



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

NAVMC 4790.1D  
C 466

MAY 24 2021

NAVMC 4790.1D

From: Commandant of the Marine Corps  
To: Distribution List

Subj: AVIATION MAINTENANCE AND SUPPLY TRAINING AND READINESS PROGRAM

Ref: (a) COMNAVAIRFORINST 4790.2 Series

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

1. Purpose. Per reference (a), the Aviation Maintenance and Supply Training and Readiness (T&R) Program (AMSTRP), contained in enclosures (1) through (4) provides revised standards, regulations, and policy regarding the training and qualification standards for Marine Corps aviation maintenance and supply occupational fields.

2. Cancellation. NAVMC 4790.1C.

3. Scope. Highlights of major changes included in this manual:

a. Updates all requirements to align with the newly published revision of reference (a).

b. Enclosure 1

(1) Adds new guidance for T&R completion requirements for senior enlisted aviation ordnance personnel.

(2) Introduces a list of Marine Corps-specific duties and billets, and provided justification for each.

(3) Transfers aviation supply requirements to a newly created supply-specific enclosure (3).

c. Enclosure 2. Updates the process for aircraft maintenance quality assurance inspectors to regain qualifications when transferring to a new unit.

d. Enclosure 3. Improves standardized training requirements for aviation supply.

e. Enclosure 4. Provides a reintroduction of the required maintainer competency (RMC) standard which assists unit leadership in determining manpower strengths and weaknesses, and forecasting shortages in aircraft maintainer qualifications.

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

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update the AMSTRP as necessary to provide current and relevant training standards to commanders. All questions pertaining to the AMSTRP and Unit Training Management should be directed to: CG, TECOM, Policy and Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.
5. Command. This program is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.



LEWIS A. CRAPAROTTA  
Commanding General  
Training and Education Command  
By direction

DISTRIBUTION: PCN 1004700100

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

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

STATUS. Requirements in this policy are directed to all Marine Corps formal schools and all field commanders authorized to conduct aviation maintenance or aviation supply related training for individuals or groups.

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

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

REFERENCES. The references used in this policy are COMNAVAIRFORINST 4790.2 series, COMNAVAIRFORINST 4440.2 series, and MCO 4400.177.

## General Information

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

DEFINITION. The AMSTRP is a standardized, technical skills training management and evaluation program for technical training within the aviation maintenance and supply Occupational Fields (OCCFLDs) (including Aviation Logistics Information Management Systems (ALIMS) and Ordnance).

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

1. Identifying tasks required to attain proficiency in a Primary Military Occupational Specialty (PMOS)/Necessary Military Occupational Specialty (NMOS) and related systems.
2. Providing a standardized training record that is retained in a centralized location, regularly updated, maintained, and made available to the individual Marine (Private to Master Gunnery Sergeant and Warrant Officer/Second Lieutenant to Lieutenant Colonel) throughout the Marine's career, regardless of billet assignment or grade.
3. Providing an evaluation for the proficiency of personnel training throughout a Marine's career.
4. Providing community accepted standards allowing for the transfer of T/M/S T&R completion certifications from unit to unit.
5. Providing documentation required to conduct technical training at the individual, work center, and activity level from which the work center supervisors base their training program.

SCOPE. The AMSTRP provides the digital means for tracking and managing OJT tasks which are performed in each MOS, regardless of T/M/S or functional area by means of utilizing a T&R matrix module within Advanced Skills Management (ASM) specific to every PMOS/NMOS. Upon reporting to the work center or section, individuals must be assigned an MOS T&R and a functional area T&R where applicable. Refer to Enclosure 3 for all matters pertaining to Aviation Supply (T&R) requirements.

APPLICABILITY. This policy's contents and instructions apply to all commands responsible for the individual/collective training of personnel in aviation maintenance and supply OCCFLDs (including ALIMS and Ordnance).

**Note: Any non-aviation MOS attached to the Marine Aviation Logistics Squadrons (MALS) (e.g., MOS 2161) must continue without a T&R and train to current**

**Maintenance Training Management and Evaluation Program. Non-aviation MOS Collateral Duty Inspectors (CDIs) must continue to be designated utilizing Local Command Procedures/Standard Operating Procedures (LCPs/SOPs) and Qualifications/Certifications/Licenses (QCLs) already established in ASM.**

**AMSTRP Concepts and Terminology**

T&R USAGE. Each Marine must understand that training is continuous under the T&R construct. Some form of training occurs every time a Marine completes a task; the tasks listed in the T&R matrices provide the expectations for this training. The tasks identify what the Marine under instruction must demonstrate knowledge of or proficiency in. The performance standard will identify what conditions must be met for the trainee to receive credit for the task's completion. The T&R task sign-off authority identifies who may instruct and sign-off task completion within ASM. The T&R sign-off authority is defined as an "AMSTRP Qualifier" in the Naval Aviation Maintenance Program (NAMP) (COMNAVAIRFORINST 4790.2, Ch. 10, par. 10.1). AMSTRP Qualifiers are equivalent to the signature authority for T&R task completion and are identified by TECOM when T&R task lists are developed in ASM. All T&R tasks in ASM have the appropriate signature authority (AMSTRP Qualifier) already assigned in ASM, by default. The elements of the tasks in the T&R matrices provide amplifying guidance that assists both the instructor and the trainee in completing the training tasks in the most efficient manner.

Any questions regarding T&R usage can be directed to TECOM, Aviation Standards Branch (ASB). Points of contact can be reached at the website below.

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

AVIATION MAINTENANCE T&R. Aviation related T&Rs are approved by CG TECOM. T&R matrices contain individual training syllabi for applicable MOSs. An up-to-date T&R matrix for each community can be found under the reports tab in ASM utilizing the "Task List with Sign Off" report.

PMOS T&R ASSIGNMENT. Work center supervisors must ensure all PMOS T&Rs are assigned (2000-5000), and any appropriate NMOS. At no time may a Marine be assigned the T&R Matrices for another PMOS for cross-training. Refer to training requirements in the NAMP and ensure an appropriate training task list is available to support cross-training into another PMOS. Enclosure 2 outlines the specific requirements.

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

SKILL LEVEL 1000. All 1000 level tasks signify a formal school completion in a Marine's career. All potentially applicable formal schools with a course identifier will be listed here in no specific order. All 1000 level schools should auto-sign when the system updates. These are pulled from a Marine's formal schools tab within their profile. If applicability changes, a new school is deemed necessary for

career progression, or a course is required by NAMP instruction, contact the appropriate TECOM ASB analyst for consideration of additional courses. These task are for planning purposes and not intended to represent a prerequisite toward a qualification. All prerequisite formal schools will appear in the appropriate task list when required.

