support. None.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

SQDOC-3006   3.0   *   B, R   (N)   G

Goal. Describe handling and storage of classified material.

Requirement. State and identify the following:

1. State the different levels of classification.
2. State the marking requirements for each level of classification.
3. State the Two-Person Integrity (TPI) rule.
4. State storage procedures for each level of classification.
5. Identify transportation requirements for classified material.
6. State the sections of the SF-702.
7. Identify the approved security containers utilized for storage.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2008.

External Syllabus Support. None.

References.

    1. MCO 5510.18B; Information and Personnel Security Program
    2. SECNAV M-5510.36; Information Security Program

SQDOC-3008   10.0   *   B, R   (N)   L/S

    Goal. Manage Aviation Flight Publications.

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

    1. Identify unit's Department of Defense Activity Address Code (DODAAC).
    2. Ident required pubs charts and supplies and effective dates
    3. Ident procedures for non-standard orders based upon unit TEEP
    4. Ident ordering procedures
    5. Maintain inventory log of required publications, charts, and supplies.
    6. Report inventory discrepancies to designated official.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. SI

    Prerequisite. 2010.

    External Syllabus Support. Online training through the Defense Logistics Agency (DLA).

    References.
    1. General Planning 1, Chapter 3
    2. FLIP Handbook
    3. DLA User's Manual

SQDOC-3010   1.0   *   B, R   (N)   L

    Goal. Maintain M-SHARP personnel profiles/accounts.

    Requirement. Given the reference, maintain profiles:

    1. Manage roles.
    2. Assign/edit syllabus.
    3. Manage personnel.
    4. Conduct personnel transfers.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. None.

    External Syllabus Support. None.

    References.
    1. M-SHARP software user manual: https://msharp.mceits.usmc.mil/msharp/
    2. MCO 3125.1B; FHP Management

SQDOC-3012   10.0   *   B, R   (N)   L/S

    Goal. Validate the completion of the daily flight schedule.

    Requirement. With the aid of the reference, validate the following:

1. Current Flight Hours Program (FHP).
2. Environmental data.
3. HOTboards.
4. 30-60-90.
5. Weekly.
6. SNIVs.
7. AMSRR.
8. Ground Events.
9. Review Process.
10. Risk Management Worksheet.
11. QOTD.
12. Duties.
13. General Notes (As required).
14. Disseminate signed flight schedule.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. SI

    Prerequisite. 2014.

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

    References.
1. M-SHARP User Manual
2. MCO 3125.1B; FHP Management

SQDOC-3014   8.0   *   B, R   (N)   L

    Goal. Conduct a System Accuracy Status (SAS) Assessment.

    Requirement. With the aid of references, complete the following:

1. In work scheduled and reviewed documents.
2. Validate SBTP execution report.
3. Evaluate the accuracy of the qual/des report.
4. Evaluate the accuracy of the core/mission skill report.
5. Evaluate schedule accuracy.
6. Validate completion of NALCOMIS transfer.
7. Pilot logging flights.
8. Validate range/ord documentation.
9. Personnel Management.
10. Train administrator in unit.
11. Validate 7041 POI.
12. Ensure 7041 events are being logged for training.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. SI

Prerequisite. 2014, 2030, 3010.

External Syllabus Support. None.

References.
1. M-SHARP user's manual.
2. NAVMC 3500.14D; Aviation T&R Program

SQDOC-3016   30.0   *   B, R   (N)   L

Goal. Manage Flight Hour Program (FHP).

Requirement. Given the reference, conduct the following:
1. ACCRM/CCRM development.
2. SBTP Forecast.
3. SBTP Mid-year Review.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. 2030.

External Syllabus Support. ASB website for ACCRM.

References.
1. MCO 3125.1B; FHP Management
2. NAVMC 3500.14D; Aviation T&R Program

SQDOC-3018   20.0   *   B, R   (N)   L/S

Goal. Manage Aircrew Readiness Status.

Requirement. Given the reference, conduct the following:

1. Review and validate ACC.
2. Coordinate corrections to database (if applicable).
3. Approve validated data.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. 3014.

External Syllabus Support. ASB website for ACCRM.

References.
1. MCO 3125.1B; FHP Management
2. CNAF M-3710.7; NATOPS Manual
3. NAVMC 3500.14D; Aviation T&R Program

SQDOC-3020   10.0   *   B, R   (N)   L/S

Goal. Prepare a Directive.

Requirement. Complete the following:

1. Assign the correct Standard Subject Identification Code (SSIC).
2. Create a Directive.
3. Determine appropriate abbreviations.
4. Submit typed correspondence for review and signature.
5. Route and file completed correspondence as required.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2000, 2004.

External Syllabus Support.

References.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

SQDOC-3022   10.0   *   B, R   (N)   L/S

Goal. Submit Flight Time Waivers.

Requirement. With the aid of the reference, perform the following:

1. Screen for aviators who do not meet minimum flight time requirements.
2. Consolidate and review flight time waiver requests.
3. Submit for approval.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3010.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

SQDOC-3024   2.0   *   B, R   (N)   L/S

Goal. Manage Authorize to Fly List for Aeronautically designated personnel (ADP).

Requirement. With the aid of the reference, perform the following:

1. Identify purpose of Authorized to Fly List.
2. Identify ADPs requesting authorization to fly with units they are not assigned to.
3. Submit authorization to fly requests to HHQ for final disposition.
4. Disseminate and file HHQ final disposition.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3010.

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. Local Wing SOP

SQDOC-3026   2.0   *   B, R   (N)   L/S

Goal. Submit Authorize to Fly List for DoD and non-DoD personnel.

Requirement. With the aid of the reference, perform the following:

1. Identify DoD and non-DoD personnel requesting authorization to fly aboard USMC aircraft.
2. Create authorization to fly request for DoD and non-DoD personnel.
3. Submit request to HHQ for disposition.
4. Disseminate and file HHQ final disposition.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3004.

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. DoDI 4515.13; Air Transport Eligibility

SQDOC-3028   4.0   *   B, R   (N)   L/S

Goal. Manage flight transactions in an Aviators Flight Logbook.

Requirement. Given the reference, validated NAVFLIRs, Aviators Flight Logbook, and validate the following:

1. Daily transactions.
2. Monthly transactions.
3. Fiscal-year transactions.

Performance Standard.   Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. 2020.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

SQDOC-3030   4.0   *   B, R   (N)   L/S

    Goal. Manage Master Flight Files.

    Requirement. With the use of references, complete the following:

    1. Verify master flight file binder is labelled.
    2. Verify NAVFLIRs are filed.
    3. Verify Master Flight Files Certification Letter.
    4. Maintain the master flight files.
    5. Maintain shipping boxes for submission to Naval Records Archive Center.
    6. Complete SF-135 form.
    7. Submit SF-135
    8. Ship boxes
    9. Maintain completed SF-135 until destruction date

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. SI

    Prerequisite. 2024

    External Syllabus Support. NARA Website: http://www.archives.gov/frc/records-transfer.html.
add SharePoint site for SF-135 submission.

    Reference.
    1. CNAF M-3710.7; NATOPS Manual

SQDOC-3032   4.0   *   B, R   (N)   L

    Goal. Validate audit of NAVFLIRs.

    Requirement. With the use of references, validate NAVFLIRs.

    1. Analyze the previous days NAVFLIRs for secondary errors.
    2. Ensure all applicable corrections reflect in the NAVFLIRs.
    3. Review the corrected flight schedule with master flight schedule.
    4. Make necessary corrections to reflect in the master flight schedule.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 2026

    External Syllabus Support. None.

    Reference.
    1. CNAF M-3710.7; NATOPS Manual

SQDOC-3034   8.0   *   B, R   (N)   L

    Goal. Manage M-SHARP data.

    Requirement. With the aid of references, complete the following:

1. Maintain M-SHARP personnel profiles/accounts.
2. Retrieve data for daily flight schedule.
3. Create a flight schedule.

Performance Standard. Complete all tasks with an overall grade of 3.0
Instructor. SI

Prerequisite. 3012, 3014.

External Syllabus Support. None.

Reference.
1. M-SHARP user's manual.

SQDOC-3038   1.0   *   B, R   (N)   L

Goal. Supervise the audit of the Aviators Flight Logbook.

Requirement. With the use of references and given an Aviators Flight Logbook, supervise the audit of the following information:

1. Daily flight transactions.
2. Monthly/Quarterly/Fiscal Year entries.
3. Closeout of the Aviators Flight Logbook.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2026, 3032, 3058.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

SQDOC-3040   5.0   *   B, R   (N)   L/S

Goal. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2028.

External Syllabus Support. None.

References.

      1. MIL-STD-2525
      2. MCWP 5-10; Marine Corps Planning Process
      3. MCWP 3-20F.5; Direct Air Support Center Handbook

2.9.11 <u>MARINE AIRCRAFT GROUP OPERATIONS CHIEF (MAGOC) STAGE.</u>

2.9.11.1 <u>Purpose</u>. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential operational support to the Group and subordinate units.

2.9.11.2 <u>General</u>.

     <u>Admin Notes</u>. None.

     <u>Prerequisite</u>. None.

     <u>Crew Requirements</u>. None.

<u>MAGOC-3100</u>   1.0   *   B, R   (N)   L

     <u>Goal</u>. Maintain M-SHARP personnel profiles/accounts.

     <u>Requirement</u>. Given the reference, maintain profiles:

      1. Manage roles.
      2. Assign/edit syllabus.
      3. Manage personnel.
      4. Conduct personnel transfers.

     <u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0

     <u>Instructor</u>. BI

     <u>Prerequisite</u>. None.

     <u>External Syllabus Support</u>. None.

     <u>References</u>.
      1. M-SHARP software user manual: https://msharp.mceits.usmc.mil/msharp/
      2. MCO 3125.1B; FHP Management

<u>MAGOC-3102</u>   16.0   *   B, R   (N)   L/S

     <u>Goal</u>. Review a Letter of Instruction.

     <u>Requirement</u>. Complete the following:

      1. Verify Standard Subject Identification Code (SSIC).
      2. Determine appropriate abbreviations.
      3. Submit for review and signature.
      4. Route and file completed correspondence as required.

     <u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0

     <u>Instructor</u>. BI

     <u>Prerequisite</u>. 2100, 2102, 2104.

External Syllabus Support. MARINENET (Spelling, Grammar, Correspondence, Punctuation).

References.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

MAGOC-3104   15.0   *   B, R   (N)   L

Goal. Manage electronic filing convention.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, maintain an electronic data management system.

1. Demonstrate usage of Record Category Name.
2. Demonstrate usage of Record Category Identifier.
3. Demonstrate usage of Disposition Instructions.
4. Demonstrate usage of Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2102, 2104.

External Syllabus Support. Local G/S-1

References.
1. DoDI 5015.2; DoD Records Management Program
2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

MAGOC-3106   18.0   *   B, R   (N)   S/L

Goal. Release a Naval Message.

Requirement. With the aid of reference release a standard Naval Message.

1. Analyze validated message for secondary errors.
2. Ensure all coordinated release steps are correctly inputted.
3. Release Naval Message.
4. Save and document released AMHS Message in accordance with internal SOP.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2106

External Syllabus Support. None.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual

3. AMHS User's Manual

MAGOC-3108   3.0   *   B, R   (N)   G

Goal. Describe handling and storage of classified material.

Requirement. State the following:

1. Different levels of classification.
2. Marking requirements for each level of classification.
3. Two-Person Integrity (TPI) rule.
4. Storage procedures for each level of classification.
5. Transportation requirements for classified material.
6. Sections of the SF-702.
7. Approved security containers utilized for storage.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2108

External Syllabus Support. Derivative Classification Security Training, Education and Professionalization Portal Course Number IF103.16 on https://www.stepp.dss.mil

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

MAGOC-3110   30.0   *   B, R   (N)   L

Goal. Manage Flight Hour Program (FHP).

Requirement. With the aid of reference, conduct the following:

1. Validate subordinate unit's ACCRM/CCRM submissions.
2. Validate subordinate unit's M-SHARP SBTP submissions.
3. Validate subordinate unit's M-SHARP adjusted SBTP Mid-year Review.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. 3100.

External Syllabus Support. ASB website for ACCRM.

References.
1. MCO 3125.1B; FHP Management
2. ASB TMS ACCRM Fiscal Year Instructions

MAGOC-3114   5.0   *   B, R   (N)   L/S

Goal. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly

situation brief.

1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2112, 2114.

External Syllabus Support.

References.
1. MIL-STD-2525
2. MCWP 5-10; Marine Corps Planning Process
3. MCWP 3-20F.5; Direct Air Support Center Handbook

MAGOC-3116   40.0   *   B, R   (N)   L

Goal. Establish a Command Operations Center (COC).

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

1. Establish procedures for COC operations.
2. Emplace and expand coc shelter.
3. Stake down shelter to include wind lines.
4. Utilize snow kit as required by conditions.
5. Connect multiple shelters/vestibules/vehicles boots.
6. Connect ecu ducting/plenum.
7. Connect lighting subsytems.
8. Connect internal power harness/mepids-r gear.
9. Setup the operator workstations (tables/laptops/visual display equipment) according to a site layout.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. Attend COC Equipment Course at local MISTC.

External Syllabus Support.

References.
1. JP 1-0; Joint Personnel Support
2. JP 5-0; Joint Planning
3. MCWP 3-20F.3

MAGOC-3118   2.0   *   B, R   (N)   L/S

Goal. Conduct Aviation Operation Specialist (AOS) quarterly training and readiness review of subordinate units.

Requirement. With the aid of references, complete the following:

1. Assess current MAG AOS Proficiency.
2. Assess MAG AOS Core Competency.

3. Compile/validate subordinate units training and readiness status.
4. Recommend MAG AOS training and readiness correspondence updates.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. None.

External Syllabus Support. Computer and Message generation program.

Reference.
1. NAVMC 3500.14D; Aviation T&R Program

2.9.12 AIRFIELD OPERATIONS CHIEF (AFOCH) STAGE.

2.9.12.1 Purpose. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential support to the Airfield, subordinate units, and transient aircraft.

2.9.12.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

AFOCH-3404   15.0   *   B, R   (N)   G

Goal. Manage electronic filing convention.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, maintain an electronic data management system.

1. Demonstrate usage of Record Category Name.
2. Demonstrate usage of Record Category Identifier.
3. Demonstrate usage of Disposition Instructions
4. Demonstrate usage of Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. Local G/S-1

References.
1. DoDI 5015.2; DoD Records Management Program
2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

AFOCH-3406   16.0   *   B, R   (N)   L/S

Goal. Review a Letter of Instruction.

Requirement. Complete the following:

1. Verify Standard Subject Identification Code (SSIC).
2. Determine appropriate abbreviations.
3. Submit for review and signature.
4. Route and file completed correspondence as required.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3328.

External Syllabus Support. MARINENET (Spelling, Grammar, Correspondence, Punctuation).

References.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

AFOCH-3408   18.0   *   B, R   (N)   S/L

Goal. Release a Naval Message.

Requirement. With the aid of reference release a standard Naval Message.

1. Analyze validated message for secondary errors.
2. Ensure all coordinated release steps are correctly inputted.
3. Release Naval Message.
4. Save and document released AMHS Message in accordance with internal SOP.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3354.

External Syllabus Support. None.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

AFOCH-3410   3.0   *   B, R   (N)   L

Goal. Demonstrate handling and storage of classified material.

Requirement. With the aid of reference, perform the following:

1. Different levels of classification.
2. Marking requirements for each level of classification.
3. Two-Person Integrity (TPI) rule.
4. Storage procedures for each level of classification.
5. Transportation requirements for classified material.

6. Sections of the SF-702.
7. Approved security containers utilized for storage.
8. Destruction protocol.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3356.

External Syllabus Support. None.

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

AFOCH-3412   5.0   *   B, R   (N)   L/S

Goal. Maintain Aviation Flight Publications.

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

1. Identify unit's Department of Defense Activity Address Code (DODAAC).
2. Ident required pubs charts and supplies and effective dates.
3. Ident procedures for non-standard orders based upon unit TEEP.
4. Ident ordering procedures.
5. Maintain inventory log of required publications, charts, and supplies.
6. Report inventory discrepancies to designated official.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3358.

External Syllabus Support. Defense Logistics Agency (DLA) Chart Procurement Course

References.
1. General Planning 1, Chapter 3
2. FLIP Handbook
3. DLA User's Manual

AFOCH-3414   10.0   *   B, R   (N)   S/L

Goal. Conduct airfield emergency procedures.

Requirement. With the aid of reference, supervise the following:

1. Crash phone procedures.
2. Notify appropriate agencies.
3. Notify higher headquarters.
4. Procedures to log the chronology of events.
5. Conduct a surface check after an emergency.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3360.

External Syllabus Support. None.

Reference.
1. Local Airfield Operations Manual (AOM)

AFOCH-3416   16.0   *   B, R   (N)   L/S

Goal. Conduct Emergency Operations.

Requirement. With the aid of reference, supervise the following:

1. Declared emergency procedures.
2. Coordinate with Emergency Operation Center (EOC).

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3362.

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. Local Airfield Operations Manual (AOM)

AFOCH-3418   8.0   *   B, R   (N)   L/S

Goal. Submit Notice to Airmen (NOTAM).

Requirement. With the aid of references, state the procedures to perform the following:

1. Prepare and publish NOTAM in Defense Internet NOTAM Service (E-NOTAMS).
2. Publish and disseminate general airfield advisories.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3370.

External Syllabus Support. None.

References.
1. OPNAVINST 3721.20D; DoD NOTAM
2. Local Airfield Operations Manual (AOM)
3. DoD NOTAM Training (https://www.notams.faa.gov/downloads/DoD_FNS_guide.pdf)

AFOCH-3420   20.0   *   B, R   (N)   L/S

Goal. Coordinate safety functions of airfield operations.

Requirement. With the aid of references, perform the following:

1. Coordinate Foreign Object Debris (FOD) program.
2. Coordinate surface checks.
3. Coordinate hazardous material handling.
4. Coordinate Wildlife Control programs.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3372.

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. Local Airfield Operations Manual (AOM)

AFOCH-3422   10.0   *   B, R   (N)   L/S

Goal. Issue warnings, suspensions, and revocations for airfield violations.

Requirement. With the aid of references, perform the following:

1. How to recognize an airfield violation.
2. Actions taken to remove person(s) and/or vehicle(s) from the airfield.
3. Seizure of airfield driver's license, access pass and other authorized documents.
4. Escort violator(s) to Base Operations for receipt of warning, suspension, or revocation of driving privileges.
5. Identify applicable administrative actions.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3374.

External Syllabus Support. None.

Reference.
1. Local Airfield Operations Manual (AOM)

AFOCH-3424   1.0   *   B, R   (N)   L

Goal. Maintain M-SHARP personnel profiles/accounts.

Requirement. Given the reference, maintain profiles:

1. Manage roles.
2. Assign/edit syllabus.
3. Manage personnel.
4. Conduct personnel transfers.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3376.

External Syllabus Support. None.

Reference.
1. M-SHARP software user manual: https://msharp.mceits.usmc.mil/msharp/

AFOCH-3426   5.0   *   B, R   (N)   L/S

    Goal. Conduct a friendly situation brief.

    Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

    1. Prepare a friendly situation brief.
    2. Deliver a friendly situation brief.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 3378.

    External Syllabus Support.

    References.
    1. MIL-STD-2525
    2. MCWP 5-10; Marine Corps Planning Process
    3. MCWP 3-20F.5; Direct Air Support Center Handbook

2.9.13 STATION OPERATIONS CHIEF (AFSCH) STAGE.

2.9.13.1 Purpose. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential support to the Airfield, subordinate units, and transient aircraft.

2.9.13.2 General.

    Admin Notes. None.

    Prerequisite. None.

    Crew Requirements. None.

AFSCH-3450   30.0   365   B, R, M   (N)   L

    Goal. Maintain an Airfield Vehicle Operators Licensing program.

    Requirement. With the use of references complete the following:

    1. Conduct an Airfield Vehicle Operators Course (AVOC).
    2. Maintain an airfield vehicle driver's license database.

    Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3338

External Syllabus Support. None.

References.
1. NAVAIR 00-80T-114
2. Naval Safety Center Guidance
3. Local AVOC order
4. Local AOM

AFSCH-3452   10.0   *   B   (N)   S/L

Goal. Conduct airfield emergency procedures.

Requirement. With the aid of reference, supervise the following:

1. Crash phone procedures.
2. Notify appropriate agencies.
3. Notify higher headquarters.
4. Procedures to log the chronology of events.
5. Conduct a surface check after an emergency.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2302, 3310, 3360, 3414.

External Syllabus Support. None

Reference.
1. Local Airfield Operations Manual (AOM)

AFSCH-3454   16.0   180   B, R, M   (N)   L/S

Goal. Conduct Emergency Operations.

Requirement. With the aid of reference, supervise the following:

1. Declared emergency procedures.
2. Coordinate with Emergency Operation Center (EOC).

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2304, 3312, 3362, 3416.

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. Local Airfield Operations Manual (AOM)

AFSCH-3456   8.0   *   B, R   (N)   L/S

    Goal. Submit Notice to Airmen (NOTAM).

    Requirement. With the aid of references, state the procedures to perform the following:

    1. Prepare and publish NOTAM in Defense Internet NOTAM Service (E-NOTAMS).
    2. Publish and disseminate general airfield advisories.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. SI

    Prerequisite. 2312, 3320, 3370, 3418.

    External Syllabus Support. None.

    References.
    1. OPNAVINST 3721.20D; DoD NOTAM
    2. Local Airfield Operations Manual (AOM)
    3. DoD NOTAM Training (https://www.notams.faa.gov/downloads/DoD_FNS_guide.pdf)

AFSCH-3458   10.0   *   B   (N)   L

    Goal. Support airfield security functions.

    Requirement. With the aid of references and appropriate materials complete the following:

    1. Monitor flight line vehicle access.
    2. Validate movement of contractors through the Provost Marshall Office (PMO).

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. None.

    External Syllabus Support. None.

    Reference.
    1. Local AOM.

AFSCH-3460   20.0   *   B, R   (N)   L/S

    Goal. Coordinate safety functions of airfield operations.

    Requirement. With the aid of references, perform the following:

    1. Coordinate Foreign Object Debris (FOD) program.
    2. Coordinate surface checks.
    3. Coordinate hazardous material handling.
    4. Coordinate Wildlife Control programs.

    Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2314.

External Syllabus Support. None.

References.
1. CNAF M-3710.7; NATOPS Manual
2. Local Airfield Operations Manual (AOM)

AFSCH-3462   10.0   *   B, R   (N)   L/S

Goal. Issue warnings, suspensions, and revocations for airfield violations.

Requirement. With the aid of references, perform the following:

1. How to recognize an airfield violation.
2. Actions taken to remove person(s) and/or vehicle(s) from the airfield.
3. Seizure of airfield driver's license, access pass and other authorized documents.
4. Escort violator(s) to Base Operations for receipt of warning, suspension, or revocation of driving privileges.
5. Identify applicable administrative actions.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2316, 3316, 3374, 3422.

External Syllabus Support. None.

Reference.
1. Local Airfield Operations Manual (AOM)

AFSCH-3464   15.0   *   B, R   (N)   L

Goal. Manage electronic filing convention.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, maintain an electronic data management system.

1. Demonstrate usage of Record Category Name.
2. Demonstrate usage of Record Category Identifier.
3. Demonstrate usage of Disposition Instructions
4. Demonstrate usage of Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3326.

External Syllabus Support. Local G/S-1

References.
1. DoDI 5015.2; DoD Records Management Program

2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

AFSCH-3466   16.0   *   B   (N)   L/S

Goal. Review a Letter of Instruction.

Requirement. Complete the following:

1. Verify Standard Subject Identification Code (SSIC).
2. Determine appropriate abbreviations.
3. Submit for review and signature.
4. Route and file completed correspondence as required.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3328, 3406.

External Syllabus Support. MARINENET (Spelling, Grammar, Correspondence, Punctuation).

References.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

AFSCH-3468   18.0   *   B   (N)   S/L

Goal. Release a Naval Message.

Requirement. With the aid of reference release a standard Naval Message.

1. Analyze validated message for secondary errors.
2. Ensure all coordinated release steps are correctly inputted.
3. Release Naval Message.
4. Save and document released AMHS Message in accordance with internal SOP.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3330, 3354.

External Syllabus Support. None

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

AFSCH-3470   3.0   90   B, R, M   (N)   L

Goal. Demonstrate handling and storage of classified material.

Requirement. State and identify the following:

1. Different levels of classification.
2. Marking requirements for each level of classification.
3. Two-Person Integrity (TPI) rule.
4. Storage procedures for each level of classification.
5. Transportation requirements for classified material.
6. Sections of the SF-702.
7. Approved security containers utilized for storage.
8. Destruction protocol.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 3332, 3356, 3410.

External Syllabus Support. None

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

AFSCH-3472   5.0   180   B, R, M   (N)   L/S

Goal. Maintain Aviation Flight Publications.

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

1. Identify unit's Department of Defense Activity Address Code (DODAAC).
2. Ident required pubs charts and supplies and effective dates.
3. Ident procedures for non-standard orders based upon unit TEEP.
4. Ident ordering procedures.
5. Maintain inventory log of required publications, charts, and supplies.
6. Report inventory discrepancies to designated official.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3334, 3358, 3412.

External Syllabus Support. Defense Logistics Agency (DLA) Chart Procurement Course

References.
1. General Planning 1, Chapter 3
2. FLIP Handbook
3. DLA User's Manual

AFSCH-3474   1.0   180   B, R, M   (N)   L

Goal. Maintain M-SHARP personnel profiles/accounts.

Requirement. Given the reference, maintain profiles:

1. Manage roles.
2. Assign/edit syllabus.
3. Manage personnel.
4. Conduct personnel transfers.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3376, 3424.

External Syllabus Support. None.

Reference.
1. M-SHARP software user manual: https://msharp.mceits.usmc.mil/msharp/

AFSCH-3476   5.0   180   B, R, M   (N)   L/S

Goal. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 3336, 3378, 3426.

External Syllabus Support. None.

References.
1. MIL-STD-2525
2. MCWP 5-10; Marine Corps Planning Process
3. MCWP 3-20F.5; Direct Air Support Center Handbook

2.9.14 MARINE AIRCRAFT WING OPERATIONS CHIEF (WNGOC) STAGE.

2.9.14.1 Purpose. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential support to the Wing and subordinate units.

2.9.14.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

WNGOC-3200   28.0   *   B   (N)   L

Goal. Complete MarineNet Microsoft Office Training.

Requirement. Completed courses:

1. Complete Word MarineNet (Course WD2010ZZZZ)
2. Complete Excel MarineNet (Course XL2010ZZZZ)
3. Complete PowerPoint MarineNet (Course PW201000ZZ)
4. Microsoft Office 2013: Advanced Outlook (Skillsoft Course)

Performance Standard. Complete prescribed courses with greater than 80 percent.

Instructor. BI

Prerequisite. None.

External Syllabus Support.
1. http://office.microsoft.com/en-us/support/training-FX101782702.aspx
2. http://www.gcflearnfree.org/computer/.
3. Local Microsoft Office training classes.

References.
1. MarineNet Courses.
2. Microsoft Help Manuals

WNGOC-3202   15.0   *   B   (N)   G

Goal. Manage electronic filing convention.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, maintain an electronic data management system.

1. Demonstrate usage of Record Category Name.
2. Demonstrate usage of Record Category Identifier.
3. Demonstrate usage of Disposition Instructions.
4. Demonstrate usage of Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support. Local G/S-1

References.
1. DoDI 5015.2; DoD Records Management Program
2. MCO 5210.11F; USMC Records Management Program
3. NAVMC DIR 5210.11E; Marine Corps Records Management Program

WNGOC-3204   16.0   *   B   (N)   L/S

Goal. Review a Letter of Instruction.

Requirement. Complete the following:

1. Verify Standard Subject Identification Code (SSIC).
2. Determine appropriate abbreviations.
3. Submit for review and signature.

4. Route and file completed correspondence as required.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2100.

External Syllabus Support. MARINENET (Spelling, Grammar, Correspondence, Punctuation).

References.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

WNGOC-3206   18.0   *   B   (N)   S/L

Goal. Release a Naval Message.

Requirement. With the aid of reference release a standard Naval Message.

1. Analyze validated message for secondary errors.
2. Ensure all coordinated release steps are correctly inputted.
3. Release Naval Message.
4. Save and document released AMHS Message in accordance with internal SOP.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. Complete Local Marine Corps Enterprise Network (MCEN) requirements

External Syllabus Support. AMHS CBT Training

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

WNGOC-3208   3.0   90   B, R, M   (N)   G

Goal. Describe handling and storage of classified material.

Requirement. State and identify the following:

1. State the different levels of classification.
2. State the marking requirements for each level of classification.
3. State the Two-Person Integrity (TPI) rule.
4. State storage procedures for each level of classification.
5. Identify transportation requirements for classified material.
6. State the sections of the SF-702.
7. Identify the approved security containers utilized for storage.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None

External Syllabus Support. None.

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

WNGOC -3210   1.0   180   B, R, M   (N)   L

Goal. Maintain M-SHARP personnel profiles/accounts.

Requirement. Given the reference, maintain profiles:

1. Manage roles.
2. Assign/edit syllabus.
3. Manage personnel.
4. Conduct personnel transfers.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. None.

External Syllabus Support.

References.
1. M-SHARP software user manual: https://msharp.mceits.usmc.mil/msharp/
2. MCO 3125.1B; FHP Management

WNGOC-3212   30.0   *   B   (N)   L

Goal. Manage Flight Hour Program (FHP).

Requirement. Given the reference, conduct the following:

1. ACCRM/CCRM development.
2. SBTP Forecast.
3. SBTP Mid-year Review.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. None.

External Syllabus Support. ASB website for ACCRM.

Reference.
1. MCO 3125.1B; FHP Management

WNGOC-3214   8.0   *   B   (N)   L

    Goal. Manage M-SHARP data.

    Requirement. With the aid of references, complete the following:

    1. Maintain M-SHARP personnel profiles/accounts.
    2. Retrieve data for daily flight schedule.
    3. Create a flight schedule.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. SI

    Prerequisite. 2210

    External Syllabus Support. None.

    Reference.
    1. M-SHARP user's manual.

WNGOC-3216   5.0   180   B, R, M   (N)   L/S

    Goal. Conduct a friendly situation brief.

    Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.

    1. Prepare a friendly situation brief.
    2. Deliver a friendly situation brief.

    Performance Standard. Complete all tasks with an overall grade of 3.0

    Instructor. BI

    Prerequisite. 2245

    External Syllabus Support. None.

    References.
    1. MIL-STD-2525
    2. MCWP 5-10; Marine Corps Planning Process
    3. MCWP 3-20F.5; Direct Air Support Center Handbook

WNGOC-3218   8.0   365   B, R, M   (N)   L/S

    Goal. Conduct Aviation Operation Specialist (AOS) annual training and readiness review.

    Requirement. With the aid of references, complete the following:

    1. Assess current Wing AOS Proficiency.
    2. Assess Wing AOS Core Competency.
    3. Compile/validate subordinate units training and readiness status.
    4. Recommend Wing AOS training and readiness correspondence updates.

    Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

References.
1. NAVMC 3500.14D; Aviation T&R Program
2. Local Wing Inspection SOP

2.9.15 MARINE CORPS INSTALLATION OPERATIONS CHIEF (MCIOC) STAGE.

2.9.15.1 Purpose. These Mission Skills are intended to develop advanced knowledge and skills required for the Marine to provide essential support to the MCI and subordinate units.

2.9.15.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. None.

MCIOC-3500   15.0   *   B, R   (N)   L

Goal. Supervise use of electronic and hard copy filing procedures.

Requirement. In accordance with the references, given a list of files, a computer, approved data storage device, and media, standardize an electronic data management system.

1. Establish Record Category Name.
2. Establish Record Category Identifier.
3. Establish Disposition Instructions and Disposition Authority.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2602

External Syllabus Support. Local G/S-1

Reference.
1. DOD 5015-2 STD.

MCIOC-3502   16.0   *   B, R   (N)   L/S

Goal. Review a Letter of Instruction.

Requirement. Complete the following:

1. Verify Standard Subject Identification Code (SSIC).
2. Determine appropriate abbreviations.
3. Submit for review and signature.
4. Route and file completed correspondence as required.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2604

External Syllabus Support. MARINENET (Spelling, Grammar, Correspondence, Punctuation).

References.
1. SECNAV M-5216.5; Correspondence Manual
2. MCO 5216.20A; Marine Corps Supplement to DON Correspondence Manual
3. MCO P5215.1K; Directives Management
4. SECNAV M-5210.2; SSIC Manual

MCIOC-3504   18.0   *   B, R   (N)   S/L

Goal. Release a Naval Message.

Requirement. With the aid of reference release a standard Naval Message.

1. Analyze validated message for secondary errors.
2. Ensure all coordinated release steps are correctly inputted.
3. Release Naval Message.
4. Save and document released AMHS Message in accordance with internal SOP.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2606

External Syllabus Support. None

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

MCIOC-3506   3.0   *   B, R   (N)   L

Goal. Demonstrate handling and storage of classified material.

Requirement. State and identify the following:

1. Different levels of classification.
2. Marking requirements for each level of classification.
3. Two-Person Integrity (TPI) rule.
4. Storage procedures for each level of classification.
5. Transportation requirements for classified material.
6. Sections of the SF-702.
7. Approved security containers utilized for storage.
8. Destruction protocol.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2608

External Syllabus Support. None.

References.
1. MCO 5510.18B; Information and Personnel Security Program
2. SECNAV M-5510.36; Information Security Program

MCIOC-3508   5.0   *   B, R   (N)   S/L

Goal. Conduct a friendly situation brief.

Requirement. Given the tactical maps/charts associated with theater operations, conduct a friendly situation brief.
1. Prepare a friendly situation brief.
2. Deliver a friendly situation brief.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. 2612

External Syllabus Support.

References.
1. DOD MILSTD 2525
2. MCWP 5-1
3. MCWP 3-25.5

2.9.16 COMMAND AND CONTROL SYSTEMS (C2SYS) STAGE.

2.9.16.1 Purpose. To provide Airfield Operations Specialists the knowledge and skills required to operate command and control systems employed within Marine Aviation.

2.9.16.2 General.

Admin Notes. Command and control system events are located in the MAWTS-1 C3 Course Catalog in order to maintain standardized training across the fleet. C2SYS training is offered by MISTCs or provided during MISTEX, MEFEX, or other Wing TEEP events.

Prerequisite. MARINENET Courses as indicated within the C2SYS events or the virtual MISTC POIs for the associated C2 system.

Crew Requirements. None.

EVENT CODE	SKILL
C2SYS-3916	Demonstrate proficiency creating missions in TBMCS.
C2SYS-3917	Demonstrate proficiency publishing the Air Tasking Order (ATO).
C2SYS-3924	Demonstrate proficiency operating Joint Automated Deep Operations Coordination System (JADOCS).

2.10 CORE PLUS TRAINING (4000)

2.10.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.2 General.

2.10.2.1 Admin Notes. None.

2.10.2.2 Prerequisite. None.

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

PAR NO.	STAGE NAME	PAGE NUMBER
2.10.3	SQUADRON OPERATIONS CLERK (SQDCL)	2-93
2.10.4	MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL)	2-96
2.10.5	MARINE AIRCRAFT WING OPERATIONS CLERK (WNGCL)	2-97
2.10.7	AIRFIELD DISPATCHER (AFFCD)	2-98
2.10.8	AIRFIELD SUPERVISOR (AFFCS)	2-99
2.10.9	FLIGHT CLEARANCE CHIEF (AFCCH)	2-100
2.10.10	SQUADRON OPERATIONS CHIEF (SQDOC)	2-102
2.10.11	MARINE AIRCRAFT GROUP OPERATIONS CHIEF (MAGOC)	2-106
2.10.12	AIRFIELD OPERATIONS CHIEF (AFOCH)	2-108
2.10.13	STATION OPERATIONS CHIEF (AFSCH)	2-109
2.10.14	MARINE AIRCRAFT WING OPERATIONS CHIEF (WNGOC)	2-110
2.10.15	MARINE CORPS INSTALLATION OPERATIONS CHIEF (MCIOC)	2-112

2.10.3 SQUADRON OPERATIONS CLERK (SQDCL) STAGE.

2.10.3.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.3.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. 1 Supervisor.

SQDCL-4000   16.0   *   B, R   (N)   L/S

Goal. Process diplomatic clearances.

Requirement. With the use of references, compile required information and accurately process a foreign diplomatic clearance request(s) in Aircraft and Personnel Automated Clearance System (APACS).