SKILL LEVEL 2000. 2000 level tasks are normally taught or discussed at the fleet unit level and generally do not require an OJT link. However, those 2000 level tasks labeled “(OJT)” do require a link or documented OJT prior to sign-off.

SKILL LEVEL 3000. 3000 level tasks are also fleet tasks primarily derived from actual jobs performed and documented in a work order (WO). 3000 level tasks that are labeled OJT in the task name, require an OJT link via maintenance data system (e.g. Optimized Organizational Maintenance Activity (OOMA), Autonomic Logistics Information System (ALIS), etc.) upload or manually added OJT from an appropriate sign-off authority. 2000-3000 level tasks are career tasks and are not considered a requirement for any qualification. These tasks are used to identify the experience level or fleet exposure for a given Marine’s career as a whole.

SKILL LEVEL 4000. 4000 level tasks are T/M/S or functional area specific tasks that are a prerequisite to a particular qualification. Marines may be assigned and work on a CDI, Collateral Duty Quality Assurance Representative (CDQAR), and/or Quality Assurance Representative (QAR) pre-requisite syllabus in conjunction with 4000 level task lists. All aviation maintenance MOSs are required to complete the 4000 level task lists prior to a Marine being designated as a CDI, CDQAR, or QAR. Skill level 4000 task lists can be assigned and completed without previously completing levels 2000 or 3000. 4000 level tasks may not be signed off as not applicable (N/A). For task(s) that are identified as being “not applicable,” contact TECOM ASB and the appropriate Maintenance Training Syllabus Sponsor via the change request process (identified on Page 9 of this enclosure).

SKILL LEVEL 5000. These tasks (if applicable) are functional check flight / QA required tasks. All aviation maintenance specialties are required to complete the 5000 level task list prior to a Marine being designated as a CDQAR/QAR or Aircraft Safe for Flight. Inspectors must utilize their PMOS 5000 level T&R and NMOS 5000 level T&R where applicable (e.g.: Maintenance Control 6012 and Production Control 6011 must use the NMOS 5000 level T&R). Multi-system QARs must comply with established cross-training task lists that contain, at a minimum, the intended area’s 5000 level tasks from their T&R. At no time may a Marine receive a PMOS T&R that is not their own. PMOSs that do not have FCF/QA required tasks must establish 5000 level tasks with their MTSS in order to hold a CDQAR/QAR qualification. 5000 level tasks are the performance standard(s) for becoming a CDQAR/QAR for areas that do not have FCF or NAMP requirements.

\*SKILL LEVEL 6000. Documents a Marine’s attainment of the corresponding task list. 6000 level accreditations contains routing that enables the sign-off authority to validate the entire task list associated with the T&R qualification.

\*AVIATION ORDNANCE MARINES. Upon promotion to Gunnery Sergeant / 6591, Aviation Ordnance Marines will be assigned the 6591 Ordnance General Systems task list appropriate to

their current organization. A 6591 Marine (Gunnery Sergeant or above) who is transferring to a different level of Maintenance (O-level to I-level, or vice versa) will be assigned the applicable 6591 Ordnance General Systems task lists for the new organization. These task lists are for training purposes only, and shall not be made a pre-requisite for any maintenance-related qualification.

If the Marine in question is required, or so desires, to be designated as a CDI, CDQAR, or QAR for the assigned organization, they must be also be assigned the applicable (6541 or 6531) 2000-5000 task lists, with completion of the MOS-specific 4000 and/or 5000 level required as appropriate for the level of designation desired.

TECHNICAL TRAINING GUIDANCE. Lesson guides are not required. T&R tasks and related publications are utilized to conduct and document technical training. Work center supervisors are responsible for identifying any training deficiencies and to schedule formal technical training utilizing the T&R task title within each assigned T&R in the “Career Training” tab in ASM.

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

### Qualifications Types

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

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

**Notes: \*1. Marines who return from serving in a billet outside of their PMOS, in that particular T/M/S, for 24 months or greater, must be assigned and complete that MOS’s 4000 level task list before being designated as a CDI. If the community has established a refresher (R) type T&R task list, that task list will be assigned and utilized. All others will use a standard (B) type task list.**

**2. Grandfathering or manually granting of any T&R is NOT authorized without approval from TECOM ASB.**

### Roles and Responsibilities

\*HEADQUARTERS MARINE CORPS, AVIATION SUSTAINMENT BRANCH (HQMC ASB). Responsible for reviewing and arbitrating recommendations, and providing guidance on ASM change requests that are not resolved at the Wing level.

TRAINING & EDUCATION COMMAND, AVIATION STANDARDS BRANCH (TECOM ASB). TECOM ASB is the authority responsible for the standardization of ASM training policies, content, and standard operating procedures established for each entire community by the identified MTSS. TECOM ASB retains the right to revoke improper unit role assignments to include Fleet Administrator and external roles, establish and enforce ASM change request procedures, assign MTSS units for specific T/M/Ss, MOSs, and functional areas as required.

AVIATION LOGISTICS MANAGEMENT ASSIST TEAM (ALMAT). ALMATs are responsible for validating new or otherwise non-standard content related ASM change requests to determine the impact on established Wing policies, inspection checklists, and to ensure changes are in accordance with higher headquarters policies. Changes that are administrative in nature do not require Wing Aviation Logistics Department (ALD) approval. Collaboration between each Wing ALD is required to provide standardization and judgment on change recommendations that cannot be agreed upon within the community.

MAINTENANCE TRAINING SYLLABUS SPONSOR (MTSS). The MTSS is a unit designated by TECOM ASB as the central facilitator for all matters pertaining to a specific T/M/S platform, MOS, or functional area. The MTSS must accomplish this by: facilitating standardization of community training requirements, coordinating training requirements, changes and revisions on behalf of the applicable community, chairing review working groups, coordinating updates and changes to ASM content for all maintenance training items, ensuring that re-occurring training is standardized in accordance with all applicable orders and directives, and designating a SNCO as the MTSS Point of Contact (POC) who will execute the MTSS related responsibilities. Contractors fulfilling the role of MTSS in any capacity must be designated by TECOM ASB. TECOM ASB will release an official message for assignment through DoNTracker or other established correspondence. The MTSS SNCO POC must be assigned in the QA Division and it is highly recommended, due to the nature of duties, to be that Marine's primary duty. Non-specific MOS MTSSs must be designated by the appropriate TECOM ASB Analyst. CG TECOM generally assigns T&R sponsorship to a training unit but may designate any unit from the Operating Forces for T/M/Ss or MOS functional areas.