1. Establish a APACS web-based account.
2. Draft a DIP Clearance request with the applicable information given.
3. Review the DIP Clearance for errors.

    4. Submit the DIP Clearance with the applicable information given.
    5. Coordinate with all applicable agencies.
    6. Notify all applicable agencies when approved or disapproved.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. BI

Prerequisite. Obtain an APACS account.

External Syllabus Support. None

Reference.
1. Foreign Clearance Guide (www.fcg.pentagon.mil)

SQDCL-4002   40.0   *   B, R   (N)   L

Goal. Utilize the Joint Mission Planning System (JMPS).

Requirement. Given the appropriate equipment, perform the following:

1. Update DAFIF, map data, and other required electronic planning overlays.
2. Create routes
3. Create route cards
4. Load files to aircraft card

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. MAGTF Integrated System Training Center (MISTC).

Reference.
1. JMPS User Manual.

SQDCL-4004   8.0   *   B, R   (N)   L/S

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 2032

External Syllabus Support. None.

Reference.
1. Local Range and Operating Area Orders.

SQDCL-4006   16.0   365   B, R, M   (N)   L/S

Goal. Employ a deployable M-SHARP system.

Requirement. With the aid of the reference, manage and maintain the unit's deployable M-SHARP system by completing the following:

1. Establish communication with support representative IAW ASB policy.
2. Ensure global database accuracy.
3. Create and transfer M-SHARP Transfer File (MSTF).
4. Create and upload SPIN file.
5. Coordinate network for M-SHARP deployable.
6. Ensure transfer and validation of data from M-SHARP deployable to global database.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. M-SHARP Administrator Course, 2220, 2230, 2235.

External Syllabus Support. M-SHARP training. http://msharpsupport.com

Reference.
1. M-SHARP User Manual.

SQDCL-4008   4.0   365   B, R, M   (N)   L/S

Goal. Process annual NATOPS evaluation recommendations.

Requirement. Given the reference, Aviators Flight Logbook, evaluation forms, and NATOPS jacket, complete the following:

1. Process a NATOPS evaluation report.
2. Process a NATOPS instrument rating request.
3. Route for signature.
4. File and log.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

2.10.4   <u>MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL) STAGE</u>.

2.10.4.1 <u>Purpose</u>. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.4.2 <u>General</u>.

 <u>Prerequisite</u>. None.

 <u>Admin Notes</u>. None.

 <u>Crew Requirements</u>. 1 Supervisor.

MAGCL -4030   8.0   *   B, R,   (N)   L

 <u>Goal</u>. Conduct Range Scheduling Procedures.

 <u>Requirement</u>. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

 1. Schedule operating areas, ranges, and routes.
 2. Process range operations usage requests.
 3. Enter requests into range management system.
 4. Coordinate with outside agencies.

 <u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0.

 <u>Instructor</u>. BI

 <u>Prerequisite</u>.

 <u>External Syllabus Support</u>. None.

 <u>Reference</u>.
 1. Local Range and Operating Area Orders.

MAGCL-4032   4.0   365   B, R, M   (N)   L/S

 <u>Goal</u>. Process annual NATOPS evaluation recommendations.

 <u>Requirement</u>. Given the reference, Aviators Flight Logbook, evaluation forms, and NATOPS jacket, complete the following:

 1. Process a NATOPS evaluation report.
 2. Process a NATOPS instrument rating request.
 3. Route for signature.
 4. File and log.

 <u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0.

 <u>Instructor</u>. BI

 <u>Prerequisite</u>. 2200, 2205, 2210, 2220, 3105.

 <u>External Syllabus Support</u>. None.

Reference.
1. CNAF M-3710.7; NATOPS Manual

2.10.5 <u>MARINE AIRCRAFT WING OPERATIONS CLERK (WNGCL) STAGE</u>.

2.10.5.1 <u>Purpose</u>. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.5.2 <u>General</u>.

   <u>Admin Notes</u>. None.

   <u>Prerequisite</u>. None.

   <u>Crew Requirements</u>. 1 Supervisor.

WNGCL-4050   30.0   *   B, R   (N)   L

   <u>Goal</u>. Conduct Range Scheduling.

   <u>Requirement</u>. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

   1. Identify operating areas, ranges, and routes.
   2. Process range operations usage requests.
   3. Enter requests into range management system.
   4. Coordinate with outside agencies.

   <u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0.

   <u>Instructor</u>. BI

   <u>Prerequisite</u>. RFMSS Account

   <u>External Syllabus Support</u>. None.

   <u>Reference</u>.
   1. Local Range and Operating Area Orders.

WNGCL-4052   2.0   *   B, R   (N)   L/S

   <u>Goal</u>. Process a Serious Incident Report (SIR).

   <u>Requirement</u>. With the aid of references, prepare a SIR using the standard naval message format by completing the following:

   1. Identify category of SIR, format, and compile required information.
   2. Create a SIR.
   3. Transmit the naval message.

   <u>Performance Standard</u>. Complete all tasks with an overall grade of 3.0.

   <u>Instructor</u>. BI

   <u>Prerequisite</u>. None.

External Syllabus Support. Computer and Message generation program.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

2.10.6   AIRFIELD DISPATCHER (AFFCD) STAGE.

2.10.6.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.6.2 General.

Prerequisite. None.

Admin Notes. None.

Crew Requirements. None.

AFFCD-4010   8.0   *   B, R   (N)   L

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. Local Range and Operating Area Orders.

AFFCD-4012   5.0   *   B   (N)   L

Goal. Maintain military Victor Route (VR) Log.

Requirement. Identify procedures for logging and inputting of the VR.

1. Input VR into log.
2. Verify VR with appropriate departments.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 2300, 2308.

External Syllabus Support. None.

References.
1. General Planning
2. Local Airfield Operations Manual (AOM)

AFFCD-4014   90.0   180   B, R, M   (N)   L/S

Goal. Perform as an Airfield Operations Dispatcher on a Forward Operating Base (FOB).

Requirement. Complete the following:

1. Manage an Airfield Vehicle Operators licensing program.
2. Support Emergency Operations.
3. Identify daily flight clearance operations.
4. Perform flight planning coordination.
5. Submit NOTAMs for publication.
6. Support airfield security functions.
7. Coordinate safety functions of airfield operations.
8. Issue Warnings, Suspensions and Revocations.
9. File Flight Plan (DD175/1801).
10. Identify the procedures for the Aeronautical Information System (AIS).
11. Coordinate with Aircraft Recovery on runway and lighting status.
12. PPR issuing

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. 2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316, 2318, 3300.

External Syllabus Support. None.

References.
1. 180.3 Facility Planning
2. JO 7110.10_ Flight Services
3. OPNAVINST 3710.7_
4. Local Airfield Operations Manual (AOM)

2.10.7 AIRFIELD SUPERVISOR (AFFCS) STAGE.

2.10.7.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.7.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. 1 Supervisor.

AFFCS-4020   8.0   180   B, R, M   (N)   L/S

      Goal. Conduct Range Scheduling Procedures.

      Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

      1. Schedule operating areas, ranges, and routes.
      2. Process range operations usage requests.
      3. Enter requests into range management system.
      4. Coordinate with outside agencies.

      Performance Standard. Complete all tasks with an overall grade of 3.0.

      Instructor. BI

      Prerequisite. 4010.

      External Syllabus Support. None.

      Reference.
      1. Local Range and Operating Area Orders.

AFFCS-4022   5.0   *   B   (N)   L

      Goal. Maintain military Victor Route (VR) Log.

      Requirement. Identify procedures for logging and inputting of the VR.

      1. Input VR into log.
      2. Verify VR with appropriate departments.

      Performance Standard. Complete all tasks with an overall grade of 3.0.

      Instructor. BI

      Prerequisite. 4012.

      External Syllabus Support. None.

      References.
      1. General Planning
      2. Local Airfield Operations Manual (AOM)

2.10.8 FLIGHT CLEARANCE CHIEF (AFCCH) STAGE.

2.10.8.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.8.2 General.

      Admin Notes. None.

      Prerequisite. None.

Crew Requirements. 1 Supervisor.

AFCCH-4040   8.0   *   B, R   (N)   L/S

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 4010, 4020.

External Syllabus Support. None.

Reference.
1. Local Range and Operating Area Orders.

AFCCH-4042   5.0   *   B, R   (N)   L

Goal. Maintain military Victor Route (VR) Log.

Requirement. Identify procedures for logging and inputting of the VR.

1. Input VR into log.
2. Verify VR with appropriate departments.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 4012, 4022.

External Syllabus Support. None.

References.
1. General Planning
2. Local Airfield Operations Manual (AOM)

AFCCH-4044   2.0   *   B, R   (N)   L/S

Goal. Process a Serious Incident Report (SIR).

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

1. Identify category of SIR, format, and compile required information.
2. Create a SIR.

3. Transmit the naval message.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 2300.

External Syllabus Support. Computer and Message generation program.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

2.10.9 SQUADRON OPERATIONS CHIEF (SQDOC) STAGE.

2.10.9.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.9.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. 1 Supervisor.

SQDOC-4060   16.0   *   B, R   (N)   L/S

Goal. Process diplomatic clearances.

Requirement. With the use of references, compile required information and accurately process a foreign diplomatic clearance request(s) in Aircraft and Personnel Automated Clearance System (APACS).

1. Establish a APACS web-based account.
2. Draft a DIP Clearance request with the applicable information given.
3. Review the DIP Clearance for errors.
4. Submit the DIP Clearance with the applicable information given.
5. Coordinate with all applicable agencies.
6. Notify all applicable agencies when approved or disapproved.

Performance Standard. Complete all tasks with an overall grade of 3.0

Instructor. SI

Prerequisite. Obtain an APACS account.

External Syllabus Support. 4000.

Reference.
1. Foreign Clearance Guide located at www.fcg.pentagon.mil

SQDOC-4062   40.0   *   B, R   (N)   L

Goal. Establish a Command Operations Center (COC).

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

1. Establish procedures for COC operations
2. Emplace and expand COC shelter
3. Stake down shelter to include wind lines
4. Utilize snow kit as required by conditions
5. Connect multiple shelters/vestibules/vehicles boots
6. Connect ECU ducting/plenum
7. Connect lighting subsystems
8. Connect internal power harness/MEPIDS-r gear
9. Setup the operator workstations (tables/laptops/visual display equipment) according to a site layout

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. Attend COC Equipment Course at local MISTC.

External Syllabus Support. None.

References.
1. JP 1-0; Joint Personnel Support
2. JP 5-0; Joint Planning
3. MCWP 3-20F.3

SQDOC-4064   16.0   *   B, R   (N)   L

Goal. Assist in the development of Operations Orders.

Requirement. With the use of references, complete the following:

1. Monitor assigned tasks for the individual divisions.
2. Incorporate submissions.
3. Submit for signature and distribution.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. 3002, 3020.

External Syllabus Support. None.

Reference.
1. MCWP 5-10; Marine Corps Planning Process

SQDOC-4066   120.0   *   B, R   (N)   L

Goal. Utilize the Joint Mission Planning System (JMPS).

Requirement. Given the appropriate equipment, perform the following:

1. Install software.
2. Update planning data.
3. Build mission products.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. 4002.

External Syllabus Support. MAGTF Integrated System Training Center (MISTC).

Reference.
1. JMPS user manual.

SQDOC-4068   8.0   *   B, R   (N)   L/S

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 4004.

External Syllabus Support. None.

Reference.
1. Local Range and Operating Area Orders.

SQDOC -4070   5.0   *   B, R   (N)   L/S

Goal. Create Temporary Flight Orders (TFO).

Requirement. Given the reference:

1. Verify aircrew member eligibility for assignment per Type/Model/Series (T/M/S).
2. Ensure Volunteer to fly statement is signed.
3. Prepare flight orders.
4. Submit flight orders for approval/signature.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 3052.

External Syllabus Support. None.

Reference.
1. MCO 1326.2G; Administration of Temporary Flight Orders

SQDOC-4072   10.0   *   B, R   (N)   L/S

Goal. Manage TFO allocations.

Requirement. With the aid of references:

1. Validate aircrew member's eligibility for assignment to temporary flight orders.
2. Monitor temporary flight order expenditures.
3. Review daily validation report to ensure accuracy.
4. Conduct monthly audit of squadron temporary flight order program.
5. Conduct required quarterly reviews.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 4070.

External Syllabus Support. None.

References.
1. MCO 1326.2G; Administration of Temporary Flight Orders
2. CNAF M-3710.7; NATOPS Manual
3. DOD FMR

SQDOC-4074   16.0   *   B, R   (N)   L/S

Goal. Employ a deployable M-SHARP system.

Requirement. With the aid of the reference, manage and maintain the unit's deployable M-SHARP system by completing the following:

1. Establish communication with support representative IAW ASB policy.
2. Ensure global database accuracy.
3. Create and transfer M-SHARP Transfer File (MSTF).
4. Create and upload SPIN file.
5. Coordinate network for M-SHARP deployable.
6. Ensure transfer and validation of data from M-SHARP deployable to global database.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 4006.

External Syllabus Support. M-SHARP training. http://msharpsupport.com

Reference.
1. M-SHARP User Manual.

SQDOC-4076   4.0   *   B, R   (N)   L/S

    Goal. Process annual NATOPS evaluation recommendations.

    Requirement. Given the reference, Aviators Flight Logbook, evaluation forms, and NATOPS jacket, complete the following:

    1. Process a NATOPS evaluation report.
    2. Process a NATOPS instrument rating request.
    3. Route for signature.
    4. File and log.

    Performance Standard. Complete all tasks with an overall grade of 3.0.

    Instructor. BI

    Prerequisite. 4008.

    External Syllabus Support. None.

    Reference.
    1. CNAF M-3710.7; NATOPS Manual

SQDOC-4078   2.0   *   B, R   (N)   L/S

    Goal. Process a Serious Incident Report (SIR).

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

    1. Identify category of SIR, format, and compile required information.
    2. Create a SIR.
    3. Transmit the naval message.

    Performance Standard. Complete all tasks with an overall grade of 3.0.

    Instructor. BI

    Prerequisite. 3004.

    External Syllabus Support. Computer and Message generation program.

    References.
    1. MCO 3504.2A; OPREP-3 Reporting
    2. NTP 3; Telecommunications Users Manual
    3. AMHS User's Manual

2.10.10 MARINE AIRCRAFT GROUP (MAGOC) STAGE.

2.10.10.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.10.2 General.

    Admin Notes. None.

Prerequisite. None.

Crew Requirements. 1 Supervisor.

MAGOC-4100   16.0   *   B, R   (N)   L

Goal. Assist in the development of Operations Orders.

Requirement. With the use of references, complete the following:

1. Monitor assigned tasks for the individual divisions.
2. Incorporate submissions.
3. Submit for signature and distribution.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. MCWP 5-10; Marine Corps Planning Process

MAGOC-4102   8.0   *   B, R   (N)   L/S

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. Local Range and Operating Area Orders.

MAGOC-4104   2.0   *   B, R   (N)   L/S

Goal. Process a Serious Incident Report (SIR).

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

1. Identify category of SIR, format, and compile required information.
2. Create a SIR.
3. Transmit the naval message.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. Computer and Message generation program.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

MAGOC-4106   10.0   *   B, R   (N)   L/S

Goal. Validate Temporary Enlisted Flight Orders allocations and expenditures.

Requirement. With the aid of references, perform the following:

1. Assess aircrew eligibility for assignment to temporary flight orders.
2. Monitor temporary flight order expenditures.
3. Submit to HHQ for approval.
4. Validate monthly audit of subordinate squadron's temporary flight order program.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. None.

External Syllabus Support. None.

References.
1. MCO 1326.2G; Administration of Temporary Flight Orders
2. CNAF M-3710.7; NATOPS Manual
3. DOD FMR

2.10.11 AIRFIELD OPERATIONS CHIEF (AFOCH) STAGE

2.10.11.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.11.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. 1 Supervisor.

AFOCH-4080   8.0   *   B, R   (N)   L/S

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 4010, 4020, 4040.

External Syllabus Support. None.

Reference.
1. Local Range and Operating Area Orders.

2.10.12 STATION OPERATIONS CHIEF (AFSCH) STAGE.

2.10.12.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.12.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. 1 Supervisor.

AFSCH-4090   8.0   180   B, R, M   (N)   L/S

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 4010, 4020, 4040, 4080.

External Syllabus Support. None.

Reference.
1. Local Range and Operating Area Orders.

AFSCH-4092   2.0   180   B, R, M   (N)   L/S

Goal. Process a Serious Incident Report (SIR).

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

1. Identify category of SIR, format, and compile required information.
2. Create a SIR.
3. Transmit the naval message.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 4044.

External Syllabus Support. Computer and Message generation program.

Reference.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

2.10.13 MARINE AIRCRAFT WING OPERATIONS CHIEF (WNGOC) STAGE.

2.10.13.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.13.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. 1 Supervisor.

WNGOC-4110   40.0   *   B   (N)   L/S

Goal. Perform basic duties in the Aviation Transportation Coordination Office (ATCO).

Requirement. Given the references:

1. Consolidate/input information into the Joint Automated Logistics Information System (JALIS).
2. Prepare requests for U.S. Air Force strategic aerial refueling to the Air Mobility Commands (AMC).
3. Consolidated Air Mobility Planning and Scheduling System (CAMPS).
4. Maintain/Manage DD Form 2768 submission.
5. Maintain/Manage Assault Support Request.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. Attend JALIS Class.

External Syllabus Support. Http://www.public.navy.mil/airfor/nalo/Pages/JALISClass.aspx

References.
1. DOD 4500.43
2. DOD 4500.56
3. DOD 4515.13
4. JO 7110.10_ Flight Services
5. MCO 4631.1
6. USTRANSCOMINST 10-19
7. OPNAVINST 4631.2_

WNGOC-4112   16.0   *   B   (N)   L

Goal. Assist in the development of Operations Orders.

Requirement. With the use of references, complete the following:

1. Monitor assigned tasks for the individual divisions.
2. Incorporate submissions.
3. Submit for signature and distribution.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. SI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. MCWP 5-10; Marine Corps Planning Process

WNGOC-4114   8.0   180   B, R, M   (N)   L/S

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. RFMSS Account

External Syllabus Support. None.

Reference.
1. Local Range and Operating Area Orders.

WNGOC-4116   2.0   180   B, R, M   (N)   L/S

Goal. Process a Serious Incident Report (SIR).