The MTSS unit is responsible for standardizing training requirements within the community. MTSSs must gather community feedback when ASM changes are proposed. The MTSS unit has authority to exercise the delegation of tasks across the community. The MTSS SNCO must be a member of the unit which is designated by TECOM ASB. The MTSS SNCO does not need to be a subject matter expert (SME) for the area in question; they only serve as the primary POC for all change requests. The MTSS SNCO must be the primary FA for the unit assigned. (I-level only) For the sole purpose of reviewing the tests within a MALS, all primary FAs at the I-level must also be the MTSS SNCO for their parent command. I-level MOS T&R reviews are outlined in the MALS/MOS and MTSS list. Additionally, the MTSS will perform duties as outlined in the NAMP as "Type Wing/Model Manager" and work closely with Wing ALMATs to facilitate standards across their platforms. All SOPs/local procedures/policies from the MTSS (Type Wing/Model Manager equivalent) must be forwarded to TECOM ASB for endorsement if effecting the entire T/M/S.



\*FLEET ADMINISTRATOR (FA). FAs are responsible for the administration of ASM within their assigned unit. The FA must be the primary duty assignment within the Quality Assurance (QA) Division. It is strongly recommend that the FA be a SNCO but it may be a highly qualified and trustworthy sergeant who is skill-qualified in the following primary MOS OCCFLDs: 60/61/62/63/64/65/66. This billet assignment must be designated by the unit's Aircraft Maintenance Officer. All FAs must complete the "USMC ASM FA" training syllabus prior to designation. FAs must serve as the unit FA for a minimum of two years unless extenuating circumstances exist whereby early changes must be vetted by TECOM ASB. The Aviation Maintenance Training Program Manager or Program Monitor may not be assigned as the primary FA. All FA assignments/changes must be provided to CG TECOM utilizing the ASM change request link located on the TECOM ASB SharePoint site or by email when the SharePoint is not necessary for standard updates involving clear references.

FAs in units using NALCOMIS must download NALCOMIS ADHOC queries into ASM each week. New check-in interviews must be conducted by the primary FA. At no time will the FA role be assigned to any Marine within the unit unless they are undergoing FA training to turnover as the new FA. The FA role must be strictly controlled by the primary FA.

\*ASSISTANT FLEET ADMINISTRATOR (AFA). Each unit may also assign a maximum of two additional squadron personnel to serve as an AFA as a collateral duty. These AFAs must also be assigned to the Quality Assurance work center. AFAs will assume the duties of the FA in their absence. All AFAs must complete the USMC ASM FA training syllabus prior to designation. AFAs may perform check-in interviews in the absence of the primary FA.

**\*Note: For detachments and during other times of high operational commitment, additional AFAs may be temporarily designated. In the event of additional requirements, the primary FA must contact their TECOM ASB Analyst for approval.**

ASM FIELD SERVICE REPRESENTATIVES (FSR). FSRs provides recurring ASM training and technical assistance. FSRs also provide formal training as needed, and are the primary source for all Fleet Admin training. FSR training may not be delegated.

### **\*Marine Corps-Specific Duties and Billets**

Marine Corps aviation units are commonly given Marine Corps-specific direction to fill certain billets or duties, and Marine Corps personnel, MOSs, and ranks vary from those of their Navy counterparts. Therefore, Marine Aviation units must adapt to meet those Marine Corps-specific personnel and policy requirements while maintaining compliance with NAMF policy. Marine Corps aviation has established the below listed Marine Corps-specific duties and billets to accomplish its assigned mission of abiding by Marine Corps and NAMF policies.

Maintenance Control Chief (MCC) Production Control Chief (PCC). The MCC or PCC is the senior enlisted Marine assigned to the Maintenance Control or Production Control Division and fulfills the aircraft maintenance related responsibilities of the Maintenance Master Chief Petty Officer (MMCPPO) in Navy units. All personnel requirements and the management of the

Maintenance Training Program still fall under the Aircraft Maintenance Chief's responsibilities as prescribed in the NAMP.

Quality Assurance Chief (QAC). The QAC is the senior enlisted Marine in the QA division and is equivalent to the Quality Assurance Supervisor (QAS) described in the NAMP.

Emergency Reclamation Team Member (MC). Used to identify Emergency Reclamation Team members for tracking within ASM.

Plane Captain (PC) Branch Supervisor (MC). This assignment is solely used for Plane Captain Designation (4790/158) routing to align with NAMP verbiage. The PC Branch Supervisor duty is generally assigned to the Powerline/Power Plants/Line Division Chief in O-Level squadrons.

Ground Support Equipment (GSE) Training NCO (MC). Utilized for support equipment license preparation/tracking.

Hydraulic Contamination Technician CDI (MC). Used as the signature authority for Hydraulic Contamination Technicians that are also CDIs.

Hydraulic Contamination Technician CDQAR/QAR (MC). Used as the signature authority for Hydraulic Contamination Technicians that are also CDQARs/QARs.

### **\*ASM Testing Standards**

All tests in ASM for Marine Corps aviation maintenance qualifications/certifications/licenses have been standardized by TECOM ASB. Therefore, locally generated tests are not authorized for use unless those tests have been authorized by TECOM ASB. The standard number of questions automatically populates when the tests are being generated and assigned in ASM. Changes to the default number of test questions are not authorized without prior TECOM ASB consent.

### **\*Standard Operating Procedures for all Q/C/Ls when Attaching to a Marine Expeditionary Unit (MEU) or Participating in the Unit Deployment Program (UDP) for MALS Marines**

All Marines attaching and/or detaching to/from the MEU must utilize the "Reinstate Previous" feature within ASM for all Q/C/Ls. Commanders, Maintenance Officers, and all other required signature authorities at the receiving command must acknowledge and accept all Q/C/Ls in their entirety and those Q/C/Ls do not require any retraining for the move.

All marines participating in a UDP to and from a MALS must utilize the "Reinstate Previous" feature within ASM for all Q/C/Ls. Commanders, Maintenance Officers, and all other required signature authorities at the receiving command must acknowledge and accept all Q/C/Ls in their entirety and those Q/C/Ls do not require any retraining for the move.

Marines who obtain qualifications while detached from their parent command to a MEU or MALS UDP must utilize the “Reinstate Previous” feature when returning to their parent command at the conclusion of their duty with the MEU or MALS UDP.

## ASM Change Request Process and Procedures

ASM changes are submitted by any FA to the respective MTSS unit via the TECOM ASB SharePoint change request URL (below) or through direct communication with the appropriate MTSS and TECOM Analyst (e.g. email, Microsoft Teams, etc.). The originating unit FA must ensure the task list sign off report or task list questions and references report is downloaded and color-coded as appropriate in rich text format (RTF) or Excel format (XLS), and attached to the change request.

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

All ASM content changes must be highlighted using the following standardized color scheme:

**RED:** Identifies items to be deleted.  
**GREEN:** Identifies new items to be created.  
**YELLOW:** Identifies existing items to be changed or edited.