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

1. Identify category of SIR, format, and compile required information.
2. Create a SIR.
3. Transmit the naval message.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. None.

External Syllabus Support. Computer and Message generation program.

References.
1. MCO 3504.2A; OPREP-3 Reporting
2. NTP 3; Telecommunications Users Manual
3. AMHS User's Manual

2.10.14 MARINE CORPS INSTALLATION OPERATIONS CHIEF (MCIOC) STAGE.

2.10.14.1 Purpose. The phase provides core plus skill training to develop the senior management skills necessary for an enlisted Marine to meet the requirements of the Operating Forces at the unit as an Aviation Operations Specialist.

2.10.14.2 General.

Admin Notes. None.

Prerequisite. None.

Crew Requirements. 1 Supervisor.

MCIOC-4120   8.0   *   B, R   (N)   L/S

Goal. Conduct Range Scheduling Procedures.

Requirement. Given a range request and utilizing a range management system, schedule a range by performing the following steps:

1. Schedule operating areas, ranges, and routes.
2. Process range operations usage requests.
3. Enter requests into range management system.
4. Coordinate with outside agencies.

Performance Standard. Complete all tasks with an overall grade of 3.0.

Instructor. BI

Prerequisite. 2614

External Syllabus Support. None.

Reference.
1. Local Range and Operating Area Orders.

2.11 INSTRUCTOR UNDER TRAINING (IUT) (5000)

2.11.1 Purpose. To provide AOS Marines the additional skills necessary to instruct, evaluate and approve event completions. Upon completion of the required training, an individual may be approved for instructor designation by the commanding officer.

2.11.2 General.

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

INSTRUCTOR	Event Training, Evaluation and Approval
BI	Core Skill events in which current and proficient.
SI	Core Skill, Mission Skill, and Core Plus events in which current and proficient.

2.11.2.2 Prerequisite. None.

2.11.2.3 Stages. The following stages are included in the Instructor Under Training Skill Phase of training.

PAR NO.	STAGE NAME	PAGE NUMBER
2.11.3	INSTRUCTOR UNDER TRAINING (IUT)	

2.11.3 INSTRUCTOR UNDER TRAINING (IUT) STAGE

2.11.3.1 Purpose. To provide AOS Marines the additional skills necessary to instruct, evaluate and approve event completions. Upon completion of the required training, an individual may be approved for instructor designation by the commanding officer.

2.11.3.2 General.

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

Prerequisite. None.

Crew Requirements. None.

T&R CODE	EVENT DESCRIPTION	INSTRUCTOR
5000	Introduce principles of instruction	SI
5010	Understand the structure of an event	SI
5020	Conduct a period of instruction on a core skill event	SI

5100	Understand the Aviation Training and Readiness (T&R) Program	SI
5110	Understand the applicable community T&R program	SI
5120	Understand T&R administration	SI
5130	Develop a training plan	SI

IUT-5000   2.0   *   (N)   G

Goal. Introduce principals of instruction.

Requirement. Given the reference, the BIUT will demonstrate the following with the assistance of a unit instructor:

1. Adult learning principles.
    a. Pedagogy to andragogy.
    b. Characteristics of the adult learner.
    c. Learning styles.
    d. How adults learn.
    e. Domains of learning.
    f. Group dynamics.
    g. Motivation.
    h. Constructivist learning environments.
2. Introduce, discuss, and demonstrate instruction techniques.
3. Introduce, discuss, and demonstrate class management techniques.
    a. How to select teaching resources to accommodate student learning styles.
    b. How to properly organize the instructional environment for effective learning.

Performance Standard. With the aid of references, the BIUT shall demonstrate principles of instruction. During this session, the instructor shall discuss the event content and question the student throughout the training session to ensure understanding.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

Reference.
1. Adult Learning section, Systems Approach to Training Manual (2004)
2. NAVMC 3500.14_
3. NAVMC 1553.1_

IUT-5010   2.0   *   (N)   G

Goal. Describe individual T&R requirements.

Requirement. Using the Aviation T&R Program Manual, discuss the purpose of each of the following items with an instructor:

1. Training progression model.
2. Programs of Instruction.
    a. Basic.
    b. Refresher.
    c. Conversion.
    d. Series Conversion.
    e. Transition.
    f. Maintain.

3. T&R attain and maintain tables.
4. Syllabus notes.
5. T&R syllabus structure.
   a. Phase.
   b. Stage.
   c. Event.
   d. Skill.
   e. Syllabus.
6. Event format.
   a. Header.
     (1) Event prefix - event code.
     (2) Projected event duration.
     (3) Proficiency period.
     (4) Programs of instruction (POI).
     (5) Event conditions.
     (6) Device options.
     (7) Device number.
     (8) Device type.
   b. Body.
     (1) Goal.
     (2) Requirement.
     (3) Performance standard.
     (4) Equipment.

Performance Standard. Without the aid of references and during a discussion session, the BIUT shall describe Individual T&R requirements. During this session, the instructor shall discuss the event content and question the student throughout the training session to ensure understanding.

Instructor. BI

Prerequisite. None.

External Syllabus Support. None.

References.
1. NAVMC 3500.14_
2. NAVMC 1553.1_

IUT-5020   12.0   90   B, R, M   (N)   G

Goal. Conduct T&R instruction.

Requirement. The BIUT, under the supervision of an instructor, will conduct three periods of instruction on three different T&R events selected by the instructor and should include as many different methods of instruction as possible (lecture or academic, demonstration, and practical application). The event must be one the BIUT is current and proficient in. The BIUT will complete the following for each of the three events instructed:

1. Prepare to train the event.
   a. Review a trainee's performance record to identify required training for the event selected.
   b. Ensure the student has met prerequisites for the event to be trained.
   c. Gather the resources necessary to conduct the training (i.e., instructional materials, references, and equipment).
   d. Conduct task analysis on each event to ensure all intended requirements and prerequisite skills, specified or implied, are trained IAW applicable references.

   e. Schedule the training event (facilities and students).
   f. Prepare an evaluation form for each student to be evaluated.
2. Conduct training on the event selected:
   a. Ensure all training resources are properly staged/equipment if set up properly for training.
   b. Instruct the student in a thorough manner so as to cover all requirements for the event.
   c. Ensure continuous, objective assessment of the student's progress during training.
3. Assess student performance:
   a. Assess the student's performance to the performance standard.
   b. Correct student deficiencies in a timely manner and provide the student feedback.
   c. Complete the evaluation form on for each student trained.
   d. Debrief student on the performance and provide corrective action.
4. Route evaluation form as required.

Performance Standard. Complete the requirement items IAW the reference and ensure training is doctrinally and technically current. Instructor shall use the instructor evaluation form from the SAT user's guide for each class and a mark of satisfactory must be achieved for each of the three classes.

Instructor. BI

Prerequisite. 5000, 5010

External Syllabus Support. None.

References.
1. NAVMC 3500.14_
2. NAVMC 1553.1_
3. MCO 1553.2_
4. Appendix O

IUT-5100   2.0   *   B   (N)   G

Goal. Describe the Aviation Training and Readiness (T&R) Program.

Requirement. Using the community T&R manual discuss the following with an instructor:

1. Describe the Weapons and Tactics Training Program (WTTP).
2. Define each element of the Core Model:
   a. Mission statements.
   b. Core Mission Essential Task List (METL).
   c. Output standards.
   d. Core Skills (How to attain and maintain).
   e. Mission Skills (How to attain and maintain).
   f. Combat Leadership.
3. Define each of the following elements of unit training:
   a. Training Exercise Employment Plan (TEEP).
   b. Core Model Minimum Requirements (CMMR).
   c. Instructors.
   d. Core Model Training Report (CMTR).
   e. T&R manual connection to readiness reporting.
4. Define each of the following elements of training:
   a. Certification.
   b. Qualification.
   c. Designation.
5. PERFORMANCE RECORD Explain how changes are made to the Program manual:
   a. Explain T&R conference procedures.
   b. Explain correspondence change procedures.

Performance Standard. Complete the requirements IAW the reference.

Instructor. SI

Prerequisite. None.

External Syllabus Support. None.

References.
1. NAVMC 3500.14_
2. MCO 3500.109

IUT-5110   4.0   365   B, R, M   (N)   L

Goal. Conduct instructor evaluations.

Requirement. Using the instructor evaluation checklist from the SAT manual, conduct two evaluations on instructors of equal or lower designation.

1. Provide notification of evaluation to the instructor being evaluated.
2. Do not interfere with or disrupt the instruction while taking place.
3. Thoroughly document observed items on the checklist.
4. Ensure student evaluation form is filled our correctly and the appropriate debrief took place.
5. Debrief the instructor being evaluated on their preparation, instruction, evaluation, and documentation.
6. Have the evaluated instructor complete the instructor improvement plan section and sign.
7. File a copy of the completed evaluation form in both the evaluator's and evaluated instructor's performance record.

Performance Standard. Complete the requirements IAW the reference.

Instructor. SI

Prerequisite. 5100

External Syllabus Support. None.

References.
1. NAVMC 3500.14_
2. Applicable community T&R Manual
3. MCO 1553.2_
4. Appendix O

IUT-5120   2.0   *   B   (N)   L

Goal. Perform T&R administration.

Requirement. Document training to include:

1. Performance records.
2. Ensure MSHARP is updated appropriately.
3. Assemble recommendation package for certifications, qualifications, and designations IAW T&R manual.

Performance Standard. Complete the requirement items IAW the references. Instructor will question the trainee to check for understanding of the administration process.

Instructor. SI

Prerequisite. 5100, 5110

External Syllabus Support. None.

References.
1. NAVMC 3500.14_
2. Local WTTP SOP
3. http://msharpsupport.com

IUT-5130   2.0   *   B   (N)   L

Goal. Develop a training plan.

Requirement. Given a deployment scenario develop a training plan to determine individual, and crew training needed to meet CMMR by completing the following:

1. Review Commander's training guidance.
2. Analyze the CMTR to determine training deficiencies and how to achieve CMMR.
3. Identify and schedule T&R training opportunities IAW the TEEP to achieve requirements.
4. Determine instructors required.
5. Determine equipment required.
6. Determine external support required.
7. Deliver a brief to the instructor that shows:
    a. Crew manning and training requirements.
    b. Current training status.
    c. Identify the training deficiencies and resource shortfalls.
    d. Explain the training plan to correct the training deficiencies.
    e. Training plan meets commander's guidance.

Performance Standard. Complete the requirement items IAW the references and commander's training guidance. Training plan will ensure adequate time is allocated to include preparation, instruction, assessment, documentation, and remediation.

Instructor. SI

Prerequisite. 5100, 5110, 5120

External Syllabus Support. None.

References.
1. NAVMC 3500.14_
2. Applicable Community T&R manuals

2.12 REQUIREMENTS, CERTIFICATIONS, QUALIFICATIONS, AND DESIGNATIONS (RCQD) (6000).

2.12.1 Purpose. This phase provides for standardization of AOS qualifications, combat leadership and instructor designations.

2.12.2 General.

2.12.2.1 Admin Notes.

1. All IPRs will be reviewed to ensure required training, documentation and administrative actions have

been completed prior to staffing recommendations for qualification or designation to the Commanding Officer.

2. Only once an individual is qualified or designated in writing, the signed letter filed in the IPR, and all administrative actions are completed will the qualification or designation be effective.

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

2.12.2.3 Stages. The following stages are included in the Instructor Under Training Skill Phase of training.

PAR NO.	STAGE NAME	PAGE NUMBER
2.12.3	QUALIFICATION (QUAL)	2-119
2.12.4	DESIGNATION (DESG)	2-121
2.12.6	SCHOOL CODES (SCHL)	2-124

2.12.3 QUALIFICATIONS (QUAL) STAGE.

2.12.3.1 Purpose. To qualify personnel in the various positions as Aviation Operations Specialists.

2.12.3.2 General.

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

2. These events are administrative in nature and require no demonstration of performance by the individual Marine. They are a means to track the receipt of the Commanding Officer's letter and subsequent M-SHARP entry.

Prerequisite. Complete all prerequisites delineated by each Qualification and be recommended by a Senior Instructor.

Crew Requirements. None.

QUAL-6000   2.0   *   B   (N)   L

Goal. Qualify as Squadron Operations Clerk.

Requirement. After recommendation by the Senior Instructor, the Commanding Officer will qualify the AOS Marine as a Squadron Operations Clerk in writing and ensure the letter is filed in the IPR after this code is logged.

Performance Standard. Complete the prerequisites and be recommended by the Senior Instructor for qualification.

Instructor. SI

Prerequisites. 2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014, 2016, 2018, 2020, 2022, 2024, 2026, 2028, 2030, 2032, 3050, 3052, 3054, 3056, 3058, 3060, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

QUAL-6002   2.0   *   B   (N)   L

Goal. Qualify as Marine Aircraft Group Operations Clerk.

Requirement. After recommendation by the Senior Instructor, the Commanding Officer will qualify the

AOS Marine as a Marine Aircraft Group Operations Clerk in writing and ensure the letter is filed in the IPR after this code is logged.

Performance Standard. Complete the prerequisites and be recommended by the Senior Instructor for qualification.

Instructor. SI

Prerequisites. 2100, 2102, 2104, 2106, 2108, 2110, 2112, 2114, 2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2913, 2914, 2915, 2921, 2922, 2923, 2940, 2941, 3130, 3916, 3917, 3924, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

QUAL-6004   2.0   *   B   (N)   L

Goal. Qualify as Marine Aircraft Wing Operations Clerk.

Requirement. After recommendation by the Senior Instructor, the Commanding Officer will qualify the AOS Marine as a Marine Aircraft Wing Operations Clerk in writing and ensure the letter is filed in the IPR after this code is logged.

Performance Standard. Complete the prerequisites and be recommended by the Senior Instructor for qualification.

Instructor. SI

Prerequisites. 2200, 2202, 2204, 2206, 2208, 2210, 2212, 2214, 2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2913, 2914, 2915, 2921, 2922, 2923, 2940, 2941, 3230, 3916, 3917, 3924, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

QUAL-6006   2.0   *   B   (N)   L

Goal. Qualify as a Marine Corps Installation Operations Clerk.

Requirement. After recommendation by the Senior Instructor, the Commanding Officer will qualify the AOS Marine as a Marine Corps Installation Operations Clerk in writing and ensure the letter is filed in the IPR after this code is logged.

Performance Standard. Complete the prerequisites and be recommended by the Senior Instructor for qualification.

Instructor. SI

Prerequisites. 2600, 2602, 2604, 2606, 2608, 2610, 2612, 2614, 3520, 3522, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

QUAL-6008   2.0   *   B   (N)   L

Goal. Qualify as an Airfield Dispatcher.

Requirement. After recommendation by the Senior Instructor, the Commanding Officer will qualify the AOS Marine as an Airfield Dispatcher in writing and ensure the letter is filed in the IPR after this code is logged.

Performance Standard. Complete the prerequisites and be recommended by the Senior Instructor for qualification.

Instructor. SI

Prerequisites. 2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316, 2318, 3300, 3302, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

QUAL-6010   2.0   *   B   (N)   L

Goal. Qualify as an Airfield Supervisor.

Requirement. After recommendation by the Senior Instructor, the Commanding Officer will qualify the AOS Marine as an Airfield Supervisor in writing and ensure the letter is filed in the IPR after this code is logged.

Performance Standard. Complete the prerequisites and be recommended by the Senior Instructor for qualification.

Instructor. SI

Prerequisites. 3310, 3312, 3314, 3316, 3318, 3320, 3322, 3324, 3326, 3328, 3330, 3332, 3334, 3336, 3338, 3340, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

2.12.4 DESIGNATIONS (DESG) STAGE.

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

2.12.4.2 General.

Admin Notes. None.

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

Crew Requirements. None.

DESG-6112   1.0   *   B   (N)   G

Goal. Designated as Wing Inspector.

Requirement. With the aid of references, complete the following:

1. Designated in writing by Commander or Designated representative

Performance Standard. Complete requirements in accordance with local Wing Inspector General SOP

Instructor. SI

Prerequisite. Complete requirements in accordance with local Wing Inspector General SOP

External Syllabus Support. None.

References. None.

DESG-6114   2.0   *   B   (N)   L

    Goal. Designated as the Flight Clearance Chief.

    Requirement. Complete the prerequisite required for the designation.

    Performance Standard. Recommended by the Airfield Operations Chief and designated in writing by the Commanding Officer.

    Instructor. SI

    Prerequisites. 3350, 3352, 3354, 3356, 3358, 3360, 3362, 3364, 3366, 3368, 3370, 3372, 3374, 3376, 3378, 3380, 3382, 3384, 6008, 6010, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

    External Syllabus Support. None.

    Reference. None.

DESG-6116   2.0   *   B   (N)   L

    Goal. Designation as the Squadron Operations Chief.

    Requirement. Complete the prerequisite required for the designation

    Performance Standard. Recommended by the Marine Aircraft Group Operations Chief and designated in writing by the Commanding Officer.

    Instructor. SI

    Prerequisites. 3450, 3452, 3454, 3456, 3458, 3460, 3462, 3464, 3466, 3468, 3470, 3472, 3474, 3476, 6000, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067

    External Syllabus Support. None.

    Reference. None.

DESG-6118   2.0   *   B   (N)   L

    Goal. Designation as Marine Aircraft Group (MAG) Operations Chief.

    Requirement. Complete the prerequisite required for the designation.

    Performance Standard. Recommended by the Marine Aircraft Wing Operations Chief and designated in writing by the Commanding Officer.

    Instructor. SI

    Prerequisites. 2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2913, 2914, 2915, 2921, 2922, 2923, 2940, 2941, 3100, 3102, 3104, 3106, 3108, 3110, 3114, 3116, 3118, 3916, 3917, 3924, 6002, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088

    External Syllabus Support. None.

Reference. None.

DESG-6120   2.0   *   B   (N)   L

Goal. Designated as the Airfield Operations Chief.

Requirement. Complete the prerequisite required for the designation.

Performance Standard. Recommended by the Station Operations Chief and designated in writing by the Commanding Officer.

Instructor. SI

Prerequisites. 3404, 3406, 3408, 3410, 3412, 3414, 3416, 3418, 3420, 3422, 3424, 3426, 6008, 6010, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

External Syllabus Support. None.

Reference. None.

DESG-6122   2.0   *   B   (N)   L

Goal. Designated as the Station Operations Chief.

Requirement. Complete the prerequisite required for the designation.

Performance Standard. Recommended by the Marine Corps Installation Operations Chief and designated in writing by the Commanding Officer.