**Notes: 1. All updates must have justification.**

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

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

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

MTSS. The MTSS is responsible to receive ASM change requests from FAs and route the requests as appropriate through the community. As the change requests are being routed and comments are received, the MTSS POC must provide community concurrence or non-concurrence based on a simple majority. Once community feedback is received, the MTSS POC must forward the change request to each applicable Wing ALD. The MTSS may be required to provide detailed documentation supporting the recommendation which is submitted to the Wing ALD. Upon notification from TECOM ASB, the MTSS must review the completed changes within ASM. If a discrepancy is found, the MTSS should contact the TECOM ASB Analyst. MTSSs must perform duties and responsibilities outlined in the NAMP as the "Type Wing/Model Manager" for Marine Corps units.

ALD/ALMAT. ALD/ALMAT representatives must respond to the originating MTSS with concurrence or non-concurrence via TECOM change request site within 30 calendar days. In the event that more time is required, ALD/ALMAT representatives must contact the TECOM ASB

Analyst for that platform via email or any official correspondence with estimated time required for a decision.

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

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

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

MAINTENANCE/PRODUCTION CONTROL CHIEF. Maintenance/Production Control Chiefs are equivalent to the MMCPO in the Navy. All duties and responsibilities are outlined in COMNAVAIRFORINST 4790.2 series. See page 7 of this enclosure for further clarification.

WORK CENTER SUPERVISORS. Before granting the signature authority of Work Center Supervisor in ASM, ensure individuals in O-level squadrons have completed the Naval Aviation Organizational Maintenance Activity (OMA) Work Center Supervisor's course (C-555-0045); MALS Work Center Supervisors must have completed the Intermediate Maintenance Activity (IMA) Work Center Management Documentation Procedures (Optimized) course (C-555-0041). The completion of one course does not satisfy the requirement for the other. For example, I-level supervisors transferred to an O-level unit must complete the OMA course prior to obtaining the signature authority in ASM. The completion of the formal course alone, does not designate the Marine as a Work Center Supervisor. This signature authority assignment must be kept to a minimum due to the nature of responsibilities and authority it grants a user in ASM. Typically, this authority is reserved for the SNCOIC of a work center and/or Division Chiefs. Additional Work Center Supervisor signature authorities may be assigned in order to provide appropriate coverage for multiple shifts or additional personnel, but still must be assigned only to those Marines who serve in appropriate leadership positions. Work Center Supervisors must be familiar with responsibilities outlined in the NAMP. A "Desk Sergeant," "crew supervisor," "shift supervisor," or any role assigned from day to day may not have the billet of Work Center Supervisor assigned.

## MTSS Assignments

### Rotary Wing Aircraft

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

### Fixed Wing Aircraft

<u>T/M/S</u>	<u>Location</u>	<u>MTSS</u>
AV-8B	2d MAW, MCAS Cherry Point, MAG-14 MOS: 6212, 6252, 6282, 6312, 6332, 6531	VMAT-203
KC-130J	2d MAW, MCAS Cherry Point, MAG-14 MOS: 6216, 6256, 6276, 6286, 6316, 6336, 6531	VMGR-252
F/A-18	2d MAW, MCAS Beaufort, MAG-31 MOS: 6217, 6257, 6287, 6317, 6337, 6531	VMFA-312
F-35B/C	2d MAW, MCAS Beaufort, MAG-31 MOS: 6218, 6258, 6288, 6338, 6531, 6048	VMFAT-501
KC-130T	4th MAW, Stewart ANGB, MAG-49 MOS: 6216, 6242, 6256, 6276, 6286, 6316, 6336, 6531	VMGR-452

### Unmanned Aerial Systems (UAS)

<u>T/M/S</u>	<u>Location</u>	<u>MTSS</u>
UAV RQ-21A	2d MAW, MCAS Cherry Point, MAG-14 MOS: 6314	VMU-2

MALS MOS AND MTSS

<u>Division</u>	<u>MTSS</u>
400 POWER PLANTS MOS: 6123, 6124, 6132	MALS-29
400 POWER PLANTS MOS: 6222	MALS-14
400 POWER PLANTS MOS: 6023	MALS-39
400 POWER PLANTS MOS: 6227	MALS-11
500 AIRFRAMES MOS: 6033, 6043, 6062, 6092	MALS-16
600 AVIONICS MOS: 6432, 6469	MALS-11
600 AVIONICS MOS: 6423, 6483	MALS-31
600 AVIONICS MOS: 6499, 6492	MALS-39
700 ARMAMENT MOS: 6541	MALS-14
800 Aviation Life Support Systems (ALSS) MOS: 6048	MALS-16
900 SUPPORT EQUIPMENT MOS: 6073	MALS-13

NON-SPECIFIC (OMA & IMA)

<u>MOS</u>	<u>MTSS</u>
6002	MAWTS-1
6004	MAWTS-1
6042	MATSS-1
6046/6049	MALS-14
6074	MALS-29
6602	HQMC ASB
6604	HQMC ASB

NON-SPECIFIC (OMA & IMA) (Continued)

<u>MOS</u>	<u>MTSS/STSS</u>
6672	HQMC ASB
6694	MARDET NEWPORT, RI
6019	TECOM ASB
6302/6391	TECOM ASB

FUNCTIONAL AREAS (IMA)

<u>AREA</u>	<u>MTSS</u>
AVIATION MATERIAL SCREENING UNIT (AMSU)	MALS-26
TANK FARM	MALS-11
AUXILIARY POWER PLANTS (APP)	MALS-16
PRODUCTION/MATERIAL CONTROL	MALS-26
ADDITIVE MANUFACTURING (3D PRINTING)	MALS-31

FUNCTIONAL AREAS (OMA)

<u>AREA</u>	<u>MTSS</u>
6012 MAINTENANCE CONTROL T&R	TECOM ASB
PRODUCTION/MATERIAL CONTROL	TECOM ASB
QUALITY ASSURANCE T&R	TECOM ASB
AIRSPEED (CPI)	TECOM ASB

FUNCTIONAL AREAS (OMA/IMA)

<u>AREA</u>	<u>MTSS</u>
TOOL CONTROL CENTER/PME MANAGER T&R	MALS-31
CENTRAL TECHNICAL PUBLICATION LIBRARY T&R	MALS-31

**AMSTRP MOST&R Working Groups**

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

**PRE-WORKING GROUP RESPONSIBILITIES**

1. MTSSs must:

a. Coordinate with CG TECOM to determine T&R working group location and dates. In the event of a change in date or location, CG TECOM will release guidance via naval message or other means of formal correspondence.



b. Consolidate agenda items and coordinate with CG TECOM to release a working group agenda message to all appropriate commands operating/implementing the applicable syllabi.