Instructor. SI

Prerequisites. 3450, 3452, 3454, 3456, 3458, 3460, 3462, 3464, 3466, 3468, 3470, 3472, 3474, 3476, 6008, 6010, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028

External Syllabus Support. None.

Reference. None.

DESG-6124   2.0   *   B   (N)   L

Goal. Designated as Marine Aircraft Wing Operations Chief.

Requirement. Complete the prerequisite required for the designation.

Performance Standard. Recommended by the 7041 Occupational Field Sponsor and designated in writing by the Commander.

Prerequisites. 2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2913, 2914, 2915, 2921, 2922, 2923, 2940, 2941, 3200, 3202, 3204, 3206, 3208, 3210, 3212, 3214, 3216, 3218, 3916, 3917, 3924, 6004, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088

External Syllabus Support. None.

Reference. None.

DESG-6126   2.0   *   B   (N)   L

    Goal. Designated as Marine Corps Installation Operations Chief.

    Requirement. Complete the prerequisite required for the designation.

    Performance Standard. Recommended by the 7041 Occupational Field Sponsor and designated in writing by the Commander.

    Prerequisites. 3500, 3502, 3504, 3506, 3508, 6008, 6010, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088

    External Syllabus Support. None.

    Reference. None.

DESG-6320   .5   *   B   (N)   L

    Goal. Designated as a Basic Instructor.

    Requirement. Be recommended by the Senior Instructor and designated in writing by the Commanding Officer.

    Prerequisites. 5000, 5010, 5020

    External Syllabus Support. None.

    Reference. None.

DESG-6321   .5   *   B   (N)   L

    Goal. Designated as a Senior Instructor.

    Requirement. Complete the prerequisites required for the designation.

    Performance Standard. Be recommended by a WTI and designated in writing by the Commanding Officer.

    Prerequisites. 5000, 5010, 5020, 5100, 5110, 5120, 5130

    External Syllabus Support. None.

    Reference. None.

2.12.6 SCHOOL CODES (SCHL) STAGE.

2.12.6.1 Purpose. To provide tracking codes for schools that are pertinent to the training of the 7041 in the skill progression of the Marine.

2.12.6.2 General.

    Admin Notes. Policies and prerequisites for attending the listed schools are maintained within MCTIMS.

Prerequisite. None.

Crew Requirements. None.

T&R CODE	COURSE NAME	LOCATION	CID/CIN
SCHL-6012	AOC Initial Qual Training Plans/Ops (AOCIQOFT) Course	HURLBERT FIELD, FL	F19KXF2
SCHL-6013	AOC Initial Qual Training Systems Admin (AOCIQTSYS) Course	HURLBERT FIELD, FL	F19L2U2
SCHL-6014	AOC Initial Qual Training Network Admin (AOCIQNET) Course	HURLBERT FIELD, FL	F19L9W2
SCHL-6015	Joint Air Operations Comand And Control (JAOC2C) Course	HURLBERT FIELD, FL	F19L2W2
SCHL-6016	Airfield Management Apprentice Course	BILOXI, MS	F0264Z1
SCHL-6017	Airfield Management Craftsman Course	AIRFORCE (JKO)	N/A
SCHL-6018	Advanced Airfield Manager Course	BILOXI, MS	F02KH31
SCHL-6019	Military Airspace Management Course	BILOXI, MS	F0273D1
SCHL-6401	Basic Instructor Course	EAST, WEST, PAC	N/A
SCHL-6402	Senior Instructor Course	EAST, WEST, PAC	N/A
SCHL-6403	ACE Battlestaff Officers Course	YUMA, AZ	N/A
SCHL-6407	JALIS	NEW ORLEANS, LA FT BELVOIR, VA	N/A
SCHL-6409	DRRS-MC Course	MTT	N/A
SCHL-6410	Senior Watch Officer Course	YUMA, AZ	KDA
SCHL-6411	C2PC Operator Course	MISTC MTT	N/A
SCHL-6412	Planning Application Extension Course	MISTC MTT	N/A
SCHL-6414	Command Post Of The Future	MISTC MTT	N/A
SCHL-6415	Sharepoint Basic	MISTC MTT	N/A
SCHL-6416	Sharepoint Advanced	MISTC MTT	N/A
SCHL-6418	COC Equipment Course	MISTC MTT	KKE
SCHL-6419	TBMCS Operators/Planners Course	MISTC MTT	N/A
SCHL-6421	Airfield Vehicle Operators Course	LOCAL MCAS STATION	N/A
SCHL-6422	M-SHARP 2.0 Administrator Course	MTT	N/A
SCHL-6423	Ground Combat Element (GCE) Ops Specialist Course	NORFOLK, VA SAN DIEGO, CA	N03KBC1 N30RCC1
SCHL-6425	Command And Control Personal Computer / Joint Tactical Common Operational Workstation (C2PC/JTCW Client) Operator Course	MISTC MTT	KZ3
SCHL-6426	Blue Force Tracking (FBCB2 BFT) Unit Level Maintenance (ULM) Course	MISTC MTT	KDG
SCHL-6427	FBCB2 Blue Force Tracking (BFT) Operator Course	MISTC MTT	KDF
SCHL-6428	JBC-P Operator/Administrator Course	MISTC MTT	N/A
SCHL-6429	Joint Automated Deep Operations Coordination System (JADOCS) Operator Course	MISTC MTT	KDK
SCHL-6430	Effects Management Tool (EMT) Operator Course	MISTC MTT	N/A
SCHL-6431	CLC2S Operator Course	MISTC MTT	N/A
SCHL-6432	NALCOMIS Aviation Maintenance OOMA System Administrator/Analyst Optimized Course	NATTC, FL	N23WTJ2

2.13 MISSION ESSENTIAL TASK (MET) PHASE (7000)

2.13.1 Purpose. **RESERVED FOR FUTURE USE.**

2.14 AVIATION CAREER PROGRESSION MODEL (8000).

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

>Marine Air Command and Control System (MACCS)
>Aviation Ground Support
>Joint Air Operations
>ACE Battle Staff
>MAGTF
>Sea based Operations
>Combatant Commander Organizations

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

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

>MAWTS-1 is responsible for the update and validity of the ACPM periods of instruction. In the future, courses may be consolidated or revised to meet changing requirements. Refer to the MAWTS-1 ACPM link for the current ACPM program of instruction:
https://vcepub.tecom.usmc.mil/sites/msc/magtftc/mawts1/Aviation%20Career%20Progression%20Model/Forms/AllItems.aspx

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

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

ACPM MATRIX													
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AVIATION CAREER PROGRESSION MODEL (ACPM) (8000 PHASE EVENTS)													
AVIATION CAREER PROGRESSION MODEL (ACPM) STAGE													
ACPM	8000	MACCS	B	G	(N)	*	*	*	1	8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008	*	*	8000
ACPM	8001	Marine Air Command and Control System	B	G	(N)	*	*	*	4	*	*	*	8001
ACPM	8002	Tactical Air Command Center (TACC)	B	G	(N)	*	*	*	4	*	*	*	8002

							ACPM MATRIX					
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
ACPM	8003	Direct Air Support Center (DASC)	B	G	(N)	*	*	*	4	*	*	*	8003
ACPM	8004	Tactical Air Operations Center (TAOC)	B	G	(N)	*	*	*	4	*	*	*	8004
ACPM	8005	Marine Air Traffic Control (MATC)	B	G	(N)	*	*	*	4	*	*	*	8005
ACPM	8006	Low Altitude Air Defense (LAAD)	B	G	(N)	*	*	*	4	*	*	*	8006
ACPM	8007	Marine Unmanned Aerial Vehicle Squadron (VMU)	B	G	(N)	*	*	*	4	*	*	*	8007
ACPM	8008	Marine Wing Communications Squadron (MWCS)	B	G	(N)	*	*	*	4	*	*	*	8008
ACPM	8020	ACE	B	G	(N)	*	*	*	1	8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	8020
ACPM	8021	Aviation Operations	B	G	(N)	*	*	*	4	*	*	*	8021
ACPM	8022	Control of Aircraft and Missiles	B	G	(N)	*	*	*	4	*	*	*	8022
ACPM	8023	Offensive Air Support (OAS)	B	G	(N)	*	*	*	4	*	*	*	8023
ACPM	8024	Assault Support (AS)	B	G	(N)	*	*	*	4	*	*	*	8024
ACPM	8025	Air Reconnaissance	B	G	(N)	*	*	*	4	*	*	*	8025
ACPM	8026	Electronic Warfare (EW)	B	G	(N)	*	*	*	1	*	*	*	8026
ACPM	8027	Anti-Air Warfare (AAW)	B	G	(N)	*	*	*	4	*	*	*	8027
ACPM	8028	Aviation Ground Support	B	G	(N)	*	*	*	4	*	*	*	8028
ACPM	8040	Threat	B	G	(N)	*	*	*	1	8041, 8042, 8043, 8044	*	*	8040
ACPM	8041	Surface to Air threat to the MAGTF	B	G	(N)	*	*	*	4	*	*	*	8041
ACPM	8042	Fixed Wing threat to the MAGTF	B	G	(N)	*	*	*	4	*	*	*	8042
ACPM	8043	Rotary Wing threat to the MAGTF	B	G	(N)	*	*	*	4	*	*	*	8043
ACPM	8044	Missile and UAS threat to the MAGTF	B	G	(N)	*	*	*	4	*	*	*	8044
ACPM	8060	MAGTF	B	G	(N)	*	*	*	1	8061, 8062, 8063, 8064, 8065, 8066, 8067	*	*	8060
ACPM	8061	Ground Combat Operations	B	G	(N)	*	*	*	4	*	*	*	8061

							"G"	SIM	LIVE				EVENT
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	TIME	TIME	TIME	PREREQ	MIRROR	CHAIN	CONV
ACPM	8062	Fire Support Coordination in the GCE	B	G	(N)	*	*	*	4	*	*	*	8062
ACPM	8063	MAGTF Command and Control	B	G	(N)	*	*	*	4	*	*	*	8063
ACPM	8064	MAGTF Communications	B	G	(N)	*	*	*	4	*	*	*	8064
ACPM	8065	Phasing Control Ashore	B	G	(N)	*	*	*	4	*	*	*	8065
ACPM	8066	Information Management	B	G	(N)	*	*	*	4	*	*	*	8066
ACPM	8067	UAS support of the MAGTF	B	G	(N)	*	*	*	4	*	*	*	8067
ACPM	8080	Joint Air Operations	B	G	(N)	*	*	*	1	8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088	*	*	8080
ACPM	8081	Command and Control of Joint Air Operations	B	G	(N)	*	*	*	4	*	*	*	8081
ACPM	8082	Theater Air Ground System (TAGS)	B	G	(N)	*	*	*	4	*	*	*	8082
ACPM	8083	Joint Fire Support	B	G	(N)	*	*	*	4	*	*	*	8083
ACPM	8084	Close Air Support (CAS)	B	G	(N)	*	*	*	4	*	*	*	8084
ACPM	8085	Joint Targeting	B	G	(N)	*	*	*	4	*	*	*	8085
ACPM	8086	North Atlantic Treaty Organization (NATO)	B	G	(N)	*	*	*	4	*	*	*	8086
ACPM	8087	Joint Airspace Control	B	G	(N)	*	*	*	4	*	*	*	8087
ACPM	8088	Countering Air and Missile Threats	B	G	(N)	*	*	*	4	*	*	*	8088
TOTAL HOURS AVIATION CAREER PROGRESSION MODEL (ACPM) STAGE							0	0	142				
TOTAL ACPM (8000 PHASE)							0	0	142				

(ACPM MATRIX)

2.15 T&R SYLLABUS MATRIX.

AOS MOS 7041 T&R SYLLABUS MATRIX
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
CORE SKILL INTRODUCTION TRAINING (1000 PHASE EVENTS)
MARINE AVIATION OPERATIONS SPECIALIST (MAOS) STAGE
MAOS	1100	Introduce to the Flight Hour Program.	B	G	(N)	*	*	*	*	*	*	*	*
MAOS	1101	Introduce the trainee to Marine Corps Aviation structure	B	G	(N)	*	*	*	*	*	*	*	*
MAOS	1102	Introduce the trainee to Marine Corps Air Station structure	B	G	(N)	*	*	*	*	*	*	*	*
MAOS	1103	Introduce the trainee to Airfield Operations skills	B	G	(N)	*	*	*	*	*	*	*	*
MAOS	1104	Prepare Naval correspondence	B	G	(N)	*	*	*	*	*	*	*	*
MAOS	1105	Introduce the trainee to Flight Planning tasks	B	G	(N)	*	*	*	*	*	*	*	*
MAOS	1106	Introduce the trainee to Naval Flight Records	B	G	(N)	*	*	*	*	*	*	*	*
MAOS	1107	Introduce the trainee to Marine - Sierra Hotel Aviation Readiness Program (M-SHARP)	B	G	(N)	*	*	*	*	*	*	*	*
MAOS	1108	Introduce the trainee to the Aviators Flight Logbook	B	G	(N)	*	*	*	*	*	*	*	*
MAOS	1109	Introduce the trainee to Naval Air Training and Operating Procedures Standardization (NATOPS)	B	G	(N)	*	*	*	*	*	*	*	*
	TOTAL HOURS MARINE AVIATION OPERATIONS SPECIALIST (MAOS) STAGE	0	0	0				
	TOTAL HOURS CORE SKILL INTRODUCTION TRAINING (1000 PHASE)	0	0	0				
CORE SKILL TRAINING (2000 PHASE EVENTS)
SQUADRON OPERATIONS CLERK (SQDCL) STAGE

							"G" TIME	SIM TIME	LIVE TIME				
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY				PREREQ	MIRROR	CHAIN	EVENT CONV
SQDCL	2000	Complete MarineNet Microsoft Office Training.	B,R	L	(N)	*	*	*	28	*	*	*	*
SQDCL	2002	Demonstrate proper use of electronic and hard copy filing procedures.	B,R	G	(N)	*	15	*	*	*	*	2102	2125
SQDCL	2004	Compose a Letter of Instruction.	B,R	L/S	(N)	*	*	*	16	*	*	2104	2130
SQDCL	2006	Compose a Naval Message.	B,R	L/S	(N)	*	*	*	18	*	*	2106	2135
SQDCL	2008	Describe handling and storage of classified material.	B,R,M	G	(N)	90	3	*	*	*	*	*	2140
SQDCL	2010	Maintain Aviation Flight Publications.	B,R,M	L/S	(N)	180	*	*	5	*	*	*	2145
SQDCL	2012	Define Operations Terms and Graphics.	B,R	G	(N)	*	4	*	*	*	*	*	*
SQDCL	2014	Define requirements for inputting a daily flight schedule.	B,R	G	(N)	*	20	*	*	*	*	*	2205
SQDCL	2016	Record daily flight transactions in an Aviators Flight Logbook.	B,R,M	L/S	(N)	180	*	*	8	*	*	*	2220
SQDCL	2018	Audit daily logbook entries for accuracy.	B,R,M	L/S	(N)	180	*	*	16	2016	*	*	2225
SQDCL	2020	Perform closeout of Aviators Flight Logbook.	B,R,M	L/S	(N)	180	*	*	16	2016, 2018	*	2018	2230
SQDCL	2022	Identify the requirements for Master Flight File Certification.	B,R,M	L/S	(N)	365	*	*	8	*	*	*	2235
SQDCL	2024	Maintain Master Flight Files.	B,R,M	L/S	(N)	365	*	*	8	2002, 2022	*	*	2235
SQDCL	2026	Audit and correct NAVFLIRs.	B,R,M	L/S	(N)	180	*	*	4	*	*	*	2240
SQDCL	2028	Prepare friendly situation brief.	B,R,M	L	(N)	180	*	*	30	2012	*	*	3120
SQDCL	2030	Define the requirements of FHP and Unit's SBTP.	B,R,M	G	(N)	180	4	*	*	*	*	2110, 2116	2215

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AOS MOS 7041 T&R SYLLABUS MATRIX													
SQDCL	2032	Identify Range Scheduling Procedures.	B,R	L	(N)	*	*	*	8	*	*	*	*
TOTAL HOURS SQUADRON OPERATIONS CLERK (SQDCL) STAGE							42	0	165				
MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL) STAGE													
MAGCL	2100	Complete Microsoft Office Training.	B	L	(N)	*	*	*	28	*	*	*	*
MAGCL	2102	Demonstrate use of electronic and hard copy filing procedures.	B	G	(N)	*	15	*	*	2100	*	2002,	2125
MAGCL	2104	Compose a Letter of Instruction.	B	L/S	(N)	*	*	*	16	2100, 2102	*	2004	2130
MAGCL	2106	Prepare a Naval Message.	B,R	L/S	(N)	*	*	*	18	MCEN REQUIREMENTS	*	2006	2135
MAGCL	2108	Describe handling and storage of classified material.	B,R,M	G	(N)	90	3	*	*	*	*	2008, 2208	2140
MAGCL	2110	Define the requirements of FHP and Unit's SBTP.	B,R	G	(N)	*	4	*	*	*	*	2030, 2116	2215
MAGCL	2112	Define Operations Terms and Graphics.	B,R	G	(N)	*	4	*	*	*	*	*	*
MAGCL	2114	Prepare friendly situation brief.	B,R,M	L/S	(N)	365	*	*	30	2112	*	2112	3120
TOTAL HOURS MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL) STAGE							26	*	92				
MARINE AIRCRAFT WING OPERATIONS CLERK (WNGLC) STAGE													
WNGCL	2200	Complete MarineNet Microsoft Word.	B	L	(N)	*	*	*	28	*	*	*	*
WNGCL	2202	Demonstrate use of electronic and hard copy filing procedures.	B	G	(N)	*	15	*	*	*	*	*	2125
WNGCL	2204	Compose a Letter of Instruction.	B	L/S	(N)	*	*	*	16	2100	*	2604	2130
WNGCL	2206	Prepare a Naval Message.	B,R	L/S	(N)	*	*	*	18	MCEN REQUIREMENTS	*	2606	2135
WNGCL	2208	Describe handling and storage of classified material.	B,R	G	(N)	*	3	*	*	*	*	2008, 2108	2140

AOS MOS 7041 T&R SYLLABUS MATRIX														
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
WNGCL	2210	Define the requirements of Flight Hour Plan (FHP) and Unit's Sortie Based Training Plan (SBTP).	B,R	L	(N)	*	*	*	10	*	*	*	2215
WNGCL	2212	Define Operational Terms and Graphics.	B,R	G	(N)	*	4	*	*	*	*	*	*
WNGCL	2214	Prepare friendly situation brief.	B,R,M	L/S	(N)	365	*	*	30	2150	*	2028, 2612	3120
TOTAL HOURS OPERATIONS MARINE WING OPERATIONS CLERK (WNGCL) STAGE							22	0	102				
MARINE CORPS INSTALLATION OPERATIONS CLERK (MCICL) STAGE														
MCICL	2600	Complete MarineNet Microsoft Office Training.	B	L	(N)	*	*	*	28	*	*	*	*
MCICL	2602	Demonstrate use of electronic and hard copy filing procedures.	B,R	G	(N)	*	15	*	*	*	*	*	2125
MCICL	2604	Compose a Letter of Instruction.	B,R	L/S	(N)	*	*	*	16	2600	*	*	2130
MCICL	2606	Prepare a Naval Message.	B,R	L/S	(N)	*	*	*	18	MCEN REQUIREMENTS	*	*	2135
MCICL	2608	Describe handling and storage of classified material.	B,R	G	(N)	*	3	*	*	*	*	2008, 2108, 2208, 3332	2140
MCICL	2610	Define Operational Terms and Graphics.	B,R	G	(N)	*	4	*	*	*	*	*	*
MCICL	2612	Prepare friendly situation brief.	B,R,M	L/S	(N)	365	*	*	30	*	*	*	3120
MCICL	2614	Identify Range Scheduling Procedures.	B,R	G	(N)	*	8	*	*	*	*	*	4215
TOTAL HOURS MARINE CORPS INSTALLATION OPERATIONS CLERK (MCICL) STAGE							30	0	92				
AIRFIELD DISPATCHER (AFFCD) STAGE														
AFFCD	2300	Complete Microsoft Office Training.	B	L	(N)	*	*	*	28	*	*	*	*
AFFCD	2302	Define airfield emergency procedures.	B	G	(N)	*	5	*	*	*	*	*	2002
AFFCD	2304	Define Emergency Operations.	B	G	(N)	*	8	*	*	2302	*	2302	2004

AOS MOS 7041 T&R SYLLABUS MATRIX													
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AFFCD	2306	Identify the procedures needed to conduct daily flight clearance operations.	B	G	(N)	*	40	*	*	*	*	*	2006
AFFCD	2308	Identify the procedures for the Aeronautical Information System (AIS).	B,R	G	(N)	*	2	*	*	*	*	*	2008
AFFCD	2310	Identify the procedures for filing a Flight Plan (DD-175/1801).	B,R	G	(N)	*	8	*	*	2308	*	2308	2010
AFFCD	2312	Identify the submission procedures for Notice to Airmen (NOTAM).	B,R	G	(N)	*	4	*	*	NOTAM ACCOUNT	*	*	2014
AFFCD	2314	Identify the procedures for coordinating airfield safety functions.	B,R	G	(N)	*	10	*	*	*	*	*	2018
AFFCD	2316	Issue warnings, suspensions, and revocations for airfield violations.	B,R	G	(N)	*	5	*	*	*	*	*	2020
AFFCD	2318	Identify the procedures coordinating flight operations.	B,R	G	(N)	*	40	*	*	*	*	2308, 2310, 2312	2012
TOTAL HOURS AIRFIELD DISPATCHER (AFFCD) STAGE							92	0	28				
COMMAND AND CONTROLL SYSTEM (C2SYS) STAGE													
C2SYS	2900	Demonstrate proficiency logging on a TBMCS client.	B,R	G	(N)	*	0.5	*	*	*	*	*	*
C2SYS	2901	Demonstrate proficiency with accessing TBMCS Online Master Help Index.	B,R	G	(N)	*	0.5	*	*	*	*	*	*
C2SYS	2902	Demonstrate proficiency with accessing TBMCS Online Master Help Index.	B,R	G	(N)	*	0.5	*	*	*	*	*	*
C2SYS	2904	Demonstrate proficiency with	B,R	G	(N)	*	1	*	*	*	*	*	*

							AOS MOS 7041 T&R SYLLABUS MATRIX						
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
		TBMCS Web Mapping.											
C2SYS	2905	Demonstrate proficiency utilizing the Air Tasking Order Airspace Control Order Tool (AATWEB).	B,R	G	(N)	*	1	*	*	*	*	*	*
C2SYS	2906	Demonstrate proficiency with the TBMCS Web Based Airspace Deconfliction Software (WEBAD).	B,R	G	(N)	*	4	*	*	*	*	*	*
C2SYS	2907	Demonstrate proficiency generating TBMCS Battle Management Reports.	B,R	G	(N)	*	1	*	*	*	*	*	*
C2SYS	2908	Demonstrate proficiency with the TBMCS Air Battle Information Monitoring (ABIM) tool.	B,R	G	(N)	*	1	*	*	*	*	*	*
C2SYS	2909	Demonstrate proficiency using TBMCS Force Status and Monitoring (FSTAT) tool to monitor and update Friendly Order of Battle (FrOB) status.	B,R	G	(N)	*	2	*	*	*	*	*	*
C2SYS	2910	Demonstrate proficiency with the Execution Status and Monitoring (ESTAT) tool	B,R	G	(N)	*	2	*	*	*	*	*	*
C2SYS	2911	Demonstrate proficiency with TBMCS Web Air Request Processor (WARP)	B,R	G	(N)	*	4	*	*	*	*	*	*
C2SYS	2912	Demonstrate proficiency with TBMCS Execution Management Replanner (EMR)	B,R	G	(N)	*	4	*	*	*	*	*	*

							"G" TIME	SIM TIME	LIVE TIME				
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY				PREREQ	MIRROR	CHAIN	EVENT CONV
C2SYS	2913	Demonstrate proficiency importing an airspace group in TBMCS	B,R	G	(N)	*	4	*	*	*	*	*	*
C2SYS	2914	Demonstrate proficiency creating a TBMCS Air Battle Plan (ABP) shell	B,R	G	(N)	*	4	*	*	*	*	*	*
C2SYS	2915	Demonstrate proficiency creating ground targets in TBMCS	B,R	G	(N)	*	2	*	*	*	*	*	*
C2SYS	2917	Demonstrate proficiency publishing the Air Tasking Order (ATO)	B,R	G	(N)	*	1	*	*	*	*	*	*
C2SYS	2921	Demonstrate proficiency operating C2 Personal Computer (C2PC)	B,R	G	(N)	*	4	*	*	*	*	*	*
C2SYS	2922	Demonstrate proficiency operating Blue Force Tracker (BFT) equipment	B,R	G	(N)	*	4	*	*	*	*	*	*
C2SYS	2923	Demonstrate proficiency operating Command Post of the Future (CPoF)	B,R	G	(N)	*	4	*	*	*	*	*	*
C2SYS	2940	Demonstrate proficiency utilizing tactical chat	B,R	G	(N)	*	1	*	*	*	*	*	*
C2SYS	2941	Demonstrate proficiency operating Web Development Software (i.e. SharePoint)	B,R	G	(N)	*	4	*	*	*	*	*	*
TOTAL HOURS COMMAND AND CONTROL SYSTEM (C2SYS) STAGE							49.5	0	28				
TOTAL HOURS CORE SKILL TRAINING (2000 PHASE)							261.5	0	479				
MISSION SKILL TRAINING (3000 PHASE EVENTS)													
SQUADRON OPERATIONS CLERK (SQDCL) STAGE													

AOS MOS 7041 T&R SYLLABUS MATRIX

							"G" TIME	SIM TIME	LIVE TIME				
AOS MOS 7041 T&R SYLLABUS MATRIX													
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
SQDCL	3050	Construct and route a flight schedule.	B,R	L/S	(N)	*	*	*	20	2014	*	2014	2210
SQDCL	3052	Create Temporary Flight Orders (TFO).	B,R,M	L/S	(N)	180	*	*	5	*	*	*	4225
SQDCL	3054	Create documentation for the FOAB.	B,R,M	L/S	(N)	180	*	*	6	3052	*	3052	*
SQDCL	3056	Prepare SF-135 Form for Master Flight Files submission.	B,R,M	L/S	(N)	365	*	*	4	2024	*	2024	*
SQDCL	3058	Demonstrate how to audit the Aviators Flight Logbook.	B,R,M	L/S	(N)	180	*	*	8	2020	*	2024	2225
SQDCL	3060	Conduct a friendly situation brief.	B,R,M	L/S	(N)	180	*	*	5	2028	*	2028, 2112, 2114, 2612, 3040, 3216, 3230, 3302, 3520, 3508	3120
TOTAL HOURS SQUADRON OPERATIONS CLERK (SQDCL) STAGE							0	0	48				
MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL) STAGE													
MAGCL	3130	Conduct a friendly situation brief.	B,R,M	S/L	(N)	180	*	5	*	2112, 2114	*	2028, 2112, 2114, 2612, 3040, 3060, 3216, 3230, 3302, 3520, 3508	3120
TOTAL HOURS MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL) STAGE							0	5	0				
WING OPERATIONS CLERK (WNGCL) STAGE													
WNGCL	3230	Conduct a friendly situation brief.	B,R,M	S/L	(N)	180	*	5	*	2140	*	2028, 2112, 2114, 2612,	*

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AOS MOS 7041 T&R SYLLABUS MATRIX
												3040, 3060, 3130, 3216, 3302, 3520, 3508	
\multicolumn{7}{c}{TOTAL HOURS WING OPERATIONS CLERK (WNGCL) STAGE}	0	5	0				
MARINE CORPS INSTALLATIONS OPERATIONS CLERK (MCICL) STAGE
MCICL	3520	Conduct a friendly situation brief.	B,R,M	L	(N)	180	*	*	5	2612	*	2028, 2112, 2114, 2612, 3040, 3060, 3130, 3216, 3302, 3508	3120
MCICL	3522	Conduct Range Scheduling Procedures.	B,R	L	(N)	*	*	*	8	2614	*	2032, 2614, 4004, 4010, 4020, 4030	4215
\multicolumn{7}{c}{TOTAL HOURS MARINE CORPS INSTALLATIONS OPERATIONS CLERK (MCICL) STAGE}	0	0	13				
AIRFIELD DISPATCH (AFFCD) STAGE
AFFCD	3300	Demonstrate Airfield Operations Dispatcher procedures.	B,R,M	L/S	(N)	180	*	*	90	2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316, 2318	*	*	*
AFFCD	3302	Conduct a friendly situation brief.	B,R	S/L	(N)	*	*	5	*	2012, 2028	*	2028, 2112, 2114, 2612, 3040, 3060, 3130, 3216, 3508	3120
\multicolumn{7}{c}{TOTAL HOURS AIRFIELD DISPATCH (AFFCD) STAGE}	0	5	90				
AIRFIELD SUPERVISOR (AFFCS) STAGE

AOS MOS 7041 T&R SYLLABUS MATRIX												
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AFFCS	3310	Conduct airfield emergency procedures.	B,R	L/S	(N)	*	*	*	10	2302	*	*	2002
AFFCS	3312	Conduct Emergency Operations.	B,R,M	L/S	(N)	180	*	*	16	2304	*	*	2004
AFFCS	3314	Conduct daily flight clearance operations.	B,R	L	(N)	*	*	*	80	2306	*	*	2006
AFFCS	3316	Conduct the procedures for the Aeronautical Information System (AIS).	B,R	L/S	(N)	*	*	*	40	2308	*	*	2008
AFFCS	3318	Demonstrate the procedures for filing a Flight Plan (DD-175/1801).	B,R	L/S	(N)	*	*	*	16	2310	*	2310	2010
AFFCS	3320	Submit a Notice to Airmen (NOTAM).	B,R	L/S	(N)	*	*	*	8	2312	*	*	2014
AFFCS	3322	Coordinate safety functions of airfield operations.	B,R	L	(N)	*	*	*	20	2314	*	*	2018
AFFCS	3324	Issue warnings, suspensions, and revocations for airfield violations.	B,R	L/S	(N)	*	*	*	10	2316	*	2316	2020
AFFCS	3326	Manage electronic filing convention.	B,R	L	(N)	*	*	*	15	*	*		2125
AFFCS	3328	Review a Letter of Instruction.	B	L/S	(N)	*	*	*	16	2300	*	*	2105
AFFCS	3330	Release a Naval Message.	B	S/L	(N)	*	*	18	*	*	*	*	2135
AFFCS	3332	Demonstrate handling and storage of classified material.	B,R,M	L	(N)	90	*	*	3	*	*	2008, 2108, 2208, 3208, 3368	2140
AFFCS	3334	Maintain Aviation Flight Publications.	B,R,M	L/S	(N)	180	*	*	5	*	*	2010	2145
AFFCS	3336	Conduct a friendly situation brief.	B,R,M	L/S	(N)	180	*	*	5	2300	*	2028, 2112, 2114, 2612, 3040, 3060, 3130,	3120

							AOS MOS 7041 T&R SYLLABUS MATRIX					
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
												3520, 3508	
AFFCS	3338	Conduct an Airfield Vehicle Operators Course (AVOC).	B,R	L	(N)	*	*	*	5	2300	*	*	2000
AFFCS	3340	Coordinate flight operations.	B,R	L/S	(N)	*	*	*	80	2308, 2310, 2312, 2318	*	*	2006
TOTAL HOURS AIRFIELD SUPERVISOR (AFFCS) STAGE							0	18	329			
FLIGHT CLEARANCE CHIEF (AFCCH) STAGE												
AFCCH	3350	Manage electronic filing convention.	B,R	L	(N)	*	*	*	15	3326	*	2102, 2104, 2202, 3104, 3202, 3326, 3464	2125
AFCCH	3352	Review a Letter of Instruction.	B,R	L/S	(N)	*	*	*	16	3328	*	2003, 2004, 2204, 2604, 3102, 3204, 3328, 3406, 3466, 3502	2105
AFCCH	3354	Release a Naval Message.	B,R	S/L	(N)	*	*	18	*	3330	*	2006, 2106, 2206, 2606, 3004, 3106, 3206, 3330, 3408, 3468, 3504	2135
AFCCH	3356	Identify procedures for handling and storage of classified material.	B,R	G	(N)	*	3	*	*	3332	*	2608, 3322, 3506	2140
AFCCH	3358	Maintain Aviation Flight Publications.	B,R	L/S	(N)	*	*	*	5	3334	*	3334, 3412, 3472	2145

								AOS MOS 7041 T&R SYLLABUS MATRIX					
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AFCCH	3360	Conduct airfield emergency procedures.	B,R	S/L	(N)	*	*	10	*	2302, 3310	*	3310, 3414, 3452	2002
AFCCH	3362	Conduct Emergency Operations.	B,R	L/S	(N)	*	*	*	16	2304, 3312	*	3312, 3416, 3454	2004
AFCCH	3364	Conduct daily flight clearance operations.	B,R	L	(N)	*	*	*	80	2306, 3314	*	*	2006
AFCCH	3366	Conduct the procedures for the Aeronautical Information System (AIS).	B,R	L/S	(N)	*	*	*	40	2308, 3316	*	*	2008
AFCCH	3368	Demonstrate the procedures for filing a Flight Plan (DD-175/1801).	B,R	L/S	(N)	*	*	*	16	2310, 3318	*	*	2010
AFCCH	3370	Submit a Notice to Airmen (NOTAM).	B,R	L/S	(N)	*	*	*	8	2312, 3320	*	*	2014
AFCCH	3372	Coordinate safety functions of airfield operations.	B,R	L/S	(N)	*	*	*	20	2314, 3322	*	2314, 3322, 3420, 3460	2018
AFCCH	3374	Issue warnings, suspensions, and revocations for airfield violations.	B,R	L/S	(N)	*	*	*	10	2316, 3316	*	3315, 3422, 3462	2020
AFCCH	3376	Maintain M-SHARP personnel profiles/accounts.	B,R	L	(N)	*	*	*	1	*	*	3010, 3100, 3210, 3424, 3473	2200
AFCCH	3378	Conduct a friendly situation brief.	B,R	L/S	(N)	*	*	*	5	3336	*	2112, 2214, 3216, 3230, 3314, 3336, 3426, 3476	3120
AFCCH	3380	Conduct an Airfield Vehicle Operators Course (AVOC).	B,R	L	(N)	*	*	*	5	3338	*	*	2000
AFCCH	3382	Manage Flight Clearance training program.	B,R	L	(N)	*	*	*	5	2300	*	2300	*

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
										AOS MOS 7041 T&R SYLLABUS MATRIX			
AFCCH	3384	Coordinate flight operations.	B,R	L/S	(N)	*	*	*	80	2308, 2310, 2312, 2318, 3340	*	*	2006
TOTAL HOURS FLIGHT CLEARANCE CHIEF (AFCCH) STAGE							3	28	322				
SQUADRON OPERATIONS CHIEF (SQDOC) STAGE													
SQDOC	3000	Manage electronic filing convention.	B,R	L	(N)	*	*	*	15	2002	*	2002	2125
SQDOC	3002	Review a Letter of Instruction.	B,R	L/S	(N)	*	*	*	16	2004	*	2003, 2004, 2204, 2604, 3102, 3204, 3406, 3466, 3502	2130
SQDOC	3004	Release a Naval Message.	B,R	S/L	(N)	*	*	18	*	2006	*	2006, 2106, 2206, 2606, 3106, 3206, 3330, 3354, 3354, 3408, 3468, 3504	2135
SQDOC	3006	Describe handling and storage of classified material.	B,R	G	(N)	*	3	*	*	2008	*	2008, 2108, 3108	2140
SQDOC	3008	Manage Aviation Flight Publications.	B,R	L/S	(N)	*	*	*	10	2010	*	2010	2145
SQDOC	3010	Maintain M-SHARP personnel profiles/accounts.	B,R	L	(N)	*	*	*	1	*	*	3100, 3210, 3376, 3424, 3473	2200
SQDOC	3012	Validate the completion of the daily flight schedule.	B,R	L/S	(N)	*	*	*	10	2014	*	2014	2210
SQDOC	3014	Conduct a System Accuracy Status (SAS) Assessment.	B,R	L	(N)	*	*	*	8	2014, 2030, 3010	*	*	*