2. CG TECOM must:

a. Announcement Message. A 60-day naval message will be sent to the appropriate commands with an information copy to Commandant of the Marine Corps (Deputy Commandant for Aviation (DCA)). This message announces the purpose of the working group and includes the working group location and dates, and requests the submission of attendees by name and agenda items in "item, discussion, recommendation" format. CG TECOM will release the final announcement message 30 days before the working group date.

b. Working Group Funding. CG TECOM must provide appropriation data funding per MCO P7100.8. Additional working group representatives may and are encouraged to attend but must be unit funded.

3. Commands providing working group representatives must:

a. Nominate representatives to CG TECOM via message or encrypted e-mail not later than 30 days prior to the working group. Commands are responsible for designating appropriate working group representatives. Working group representatives must be experienced in the day-to-day supervision of the applicable aircraft maintenance training program being reviewed. Attendees should also be subject matter experts in the MOSs being represented. TECOM ASB must coordinate with off-station commands to ensure all MOSs are represented. All attendees must be familiar with agenda items and review the applicable T&R syllabi prior to the working group.

b. Submit agenda items to TECOM ASB in item, discussion, recommendation format via email no later than 30 days prior to the working group.

### **Working Group Responsibilities**

1. TECOM ASB hosting responsibilities are as follows:

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

b. Provide working group guidance to the MTSS and facilitate T&R review procedures. Ensure individual T&R matrices are developed/updated in accordance with this policy.

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

1. Any working group attendee may make recommendations for changes to T&R and Q/C/L syllabi. Units that provide working group representatives will have the opportunity to modify or change a T&R as required.

2. Representatives must provide change recommendations as required at the working groups. At a minimum, members of the working group must complete the following tasks:

- a. Evaluate the syllabi for effectiveness.
- b. Coordinate syllabi requirements with other aircraft communities as required.
- c. Review/validate/modify the following:
  - (1) Syllabus system/subsystem information
  - (2) Qualification/designation syllabi
  - (3) Syllabus tasks
  - (4) Programs of instruction
  - (5) Academic and training resource requirements
  - (6) Required T&R format

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

Table 1. T&R Working group Review Timeline

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

# **MAINTENANCE QUALIFICATION STANDARDIZATION**

## **CONTENTS**

[Maintenance Training Qualifications/Certifications Standardization \(Page 2\)](#)

[Mandatory Requirements for All Maintenance/Logistics Personnel \(Page 3\)](#)

[Mandatory Requirements for All Maintenance Officers and Senior Enlisted \(E8 and Above\) \(Page 4\)](#)

[Egress/Explosive System Checkout – Initial \(Page 5\)](#)

[Egress/Explosive System Checkout – Requal \(Page 6\)](#)

[CDI Qualification – Initial \(Page 7\)](#)

[CDI Qualification - Transfer from another Command \(Page 8\)](#)

[CDI Periodic / Proficiency \(Page 9\)](#)

[CDQAR Qualification – Initial \(Page 10\)](#)

[CDQAR Qualification - Transfer from another Command \(Page 12\)](#)

[QAR Qualification – Initial/Transfer \(Page 14\)](#)

[QAR Cross-Training Work Center XXX \(Multi-System\) – Initial/Transfer \(Page 15\)](#)

[Aircraft/SE Tire/Wheel Maintenance – Initial/Transfer \(Page 16\)](#)

[Plane Captain and Periodic – Initial/Transfer \(Page 17\)](#)

[Aircraft Engine/Auxiliary Engine/Auxiliary Power Unit \(APU\) Turn-Up License – Initial/Renewal \(Page 18\)](#)

[Safe for Flight Qualification – Initial \(Page 19\)](#)

[Safe for Flight Qualification – Transfer \(Page 20\)](#)

[IMA Production Controller \(Page 21\)](#)

[General Qualifications \(Page 22\)](#)

## MAINTENANCE QUALIFICATION STANDARDIZATION

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

**MANDATORY REQUIREMENTS FOR ALL MAINTENANCE/LOGISTICS  
PERSONNEL**

1. Service member's "CRITICAL FLIGHT DECK PHYSICAL" (if applicable) are current and images are attached.

a. If an individual is qualified for "NON-CRITICAL CAPACITY," (Can perform duties on flight deck EXCEPT CRITICAL DUTIES) the physical under "NON CRITICAL FLIGHT DECK PHYSICAL (FLIGHT DECK MAINT.)" and medical surveillance images must be attached in ASM.

b. If an individual is not flight deck physical qualified, the "NOT-QUALIFIED FOR FLIGHT DECK DUTIES (FLIGHT DECK MAINT.)" image must be loaded in medical section of ASM and medical surveillance images must be attached.

2. For all individuals who handle ordnance, ensure appropriate "SPECIALTY EXAMINATION: EXPLOSIVE HANDLER 721," "SPECIALTY EXAMINATION: EXPLOSIVES VEHICLE OPERATORS 720," and "SPECIALTY EXAMINATION: WEIGHT HANDLING EQUIPMENT (MANAGEMENT OF) 704" certificates are granted and images are attached.

3. Individuals must have a current "EGRESS/EXPLOSIVE SYSTEM CHECK-OUT" (where applicable) by T/M/S, where the fire bottle training is concurrent, and an image is attached as required.

4. Ensure each individual's Hazardous Material and Control Management "Training: HAZCOM Non-supervisor," "Training: NAMP Indoctrination," and "Training: NAVOSH Initial" are complete within the required time as identified in the most current version of COMNAVAIRFORINST 4790.2 upon check-in as applicable.

5. Ensure MOS and Quality Assurance T&R matrices are assigned in "Career Training," if applicable. Additional functional areas may be assigned as required.

6. Qualifications/Designations/Certifications/Licenses for members of the Core Cadre who transfer to another command for initial standup or transition to another T/M/S may be granted by the gaining unit's appropriate authority only if the former and current commands operate/maintain the same T/M/S aircraft. The QAC of the gaining unit is responsible for ensuring those members' historical training requirements have been met and meet the intent of the COMNAVAIRFORINST 4790.2 series and this document. The QAC must maintain a roster of the Core Cadre Marines who fall under this criteria and may only contain members who joined within 60 days of official standup/transition.

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

1. Ensure each service member's "CRITICAL FLIGHT DECK PHYSICAL" is current and images are attached. This is not applicable for aircrew members who maintain NATOPS Training Jackets.
2. Ensure every individual has a current "EGRESS/EXPLOSIVE SYSTEM CHECK-OUT," where the fire bottle training is concurrent, and the image is attached. This is not applicable for aircrew who maintain NATOPS Training Jackets.
3. Ensure each individual's Hazardous Material and Control Management "Training: HAZCOM Non-supervisor," "Training: NAMP Indoctrination," and "Training: NAVOSH Initial" are complete within the required time as identified in the most current version of COMNAVAIRFORINST 4790.2 upon check-in as applicable.
4. Maintenance Officers and Senior Enlisted (E8 and above) must receive NAVOSH training as applicable when identified in OPNAVINST 5100.19/23.
5. The Aircraft Maintenance Officer must conduct initial and annual reviews on all Maintenance Officers and Senior Enlisted (E8 and above) who have ASM accounts due to their duties/billet assignments.