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AOS MOS 7041 T&R SYLLABUS MATRIX
SQDOC	3016	Manage Flight Hour Program (FHP).	B,R	L	(N)	*	*	*	30	2030	*	*	*
SQDOC	3018	Manage Aircrew Readiness Status.	B,R	L/S	(N)	*	*	*	20	3014	*	*	*
SQDOC	3020	Prepare a Directive.	B,R	L/S	(N)	*	*	*	10	2000, 2004	*	2000, 2004	*
SQDOC	3022	Submit Flight Time Waivers.	B,R	L/S	(N)	*	*	*	10	3010	*	*	*
SQDOC	3024	Manage Authorize to Fly List for Aeronautically designated personnel (ADP).	B,R	L/S	(N)	*	*	*	2	3010	*	*	*
SQDOC	3026	Submit Authorize to Fly List for DoD and non-DoD personnel.	B,R	L/S	(N)	*	*	*	2	3004	*	*	*
SQDOC	3028	Manage flight transactions in an Aviators Flight Logbook.	B,R	L/S	(N)	*	*	*	4	2020	*	2020, 3030	2225
SQDOC	3030	Manage Master Flight Files.	B,R	L/S	(N)	*	*	*	4	2024	*	2024	3110
SQDOC	3032	Validate audit of NAVFLIRs.	B,R	L	(N)	*	*	*	4	2026	*	2026	2240
SQDOC	3034	Manage M-SHARP data.	B,R	L	(N)	*	*	*	8	3012, 3014	*	2210, 3012, 3014, 3214	3105
SQDOC	3038	Supervise the audit of the Aviators Flight Logbook.	B,R	L	(N)	*	*	*	1	2026, 3032, 3058	*	2026	3115
SQDOC	3040	Conduct a friendly situation brief.	B,R	L/S	(N)	*	*	*	5	2028	*	2028, 2612, 3508	3120
\multicolumn{6}{l}{TOTAL HOURS SQUADRON OPERATIONS CHIEF (SQDOC) STAGE}						3	18	160				
MARINE AIRCRAFT GROUP OPERATIONS CHIEF (MAGOC) STAGE
MAGOC	3100	Maintain M-SHARP personnel profiles/accounts.	B,R	L	(N)	*	*	*	1	*	*	3010, 3210, 3376, 3424, 3473	2200
MAGOC	3102	Review a Letter of Instruction.	B,R	L/S	(N)	*	*	*	16	2100, 2102, 2104	*	2003, 2004,	2130

AOS MOS 7041 T&R SYLLABUS MATRIX													
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
												2204, 2604, 3204, 3328, 3352, 3406, 3466, 3502	
MAGOC	3104	Manage electronic filing convention.	B,R	L	(N)	*	*	*	15	2102, 2104	*	3000, 3202, 3326, 3404, 3350, 3464	2125
MAGOC	3106	Release a Naval Message.	B,R	S/L	(N)	*	*	18	*	2106	*	2006, 2106, 2206, 2606, 3004, 3206, 3330, 3354, 3408, 3468, 3504	2135
MAGOC	3108	Describe handling and storage of classified material.	B,R	G	(N)	*	3	*	*	2108	*	2008, 2108, 3006	2140
MAGOC	3110	Manage Flight Hour Program (FHP).	B,R	L	(N)	*	*	*	30	3100	*	2210, 3012, 3014, 3034, 3214	*
MAGOC	3114	Conduct a friendly situation brief.	B,R	L/S	(N)	*	*	*	5	2112, 2114	*	2028, 2112, 2114, 2612, 3040, 3216, 3230, 3302, 3520, 3508	3120
MAGOC	3116	Establish a Command Operations Center (COC).	B,R	L	(N)	*	*	*	40	Attend COC Equipment Course at local MISTC	*	4062	*

							"G" TIME	SIM TIME	LIVE TIME				
AOS MOS 7041 T&R SYLLABUS MATRIX													
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
MAGOC	3118	Conduct Aviation Operation Specialist (AOS) quarterly training and readiness review of subordinate units.	B,R	L/S	(N)	*	*	*	2	*	*	*	*
TOTAL HOURS MARINE AIRCRAFT GROUP OPERATIONS CHIEF (MAGOC) STAGE							3	18	104				
AIRFIELD OPERATIONS CHIEF (AFOCH) STAGE													
AFOCH	3404	Manage electronic filing convention.	B,R	L	(N)	*	*	*	15	*	*	2102, 2104, 2202, 3104, 3202, 3326	2125
AFOCH	3406	Review a Letter of Instruction.	B,R	L/S	(N)	*	*	*	16	3328	*	2003, 2004, 2204, 2604, 3102, 3204, 3328, 3352, 3466, 3502	2105
AFOCH	3408	Release a Naval Message.	B,R	S/L	(N)	*	*	18	*	3354	*	2006, 2106, 2206, 2606, 3004, 3106, 3206, 3330, 3354, 3468, 3504	2135
AFOCH	3410	Demonstrate handling and storage of classified material.	B,R	L	(N)	*	*	*	3	3356	*	3356, 3470	2140
AFOCH	3412	Maintain Aviation Flight Publications.	B,R	L/S	(N)	*	*	*	5	3358	*	3334, 3358, 3472	2145
AFOCH	3414	Conduct airfield emergency procedures.	B,R	S/L	(N)	*	*	10	*	3360	*	3310, 3360, 3452	2002

AOS MOS 7041 T&R SYLLABUS MATRIX												
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AFOCH	3416	Conduct Emergency Operations.	B,R	L/S	(N)	*	*	*	16	3362	*	3312, 3362, 3454	2004
AFOCH	3418	Submit Notice to Airmen (NOTAM).	B,R	L/S	(N)	*	*	*	8	3370	*	3370, 3456	2014
AFOCH	3420	Coordinate safety functions of airfield operations.	B,R	L/S	(N)	*	*	*	20	3372	*	2314, 3322, 3372, 3460	2018
AFOCH	3422	Issue warnings, suspensions, and revocations for airfield violations.	B,R	L/S	(N)	*	*	*	10	3374	*	3358	2020
AFOCH	3424	Maintain M-SHARP personnel profiles/accounts.	B,R	L	(N)	*	*	*	1	3376	*	3010, 3100, 3210, 3376, 3473	2200
AFOCH	3426	Conduct a friendly situation brief.	B,R	L/S	(N)	*	*	*	5	3378	*	2028, 2112, 2114, 2612, 3040, 3216, 3230, 3302, 3520, 3508	3120
TOTAL HOURS AIRFIELD OPERATIONS CHIEF (AFOCH) STAGE							0	28	99				
STATION OPERATIONS CHIEF (AFSCH) STAGE													
AFSCH	3450	Maintain an Airfield Vehicle Operators Licensing program.	B,R,M	L	(N)	365	*	*	30	3338	*	3358	2000
AFSCH	3452	Conduct airfield emergency procedures.	B	S/L	(N)	*	*	10	*	2302, 3310, 3360, 3414	*	2302, 3310, 3414, 3360	2002
AFSCH	3454	Conduct Emergency Operations.	B,R,M	L/S	(N)	180	*	*	16	2304, 3312, 3362, 3416	*	3312, 3362, 3416	2004
AFSCH	3456	Submit Notice to Airmen (NOTAM)	B,R	L/S	(N)	*	*	*	8	2312, 3320, 3370, 3418	*	3370, 3418	2014

							"G" TIME	SIM TIME	LIVE TIME				
AOS MOS 7041 T&R SYLLABUS MATRIX													
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AFSCH	3458	Support airfield security functions.	B	L	(N)	*	*	*	10	*	*	*	2016
AFSCH	3460	Coordinate safety functions of airfield operations.	B,R	L/S	(N)	*	*	*	20	2314	*	2314, 3322, 3372, 3420	2018
AFSCH	3462	Issue warnings, suspensions, and revocations for airfield violations.	B,R	L/S	(N)	*	*	*	10	2316, 3316, 3374, 3422	*	2316, 3316, 3374, 3422	2020
AFSCH	3464	Manage electronic filing convention.	B,R	L	(N)	*	*	*	15	3326	*	3000, 3202, 3326, 3404, 3350, 3520	2125
AFSCH	3466	Review a Letter of Instruction.	B	L/S	(N)	*	*	*	16	3328, 3406	*	2003, 2004, 2204, 2604, 3102, 3328, 3352, 3406, 3468, 3504	2105
AFSCH	3468	Release a Naval Message.	B	S/L	(N)	*	*	18	*	3330, 3354	*	2006, 2106, 2206, 2606, 3004, 3106, 3206, 3330, 3354, 3408, 3504	2135
AFSCH	3470	Demonstrate handling and storage of classified material.	B,R,M	L	(N)	90	*	*	3	3332, 3356, 3410	*	3356, 3410	2140
AFSCH	3472	Maintain Aviation Flight Publications.	B,R,M	L/S	(N)	180	*	*	5	3334, 3358, 3412	*	3334, 3358, 3412	2145

AOS MOS 7041 T&R SYLLABUS MATRIX												
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AFSCH	3474	Maintain M-SHARP personnel profiles/accounts.	B,R,M	L	(N)	180	*	*	1	3376, 3424	*	3010, 3100, 3210, 3376, 3424	2200
AFSCH	3476	Conduct a friendly situation brief.	B,R,M	L/S	(N)	180	*	*	5	3336, 3378, 3426	*	2028, 2112, 2114, 2612, 3040, 3060, 3130, 3216, 3302, 3508	3120
TOTAL HOURS STATION OPERATIONS CHIEF (AFSCH) STAGE							0	28	139				
MARINE AIRCRAFT WING OPERATIONS CHIEF (WNGOC) STAGE												
WNGOC	3200	Complete MarineNet Microsoft Office Training.	B	L	(N)	*	*	*	28	*	*	*	*
WNGOC	3202	Manage electronic filing convention.	B	L	(N)	*	*	*	15	*	*	3000, 3326, 3404, 3350, 3464, 3520	2125
WNGOC	3204	Review a Letter of Instruction.	B	L/S	(N)	*	*	*	16	2100	*	2003, 2004, 2204, 2604, 3102, 3328, 3352, 3406, 3466, 3502	2130
WNGOC	3206	Release a Naval Message.	B	S/L	(N)	*	*	18	*	2006, 2606	*	2006, 2106, 2206, 2606, 3004, 3106, 3354, 3408,	2135

							"G" TIME	SIM TIME	LIVE TIME				
				AOS MOS 7041 T&R SYLLABUS MATRIX									
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
												3468, 3504	
WNGOC	3208	Describe handling and storage of classified material.	B,R,M	G	(N)	90	3	*	*	*	*	2208	2140
WNGOC	3210	Maintain M-SHARP personnel profiles/accounts.	B,R,M	L	(N)	180	*	*	1	*	*	3010, 3100, 3376, 3424, 3473	2200
WNGOC	3212	Manage Flight Hour Program (FHP).	B	L	(N)	*	*	*	30	*	*	2210	*
WNGOC	3214	Manage M-SHARP data.	B	L	(N)	*	*	*	8	2210	*	2210, 3012, 3014, 3034	3105
WNGOC	3216	Conduct a friendly situation brief.	B,R,M	L/S	(N)	180	*	*	5	2245	*	2028, 2112, 2114, 2612, 3040, 3060, 3130, 3302, 3508	3120
WNGOC	3218	Conduct Aviation Operation Specialist (AOS) annual training and readiness review.	B,R,M	L/S	(N)	365	*	*	8	*	*	*	*
TOTAL HOURS MARINE AIRCRAFT WING OPERATIONS CHIEF (WNGOC) STAGE							3	18	111				
MARINE CORPS INSTALLATION OPERATIONS CHIEF (MCIOC) STAGE													
MCIOC	3500	Supervise use of electronic and hard copy filing procedures.	B,R	L	(N)	*	*	*	15	2602	*	*	2125
MCIOC	3502	Review a Letter of Instruction.	B,R	L/S	(N)	*	*	*	16	2604	*	2003, 2004, 2204, 2604, 3102, 3204, 3328, 3406,	2130

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
												3466, 3352	
MCIOC	3504	Release a Naval Message.	B,R	S/L	(N)	*	*	18	*	2606	*	2006, 2106, 2206, 2606, 3004, 3106, 3206, 3330, 3354, 3408, 3468	2135
MCIOC	3506	Demonstrate handling and storage of classified material.	B	L	(N)	*	*	*	3	2608	*	2608, 3322, 3356	2140
MCIOC	3508	Conduct a friendly situation brief.	B,R	S/L	(N)	*	*	5	*	2612	*	2028, 2612, 3040	3120
TOTAL HOURS MARINE CORPS INSTALLATION OPERATIONS CHIEF (MCIOC) STAGE							0	23	31				
COMMAND AND CONTROL SYSTEMS (C2SYS) STAGE													
C2SYS	3916	Demonstrate proficiency creating missions in TBMCS.	B,R	G	(N)	*	4	*	*	*	*	*	*
C2SYS	3917	Demonstrate proficiency publishing the Air Tasking Order (ATO).	B,R	G	(N)	*	1	*	*	*	*	*	*
C2SYS	3924	Demonstrate proficiency operating Joint Automated Deep Operations Coordination System (JADOCS).	B,R	G	(N)	*	1	*	*	*	*	*	*
TOTAL HOURS COMMAND AND CONTROL SYSTEMS (C2SYS) STAGE							6	0	0				
TOTAL HOURS MISSION SKIL TRAINING (3000 PHASE)							12	194	1446				
CORE PLUS SKILL TRAINING (4000 PHASE EVENTS)													
SQUADRON OPERATIONS CLERK (SQDCL) STAGE													

							AOS MOS 7041 T&R SYLLABUS MATRIX					
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
SQDCL	4000	Process diplomatic clearances.	B,R	L/S	(N)	*	*	*	16	*	*	*	3010
SQDCL	4002	Utilize the Joint Mission Planning System (JMPS).	B,R	L	(N)	*	*	*	40	*	*	*	4210
SQDCL	4004	Conduct Range Scheduling Procedures.	B,R	L/S	(N)	*	*	*	8	2032	*	2032, 2614, 3522, 4010, 4020	4215
SQDCL	4006	Employ a deployable M-SHARP system.	B,R,M	L/S	(N)	365	*	*	16	M-SHARP Administrator Course, 2220, 2230, 2235	*	*	*
SQDCL	4008	Process annual NATOPS evaluation recommendations.	B,R,M	L/S	(N)	365	*	*	4	*	*	*	4240
TOTAL HOURS SQUADRON OPERATIONS CLERK (SQDCL) STAGE							0	0	84				
MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL) STAGE													
MAGCL	4030	Conduct Range Scheduling Procedures.	B,R	L	(N)	*	*	*	8	*	*	2032, 2614, 3522, 4004, 4010, 4020	4215
MAGCL	4032	Process annual NATOPS evaluation recommendations.	B,R,M	L/S	(N)	365	*	*	4	2200, 2205, 2210, 2220, 3105	*	4008	4240
TOTAL HOURS MARINE AIRCRAFT GROUP OPERATIONS CLERK (MAGCL) STAGE							0	0	12				
WING OPERATIONS CLERK (WNGCL) STAGE													
WNGCL	4050	Conduct Range Scheduling.	B,R	L	(N)	*	*	*	30	*	*	*	4215
WNGCL	4052	Process a Serious Incident Report (SIR).	B,R	L/S	(N)	*	*	*	2	*	*	2206	*
TOTAL HOURS WING OPERATIONS CLERK (WNGCL) STAGE							0	0	32				
AIRFIELD DISPATCHER (AFFCD) STAGE													
AFFCD	4010	Conduct Range Scheduling Procedures.	B,R	L	(N)	*	*	*	8	*	*	*	*
AFFCD	4012	Maintain military Victor Route (VR) Log.	B	L	(N)	*	*	*	5	2300, 2308	*	*	*

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
all: AOS MOS 7041 T&R SYLLABUS MATRIX													

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AFFCD	4014	Perform as an Airfield Operations Dispatcher on a Forward Operating Base (FOB).	B,R,M	L/S	(N)	180	*	*	90		*	*	*
TOTAL HOURS AIRFIELD DISPATCHER (AFFCD) STAGE							0	0	103				
AIRFIELD SUPERVISOR (AFFCS) STAGE													
AFFCS	4020	Conduct Range Scheduling Procedures.	B,R,M	L/S	(N)	180	*	*	8	4010	*	2032, 2614, 3522, 4004, 4010	4215
AFFCS	4022	Maintain military Victor Route (VR) Log.	B	L	(N)	*	*	*	5	4012	*	2300, 2308, 4012	4220
TOTAL HOURS AIRFIELD SUPERVISOR (AFFCS) STAGE							0	0	13				
FLIGHT CLEARANCE CHIEF (AFCCH) STAGE													
AFCCH	4040	Conduct Range Scheduling Procedures.	B,R	L/S	(N)	*	*	*	8	4010, 4020	*	*	4215
AFCCH	4042	Maintain military Victor Route (VR) Log.	B,R	L	(N)	*	*	*	5	4012, 4022	*	*	4220
AFCCH	4044	Process a Serious Incident Report (SIR).	B,R	L/S	(N)	*	*	*	2	2300	*	2206, 2300, 3206, 4116, 4082	4245
TOTAL HOURS FLIGHT CLEARANCE CHIEF (AFCCH) STAGE							0	0	15				
SQUADRON OPERATIONS CHIEF (SQDOC) STAGE													
SQDOC	4060	Process diplomatic clearances.	B,R	L/S	(N)	*	*	*	16	4000	*	4000	3010
SQDOC	4062	Establish a Command Operations Center (COC).	B,R	L	(N)	*	*	*	40	Attend COC Equipment Course at local MISTC	*	3116	*
SQDOC	4064	Assist in the development of Operations Orders.	B,R	L	(N)	*	*	*	16	3002, 3020	*	3002, 3020, 3102, 4100	*
SQDOC	4066	Utilize the Joint Mission Planning System (JMPS).	B,R	L	(N)	*	*	*	120	4002	*	*	4210

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AOS MOS 7041 T&R SYLLABUS MATRIX													
SQDOC	4068	Conduct Range Scheduling Procedures.	B,R	L/S	(N)	*	*	*	8	4004	*	4080, 4090, 4102, 4114, 4120	4215
SQDOC	4070	Create Temporary Flight Orders (TFO).	B,R	L/S	(N)	*	*	*	5	3052	*	*	4225
SQDOC	4072	Manage TFO allocations.	B,R	L/S	(N)	*	*	*	10	4070	*	4070	4230
SQDOC	4074	Employ a deployable M-SHARP system.	B,R	L/S	(N)	*	*	*	16	4006	*	*	*
SQDOC	4076	Process annual NATOPS evaluation recommendations.	B,R	L/S	(N)	*	*	*	4	4008	*	4008	4240
SQDOC	4078	Process a Serious Incident Report (SIR).	B,R	L/S	(N)	*	*	*	2	3004	*	3004	*
TOTAL HOURS SQUADRON OPERATIONS CHIEF (SQDOC) STAGE							0	0	237				
MARINE AIRCRAFT GROUP OPERATIONS CHIEF (MAGOC) STAGE													
MAGOC	4100	Assist in the development of Operations Orders.	B,R	L	(N)	*	*	*	16	*	*	3002, 3020, 3102, 4064	*
MAGOC	4102	Conduct Range Scheduling Procedures.	B,R	L/S	(N)	*	*	*	8	*	*	4068, 4080, 4090, 4114, 4120	4215
MAGOC	4104	Process a Serious Incident Report (SIR).	B,R	L/S	(N)	*	*	*	2	*	*	*	*
MAGOC	4106	Validate Temporary Enlisted Flight Orders allocations and expenditures.	B,R	L/S	(N)	*	*	*	10	*	*	*	*
TOTAL HOURS MARINE AIRCRAFT GROUP OPERATIONS CHIEF (MAGOC) STAGE							0	0	36				
AIRFIELD OPERATIONS CHIEF (AFOCH) STAGE													
AFOCH	4080	Conduct Range Scheduling Procedures.	B,R	L/S	(N)	*	*	*	8	4010, 4020, 4040	*	4068, 4090, 4102, 4114, 4120	4215

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AOS MOS 7041 T&R SYLLABUS MATRIX													
TOTAL HOURS AIRFIELD OPERATIONS CHIEF (AFOCH) STAGE								0	0	8				
STATION OPERATIONS CHIEF (AFSCH) STAGE														
AFSCH	4090	Conduct Range Scheduling Procedures.	B,R,M	L/S	(N)	180	*	*	8	4010, 4020, 4040, 4080	*	4068, 4080, 4102, 4114, 4120	4215
AFSCH	4092	Process a Serious Incident Report (SIR).	B,R,M	L/S	(N)	180	*	*	2	4044	*	*	4245
TOTAL HOURS STATION OPERATIONS CHIEF (AFSCH) STAGE								0	0	10				
MARINE AIRCRAFT WING OPERATIONS CHIEF (WNGOC) STAGE														
WNGOC	4110	Perform basic duties in the Aviation Transportation Coordination Office (ATCO).	B	L/S	(N)	*	*	*	40	Attend JALIS Class.	*	*	4100
WNGOC	4112	Assist in the development of Operations Orders.	B	L	(N)	*	*	*	16	*	*	2204, 3204	4205
WNGOC	4114	Conduct Range Scheduling Procedures.	B,R,M	L/S	(N)	180	*	*	8	*	*	4068, 4080, 4090, 4102, 4120	4215
WNGOC	4116	Process a Serious Incident Report (SIR).	B,R,M	L/S	(N)	180	*	*	2	*	*	*	4245
TOTAL HOURS MARINE AIRCRAFT WING OPERATIONS CHIEF (WNGOC) STAGE								0	0	66				
MARINE CORPS INSTALLATION OPERATIONS CHIEF (MCIOC) STAGE														
MCIOC	4120	Conduct Range Scheduling Procedures.	B,R	L/S	(N)	*	*	*	8	2614	*	4068, 4080, 4090, 4102, 4114	4215
TOTAL HOURS MARINE CORPS INSTALLATION OPERATIONS CHIEF (MCIOC) STAGE								0	0	8				
TOTAL HOURS CORE PLUS TRAINING (4000 PHASE)								0	0	616				
INSTRUCTOR TRAINING (5000 PHASE EVENTS)														

							AOS MOS 7041 T&R SYLLABUS MATRIX						
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
INSTRUCTOR UNDER TRAINING (IUT) STAGE													
IUT	5000	Introduce principles of instruction	B	G	(N)	*	2	*	*	*	*	*	*
IUT	5010	Describe individual T&R requirements	B	G	(N)	*	2	*	*	*	*	*	*
IUT	5020	Conduct T&R instruction	B,R,M	G	(N)	*	12	*	*	5000, 5010	*	*	*
IUT	5100	Describe the Aviation Training and Readiness (T&R) Program	B	G	(N)	*	2	*	*	*	*	*	*
IUT	5110	Conduct instructor evaluations	B	L	(N)	365	*	*	4	5100	*	*	*
IUT	5120	Perform T&R administration	B	L	(N)	*	*	*	2	5100, 5110	*	*	*
IUT	5130	Develop a training plan	B	L	(N)	*	*	*	2	5100, 5110, 5120	*	*	*
TOTAL HOURS INSTRUCTOR UNDER TRAINING (IUT) STAGE							18	0	6				
TOTAL HOURS INSTRUCTOR TRAINING (5000 PHASE)							18	0	6				
REQUIREMENTS, QUALIFICATIONS, CERTIFICATIONS, AND DESIGNATIONS (RQCD) (6000 PHASE EVENTS)													
QUALIFICATIONS (QUAL) STAGE													
QUAL	6000	Qualify as Squadron Operations Clerk	B	L	(N)	*	*	*	2	2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014, 2016, 2018, 2020, 2022, 2024, 2026, 2028, 2030, 2032, 3050, 3052, 3054, 3056, 3058, 3060, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	*

							"G" TIME	SIM TIME	LIVE TIME				
AOS MOS 7041 T&R SYLLABUS MATRIX
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
QUAL	6002	Qualify as Marine Aircraft Group Operations Clerk.	B	L	(N)	*	*	*	2	2100, 2102, 2104, 2106, 2108, 2110, 2112, 2114, 2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2913, 2914, 2915, 2921, 2922, 2923, 2940, 2941, 3130, 3916, 3917, 3924, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	*
QUAL	6004	Qualify as Marine Aircraft Wing Operations Clerk.	B	L	(N)	*	*	*	2	2200, 2202, 2204, 2206, 2208, 2210, 2212, 2214, 2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2913, 2914, 2915, 2921, 2922, 2923, 2940, 2941, 3230, 3916, 3917, 3924, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	*
QUAL	6006	Qualify as a Marine Corps Installation Operations Clerk.	B	L	(N)	*	*	*	2	2600, 2602, 2604, 2606, 2608, 2610, 2612, 2614, 3520, 3522, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	*
QUAL	6008	Qualify as an Airfield Dispatcher.	B	L	(N)	*	*	*	2	2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316, 2318, 3300, 3302, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	*
QUAL	6010	Qualify as an Airfield Supervisor.	B	L	(N)	*	*	*	2	3310, 3312, 3314, 3316, 3318, 3320, 3322, 3324, 3326, 3328, 3330, 3332, 3334, 3336, 3338, 3340, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	*
	TOTAL HOURS QUALIFICATIONS (QUAL) STAGE	0	0	12		

AOS MOS 7041 T&R SYLLABUS MATRIX												
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
DESIGNATION (DESG) STAGE												
DESG	6112	Designated as Wing Inspector.	B	G	(N)	*	*	*	1	Complete requirements in accordance with local Wing Inspector General SOP	*	*	*
DESG	6114	Designated as the Flight Clearance Chief.	B,R	L	(N)	*	*	*	2	3350, 3352, 3354, 3356, 3358, 3360, 3362, 3364, 3366, 3368, 3370, 3372, 3374, 3376, 3378, 3380, 3382, 3384, 6008, 6010, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	*
DESG	6116	Designation as the Squadron Operations Chief.	B,R	L	(N)	*	*	*	2	3450, 3452, 3454, 3456, 3458, 3460, 3462, 3464, 3466, 3468, 3470, 3472, 3474, 3476, 6000, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067	*	*	*

							"G" TIME	SIM TIME	LIVE TIME				
AOS MOS 7041 T&R SYLLABUS MATRIX
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
DESG	6118	Designation as Marine Aircraft Group (MAG) Operations Chief.	B,R	L	(N)	*	*	*	2	2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2913, 2914, 2915, 2921, 2922, 2923, 2940, 2941, 3100, 3102, 3104, 3106, 3108, 3110, 3114, 3116, 3118, 3916, 3917, 3924, 6002, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088	*	*	*
DESG	6120	Designated as the Airfield Operations Chief.	B,R	L	(N)	*	*	*	2	3404, 3406, 3408, 3410, 3412, 3414, 3416, 3418, 3420, 3422, 3424, 3426, 6008, 6010, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	*
DESG	6122	Designated as the Station Operations Chief.	B,R	L	(N)	*	*	*	2	3450, 3452, 3454, 3456, 3458, 3460, 3462, 3464, 3466, 3468, 3470, 3472, 3474, 3476, 6008, 6010, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	*

							"G" TIME	SIM TIME	LIVE TIME				
AOS MOS 7041 T&R SYLLABUS MATRIX
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
DESG	6124	Designated as Marine Aircraft Wing Operations Chief.	B,R,M	L	(N)	1095	*	*	2	2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2913, 2914, 2915, 2921, 2922, 2923, 2940, 2941, 3200, 3202, 3204, 3206, 3208, 3210, 3212, 3214, 3216, 3218, 3916, 3917, 3924, 6004, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088	*	*	*
DESG	6126	Designated as Marine Corps Installation Operations Chief.	B,R,M	L	(N)	1095	*	*	2	3500, 3502, 3504, 3506, 3508, 6008, 6010, 8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008, 8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028, 8041, 8042, 8043, 8044, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088	*	*	*
DESG	6320	Designated as a Basic Instructor.	B	L	(N)	*	*	*	0.5	5000, 5010, 5020	*	*	*
DESG	6321	Designated as a Senior Instructor.	B	L	(N)	*	*	*	0.5	5000, 5010, 5020, 5100, 5110, 5120, 5130	*	*	*
TOTAL HOURS DESIGNATION (DESG) STAGE	*	*	16				
SCHOOL (SCHL) STAGE
SCHL	6012	AOC Initial Qual Training Plans/Ops (AOCIQOFT) Course	B	G	(N)	*	*	*	0	*	*	*	*

						"G"	SIM	LIVE				EVENT
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	TIME	TIME	TIME	PREREQ	MIRROR	CHAIN	CONV

AOS MOS 7041 T&R SYLLABUS MATRIX

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
SCHL	6013	AOC Initial Qual Training Systems Admin (AOCIQTSYS) Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6014	AOC Initial Qual Training Network Admin (AOCIQNET) Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6015	Joint Air Operations Comand And Control (JAOC2C) Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6016	Airfield Management Apprentice Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6017	Airfield Management Craftsman Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6018	Advanced Airfield Manager Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6019	Military Airspace Management Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6401	Basic Instructor Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6402	Senior Instructor Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6407	JALIS	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6409	DRRS-MC Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6410	Senior Watch Officer Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6411	C2PC Operator Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6412	Planning Application Extension Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6414	Command Post Of The Future	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6415	Sharepoint Basic	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6416	Sharepoint Advanced	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6418	COC Equipment Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6419	TBMCS Operators/Planners Course	B	G	(N)	*	*	*	0	*	*	*	*

							"G"	SIM	LIVE				EVENT
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	TIME	TIME	TIME	PREREQ	MIRROR	CHAIN	CONV
AOS MOS 7041 T&R SYLLABUS MATRIX

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
SCHL	6421	Airfield Vehicle Operators Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6422	M-SHARP 2.0 Administrator Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6423	Ground Combat Element (GCE) Ops Specialist Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6425	Command And Control Personal Computer / Joint Tactical Common Operational Workstation (C2PC/JTCW Client) Operator Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6426	Blue Force Tracking (FBCB2 BFT) Unit Level Maintenance (ULM) Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6427	FBCB2 Blue Force Tracking (BFT) Operator Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6428	JBC-P Operator/Administrator Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6429	Joint Automated Deep Operations Coordination System (JADOCS) Operator Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6430	Effects Management Tool (EMT) Operator Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6431	CLC2S Operator Course	B	G	(N)	*	*	*	0	*	*	*	*
SCHL	6432	NALCOMIS Aviation Maintenance OOMA System Administrator/Analyst Optimized Course	B	G	(N)	*	*	*	0	*	*	*	*
	TOTAL HOURS SCHOOL (SCHL) STAGE						*	*	0				
	TOTAL HOURS RQCD (6000 PHASE)						*	*	0				

STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
AOS MOS 7041 T&R SYLLABUS MATRIX													
AVIATION CAREER PROGRESSION MODEL (ACPM) (8000 PHASE EVENTS)													
AVIATION CAREER PROGRESSION MODEL (ACPM) STAGE													
ACPM	8000	MACCS	B	G	(N)	*	1	*	*	8001, 8002, 8003, 8004, 8005, 8006, 8007, 8008	*	*	8000
ACPM	8001	Marine Air Command and Control System	B	G	(N)	*	4	*	*	*	*	*	8001
ACPM	8002	Tactical Air Command Center (TACC)	B	G	(N)	*	4	*	*	*	*	*	8002
ACPM	8003	Direct Air Support Center (DASC)	B	G	(N)	*	4	*	*	*	*	*	8003
ACPM	8004	Tactical Air Operations Center (TAOC)	B	G	(N)	*	4	*	*	*	*	*	8004
ACPM	8005	Marine Air Traffic Control (MATC)	B	G	(N)	*	4	*	*	*	*	*	8005
ACPM	8006	Low Altitude Air Defense (LAAD)	B	G	(N)	*	4	*	*	*	*	*	8006
ACPM	8007	Marine Unmanned Aerial Vehicle Squadron (VMU)	B	G	(N)	*	4	*	*	*	*	*	8007
ACPM	8008	Marine Wing Communications Squadron (MWCS)	B	G	(N)	*	4	*	*	*	*	*	8008
ACPM	8020	ACE	B	G	(N)	*	1	*	*	8021, 8022, 8023, 8024, 8025, 8026, 8027, 8028	*	*	8020
ACPM	8021	Aviation Operations	B	G	(N)	*	4	*	*	*	*	*	8021
ACPM	8022	Control of Aircraft and Missiles	B	G	(N)	*	4	*	*	*	*	*	8022
ACPM	8023	Offensive Air Support (OAS)	B	G	(N)	*	4	*	*	*	*	*	8023
ACPM	8024	Assault Support (AS)	B	G	(N)	*	4	*	*	*	*	*	8024
ACPM	8025	Air Reconnaissance	B	G	(N)	*	4	*	*	*	*	*	8025
ACPM	8026	Electronic Warfare (EW)	B	G	(N)	*	1	*	*	*	*	*	8026
ACPM	8027	Anti-Air Warfare (AAW)	B	G	(N)	*	4	*	*	*	*	*	8027
ACPM	8028	Aviation Ground Support	B	G	(N)	*	4	*	*	*	*	*	8028
ACPM	8040	Threat	B	G	(N)	*	1	*	*	8041, 8042, 8043, 8044	*	*	8040

							"G" TIME	SIM TIME	LIVE TIME				
					AOS MOS 7041 T&R SYLLABUS MATRIX								
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
ACPM	8041	Surface to Air threat to the MAGTF	B	G	(N)	*	4	*	*	*	*	*	8041
ACPM	8042	Fixed Wing threat to the MAGTF	B	G	(N)	*	4	*	*	*	*	*	8042
ACPM	8043	Rotary Wing threat to the MAGTF	B	G	(N)	*	4	*	*	*	*	*	8043
ACPM	8044	Missile and UAS threat to the MAGTF	B	G	(N)	*	4	*	*	*	*	*	8044
ACPM	8060	MAGTF	B	G	(N)	*	1	*	*	8061, 8062, 8063, 8064, 8065, 8066, 8067	*	*	8060
ACPM	8061	Ground Combat Operations	B	G	(N)	*	4	*	*	*	*	*	8061
ACPM	8062	Fire Support Coordination in the GCE	B	G	(N)	*	4	*	*	*	*	*	8062
ACPM	8063	MAGTF Command and Control	B	G	(N)	*	4	*	*	*	*	*	8063
ACPM	8064	MAGTF Communications	B	G	(N)	*	4	*	*	*	*	*	8064
ACPM	8065	Phasing Control Ashore	B	G	(N)	*	4	*	*	*	*	*	8065
ACPM	8066	Information Management	B	G	(N)	*	4	*	*	*	*	*	8066
ACPM	8067	UAS support of the MAGTF	B	G	(N)	*	4	*	*	*	*	*	8067
ACPM	8080	Joint Air Operations	B	G	(N)	*	1	*	*	8081, 8082, 8083, 8084, 8085, 8086, 8087, 8088	*	*	8080
ACPM	8081	Command and Control of Joint Air Operations	B	G	(N)	*	4	*	*	*	*	*	8081
ACPM	8082	Theater Air Ground System (TAGS)	B	G	(N)	*	4	*	*	*	*	*	8082
ACPM	8083	Joint Fire Support	B	G	(N)	*	4	*	*	*	*	*	8083
ACPM	8084	Close Air Support (CAS)	B	G	(N)	*	4	*	*	*	*	*	8084
ACPM	8085	Joint Targeting	B	G	(N)	*	4	*	*	*	*	*	8085
ACPM	8086	North Atlantic Treaty Organization (NATO)	B	G	(N)	*	4	*	*	*	*	*	8086
ACPM	8087	Joint Airspace Control	B	G	(N)	*	4	*	*	*	*	*	8087

							"G" TIME	SIM TIME	LIVE TIME				EVENT CONV
						AOS MOS 7041 T&R SYLLABUS MATRIX							
STAGE	CODE	TITLE	POI	DEVICE	COND	REFLY	"G" TIME	SIM TIME	LIVE TIME	PREREQ	MIRROR	CHAIN	EVENT CONV
ACPM	8088	Countering Air and Missile Threats	B	G	(N)	*	4	*	*	*	*	*	8088
TOTAL HOURS AVIATION CAREER PROGRESSION MODEL (ACPM) STAGE							142	0	0				
TOTAL ACPM (8000 PHASE)							142	0	0				

2.16 <u>ADDITIONAL MATRICES</u>. None.

2.17 <u>ADDITIONAL CHAINING FOR 5000 AND 6000 PHASE EVENTS</u>. None.

2.18 <u>AVIATION TRAINING FORMS (ATF)</u>. A syllabus evaluation form is required for any initial or subsequent event training. The MACCS Training Form (MTF) is located in the C3 Course Catalog and available online at the MAWTS-1 C-3 website,
https://vcepub.tecom.usmc.mil/sites/msc/magtftc/mawts1/departments1/newc3/default.aspx

2.19 <u>TRAINING DEVICE EVENT ESSENTIAL SUBSYSTEMS MATRIX (EESM)</u>. None.