## **EGRESS/EXPLOSIVE SYSTEM CHECKOUT – INITIAL**

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

## **EGRESS/EXPLOSIVE SYSTEM CHECKOUT – REQUAL**

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

**Note: In the event that an Egress qualification, initial or requal, expires, and the Marine is not leaving the maintenance department in excess of 90 days, a requal will be assigned. The Marine must be restricted from aircraft Maintenance until the requal is routed and approved by the appropriate signature authority.**



## CDI QUALIFICATION - INITIAL

1. Initiate the applicable CDI GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC) training action in ASM. The CDI GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC) is a prerequisite for being designated as a CDI and must be completed prior to designation.
2. Ensure requirements outlined in the most current COMNAVAIRFORINST 4790.2 are adhered to. Only the MOS CDI 4000 is required as a T&R prerequisite. 2000 and 3000 level T&Rs are life-long OJT trackers and must not be utilized for qualification purposes or tracking.
3. Complete all training tasks. All task areas must be completed in sequential order.
4. Initiate a “QUALITY ASSURANCE INSPECTOR DESIGNATION (4790/12) (CDI) (W/C) (T/M/S)” training action in ASM.
5. Complete all training tasks. All task areas must be completed in sequential order.
6. Pass a practical examination administered by a QAR using the 5600 computerized self-evaluation checklist (CSEC).
7. Ensure the Quality Assurance T&R Matrix is assigned in “Career Training” and the Quality Assurance CDI 4000 is complete prior to designation.

**Notes: 1. F-35 CDIs must complete the Similar 4000 task list and the 4000 level task list for the variant operated by their assigned unit prior to designation. For MOSs that do not have variant specific 4000 level task lists, only the similar task lists are required prior to a Marine being designated as a CDI. Marines may only complete T&R tasks for the specific variant operated by their current unit. Any task(s) completed for a variant not operated by a Marine’s current unit should be considered fraudulent due to the lack of exposure to that variant’s specific requirements.**

**2. Multi-system designations for CDI are only authorized where a cross-training task list that accounts for, at a minimum, ALL 4000 level task items for the prospective PMOS. The only exception to this policy is the 6276 MOS.**

**3. 90% is the minimum allowable passing score for any QA inspector test. Changes to the minimum allowable passing score are not authorized.**

## CDI QUALIFICATION - TRANSFER FROM ANOTHER COMMAND

1. Members must have proof of the previous qualification, including all training actions, loaded into ASM as work history.
2. CDI general training syllabi from other commands are only valid when the version number listed in the task list title is the same. When the version number is the same, CDI general training syllabi should be considered complete. If the version number has changed, a new syllabus for the current command must be completed to comply with any changes to the general training syllabus since the training was completed in the previous command.
3. Initiate a “CDI GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC)” training action in ASM. If the CDI General Training Syllabus was completed in the previous command, and is the same version, it may be accepted for continued use.
4. Complete all training tasks.
5. Initiate a “QUALITY ASSURANCE INSPECTOR DESIGNATION (4790/12) (CDI) (W/C) (T/M/S)” training action in ASM.
6. Complete all training tasks. The work center test may be waived if it was previously completed in ASM and it addressed the same T/M/S or specialty.
7. Units may opt to use the practical examination (5600) as the baseline for the CDI periodic proficiency as long as the expiration is set to no later than one year from completion.
8. A detailed review of T&Rs must be completed. New items or changes may have occurred since the previous sign-off. Prior to designation, all appropriate T&R tasks must be verified to be complete. If previous training cannot be verified, only the task lists associated to the updated T&R need to be reassigned, and completed.

**Notes: 1. 90% is the minimum allowable passing score for any QA inspector test. Changes to the minimum allowable passing score are not authorized.**

**2. F-35 inspectors must be reviewed for similar and current variant specific 4000 level completion prior to designation. If/when a Marine transfers from a different variant, the new variant T&R must be assigned and completed prior to designation.**

## **CDI PERIODIC / PROFICIENCY**

1. To meet the annual requirement for CDIs to be monitored by a QAR, the CDI proficiency "QUAL TYPE" task list must be used. Upon completion of the CDI monitor (CSEC 5600 checklist), the QAC may adjust the due date to meet any local tracking requirements as long as the expiration date does not exceed one year from the last completed monitor using a CSEC 5600 checklist.
  
2. In the case where a member holds a CDI designation for multiple work centers, completing a single CDI monitor meets the minimum requirement. The annual CDI monitor requirement must be based on the earliest completed CDI monitor and must not exceed one year. Clarifying comments or copies of the completed 5600 CSEC may be added to any additional CDI designation proficiencies justifying the baseline date and/or identifying details into an individual case.

## CDQAR QUALIFICATION - INITIAL

1. Ensure the member's CDI qualification was gained appropriately in accordance with this directive for initial or transfer occasions.
2. Initiate the applicable CDQAR/QAR GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC) training action in ASM.
3. CDQAR candidates must demonstrate knowledge in items identified in the most current version of the COMNAVAIRFORINST 4790.2 and items identified in the general training syllabus in ASM. Any additions or changes to syllabi must be forwarded via change request to TECOM ASB through the MTSS for fleet-wide implementation consideration.
4. Complete all training tasks. All task areas must be completed in sequential order.
5. A NAMP exam must be conducted at the conclusion of the syllabus.
6. Initiate a "QUALITY ASSURANCE REPRESENTATIVE DESIGNATION (4790/12) (CDQAR) (W/C) (T/M/S)" training action in ASM.
7. Ensure the MOS CDQAR/QAR 5000 level and the Quality Assurance CDQAR/QAR 5000 SSSP task lists are complete in addition to the Quality Assurance T&R Matrix being assigned in "Career Training" prior to designation as a CDQAR.
8. A detailed review of T&Rs must be completed. New items or changes may have occurred since previous sign-off. Prior to designation, all appropriate T&R tasks must be verified complete. If previous training cannot be verified, only the task lists associated to the updated T&R need to be reassigned, and completed.
9. Place the current CDI designation "Not in Use" once the member is designated as a CDQAR.

**Notes: 1. F-35 CDQARs/QARs must complete the Similar 5000 task list and the 5000 level task list for the variant operated by their assigned unit (where applicable) prior to designation. For MOSs that do not have variant specific 5000 level task lists, only the similar task lists are required prior to a Marine being designated as a CDQAR or QAR. Marines may only complete T&R tasks for the specific variant operated by their current unit. Any task(s) completed for a variant not operated by a Marine's current unit should be considered fraudulent due to the lack of exposure to that variant's specific requirements.**

**2. Multi-system qualifications must be obtained by a cross-training task list that accounts for the intended systems' 5000 level items in their entirety. If there is not a task list available to cross-train into that system that includes, at a minimum, all of the 5000 level items, a multi-system designation is not authorized. Contact your MTSS to create a task list if required. In addition to the completion of task lists,**

**members must successfully complete the test for the area they are cross-training into.**

**3. 90% is the minimum allowable passing score for any QA inspector test. Changes to the minimum allowable passing score are not authorized.**

## CDQAR QUALIFICATION - TRANSFER FROM ANOTHER COMMAND

1. Ensure all requirements in this directive have been met.
2. Member must have proof of the previous qualification, including all training actions, loaded into ASM as work history.
3. Upon transfer/check-in to new commands of the same T/M/S, the historical CDI and CDQAR general training OJT syllabi must be reviewed in the historical section to determine if the previously completed training was the same version as the current standard. If the same version is still in use, QAs must use the OJT task list completed at the previous command to meet the applicable general training syllabus requirement. If the version has changed, members must complete the latest task list to ensure the most current training is completed.
4. Initiate the appropriate CDQAR/QAR GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC) training action in ASM. If the CDQAR/QAR General Training Syllabus was completed in the previous command, and is the same version number, it may be accepted for continued use. If the version has changed, the member must complete the CDQAR/QAR GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC) task list to account for any changes to the training requirements. If previous task completion can be verified in ASM, insert a “previously complied with” comment.
5. A detailed review of T&Rs must be completed. New items or changes may have occurred since a previous sign-off. Prior to designation, all appropriate T&R tasks must be verified complete. If previous training cannot be verified, only the task lists associated to the updated T&R need to be reassigned and completed.
6. Gaining commands may route the qualification 4790/12 for the qualification level held at members’ previous commands if the previous versions were within the guidelines above.
7. Initiate and complete a “QUALITY ASSURANCE REPRESENTATIVE DESIGNATION (4790/12) (CDQAR) (W/C) (T/M/S)” training action in ASM.

EXAMPLE: A previously qualified CDQAR (from the same T/M/S) checks in to a new command. The receiving QA conducts a detailed review of T&R requirements and verifies that the CDI general and CDQAR/QAR general training is still the current version. The member shall be assigned the appropriate 4790/12 for CDQAR rather than starting over at CDI. Local QA divisions must use their discretion in determining additional training requirements (if any) based off of findings in their inbound training review.

**Notes: 1. F-35 CDQARs/QARs must be reviewed for Similar and current variant specific 5000 level completion prior to designation. If/when a Marine transfers from a different variant, the new variant T&R must be assigned and completed prior to designation.**

**2. 90% is the minimum allowable passing score for any QA inspector test. Changes to the minimum allowable passing score are not authorized.**

## QAR QUALIFICATION – INITIAL/TRANSFER

1. Ensure all requirements of this directive in the current command have been carried out.
2. Members must have proof of all previous qualifications, including all training actions, loaded into ASM as work history.
3. Ensure all PMOS 5000 level tasks are complete and the Quality Assurance T&R Matrix is assigned in “Career Training” with Quality Assurance CDQAR/QAR 5000 complete prior to designation.
4. Members must comply with CDI and CDQAR/QAR GENERAL TRAINING (OJT) (TECOM) (MC) prior to initiating this qualification. If the CDI and CDQAR/QAR General Training Syllabi were completed in the previous command, and are the same version, they may be accepted for continued use.
5. If a member has never held the CDQAR designation in the current T/M/S, initiate the appropriate CDQAR/QAR GENERAL TRAINING SYLLABUS (OJT) (TECOM) (MC) training action in ASM.
6. Complete all training tasks. The NAMP Exam may be waived if previously complied with at the current command for CDQAR/QAR qualification. For an initial designation, the NAMP Exam must be completed and oral board must be conducted.
7. Initiate and complete a “QUALITY ASSURANCE REPRESENTATIVE DESIGNATION (4790/12) (QAR) (W/C) (T/M/S)” training action in ASM.

EXAMPLE: A previously qualified CDQAR or QAR (from the same T/M/S) checks in to a new command. The receiving QA conducts a detailed review of T&R requirements and verifies that the CDI general and CDQAR/QAR general training is still the current version. The member shall be assigned the appropriate 4790/12 for QAR rather than starting over at CDI. Local QA divisions must use their discretion in determining additional training requirements (if any) based off of findings in their inbound training review.

- Notes:**
- 1. F-35 CDQARs/QARs must be reviewed for Similar and current variant specific 5000 level completion prior to designation. If/when a Marine transfers from a different variant, the new variant T&R must be assigned and completed prior to designation.**
  - 2. 90% is the minimum allowable passing score for any QA inspector test. Changes to the minimum allowable passing score are not authorized.**



**QAR CROSS-TRAINING WORK CENTER XXX (MULTI-SYSTEM) –  
INITIAL/TRANSFER**

1. Ensure all previous requirements are complied with.
2. Initiate a “QUALITY ASSURANCE REPRESENTATIVE DESIGNATION (4790/12) (QAR) CROSS-TRAINING (W/C) (T/M/S)” training action in ASM. If the CDQAR/QAR General Training Syllabus was completed in the previous command, and is the same version, it may be accepted for continued use.
3. Complete all training tasks.
4. Ensure the Quality Assurance T&R Matrix is assigned in “Career Training” and the Quality Assurance CDQAR/QAR 5000 level task list is complete prior to designation.
5. Multi-system qualifications must be obtained by a cross-training task list that contains the intended systems 5000 level items in their entirety. If there is not a task list available to cross-train into that system that includes, at a minimum, all of the 5000 level items, a multi-system QAR designation is not authorized. Contact your MTSS to create a task list if required. Successful completion of a test for the system members are cross-training into is required prior to cross-training designation.

- Notes:**
- 1. QARs are encouraged but not required to obtain necessary qualifications to perform maintenance functions. Their primary role is non-productive, however, for practical application evaluations, it is required for a QAR to gain the necessary qualification to evaluate that practical evaluation. For any prerequisite qualifications for QARs that are deemed necessary, FAs must submit a change request to cross-training syllabi for fleet-wide consideration and implementation.**
  - 2. 90% is the minimum allowable passing score for any QA inspector test. Changes to the minimum allowable passing score are not authorized.**
  - 3. Multi-system QARs are evaluated by PMOS, not by the individual systems held for Required Maintainer Competency data. Refer to Enclosure (4) for more details.**

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

1. Initiate a “TIRE/WHEEL MAINTENANCE QUALIFICATION/CERTIFICATION (T/M/S)” or the applicable level training for SE training actions in ASM. The Tire and Wheel qualification may not be reinstated at a new command.
2. Confirm the individual has an appropriate and current servicing cart license in ASM.
3. Personnel certified by a previous command on the same T/M/S aircraft, SE, or Aviation Weapons Support Equipment tires and wheels may be certified by their new command if they completed the required reading and demonstrate practical proficiency to a tire and wheel certified QAR, CDQAR, or QA Specialist. All other sections on the qualification and certification form will be annotated as “Previously complied with.”
4. Annual refresher training must be conducted and logged in ASM utilizing the Tire and Wheel Safety NAMP TRAINING lecture.

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

1. Members must have proof of the previous qualification, including training actions, loaded into ASM as work history. The Plane Captain Qualification may not be reinstated at a new command.
2. Initiate a “PLANE CAPTAIN DESIGNATION (4790/158) (T/M/S)” training action in ASM. If the member was previously qualified as a plane captain in same T/M/S, the qualification will be entered as a renewal.
3. In the event the member is out of normal Plane Captain Duties in excess of 90 days, the ASM Refresher Syllabus must be completed, and the Program Manager must interview them prior to commencing Plane Captain duties.

**Note: The refresher syllabus is an OJT type syllabus separate from the Plane Captain Designation task list.**

4. Complete all training tasks. The written examination may be waived if it was completed in ASM. If tests are waived, a QAR must insert the previous test score.
5. Pass a practical examination administered by a Plane Captain qualified QAR or designated personnel identified in the NAMP. This practical examination may be used for both Periodic and Plane Captain qualifications. All appropriate personnel must utilize the current 5700 CSEC and save a copy to the CSEC database. The initial practical examination must be performed by a QAR with a current Plane Captain qualification. Follow-on semi-annual monitors may be performed by CDQAR/QARs who are currently qualified Plane Captains.
6. Pass a written examination with a minimum score of 90%.
7. Appear before a “Plane Captain Selection and Examination Board” for selection.

**Note: The Plane Captain Designation (OPNAV 4790/158) may not be granted. All training tasks must be completed by the trainee and signed off by the appropriate signature authority. Marines who previously completed the 3710 written examinations requirements may be waived if it was completed in ASM. If tests are waived, the QAR must insert the previous test score.**

**AIRCRAFT ENGINE/AUXILIARY ENGINE/AUXILIARY POWER UNIT (APU) TURN-UP LICENSE – INITIAL/RENEWAL**

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

**Notes: 1. When transferring to a new command with same T/M/S, the Marines must complete a renewal syllabus. Aircraft full power supersedes low power and low power supersedes APU qualification. Marines are only required to maintain their current level. The lower level may be set “not in use.” Emergency procedures must be conducted on a quarterly basis and documented in Program Manager’s program file.**

**2. The F-35 community uses an External Integrated Power Package (IPP) license and is independent of other turn-up licenses. The Low Power License is a prerequisite for the High Speed/Low Thrust license. Once a Marine attains a High Speed/Low Thrust license, it is not necessary to maintain a current Low Power license because the High Speed/Low Thrust license encompasses all of the requirements of the Low Power license. When the High Speed/Low Thrust license is issued, the Low Power license may be placed “Not in Use” to avoid confusion regarding license currency.**

## **SAFE FOR FLIGHT QUALIFICATION – INITIAL**

1. Ensure the “6012 AMTRP” Matrix is assigned to all Maintenance Controllers.
2. Initiate a “MAINTENANCE CONTROL SAFE FOR FLIGHT GENERAL TRAINING SYLLABUS (TECOM) (USMC)” training action in ASM.
3. Ensure requirements outlined in most current COMNAVIAIRFORINST 4790.2 are adhered to. For T&Rs, only the “6012 MAINTENANCE CONTROL/SAFE FOR FLIGHT TRAINING 5000 LEVEL” is required as a prerequisite. All other T&R levels are life-long OJT trackers and may not be utilized for qualification purposes.
4. Complete all training tasks.
5. Initiate a “SAFE FOR FLIGHT (T/M/S)” training action in ASM.
6. Complete all training tasks.
7. Pass a written examination administered by a QAR with a passing grade of 90%, at a minimum. Changes to the minimum allowable passing score are not authorized.

## **SAFE FOR FLIGHT QUALIFICATION – TRANSFER**

1. Ensure the 6012 AMTRP Matrix is assigned to all Maintenance Controllers.
  
2. Only initiate the “MAINTENANCE CONTROL SAFE FOR FLIGHT GENERAL TRAINING SYLLABUS (TECOM) (USMC)” training action in ASM if a new version has been released since the last task list was completed. When the version number is the same, the “MAINTENANCE CONTROL SAFE FOR FLIGHT GENERAL TRAINING SYLLABUS (TECOM) (USMC)” should be considered complete. If the version number has changed, a new syllabus for the current command must be completed to comply with any changes to the general training syllabus since the training was completed in the previous command. If the exact same task can be verified in history, the task may be signed off as “previously complied with.”
  
3. Ensure requirements outlined in most current COMNAVAIRFORINST 4790.2 are adhered to. For T&Rs, only the “6012 SAFE FOR FLIGHT TRAINING 5000 LEVEL” is required as a prerequisite. All other T&R levels are life-long OJT trackers and may not be utilized for qualification purposes.
  
4. Complete all training tasks.
  
5. Initiate a “SAFE FOR FLIGHT (T/M/S)” training action in ASM.
  
6. Complete all training tasks. If exact same task can be verified in history, the task may be signed off as “previously complied with.”
  
7. Pass a written examination administered by a QAR with a passing grade of 90%, at a minimum. Re-testing is required upon transfer and any prior testing is NOT valid in the new unit. Changes to the minimum allowable passing score are not authorized.

## **IMA PRODUCTION CONTROLLER**

1. Ensure the “PRODUCTION CONTROL AMTRP” matrix is assigned to all Production Controllers.
2. Ensure requirements outlined in the most current COMNAVAIRFORINST 4790.2 are adhered to. For T&Rs, only the “Production Control 4000” is required to be completed within 60 days of assignment to the Production Control work center. All other T&R levels in the Production Control matrix are life-long OJT trackers and must not be utilized when determining the 60 day requirement.
3. (For Ordnance Production Control only) Ensure requirements outlined in the most current COMNAVAIRFORINST 4790.2 are adhered to. For T&Rs, only the “Ordnance Production Control 4000” is required to be completed within 60 days of assignment to the Production Control work center. All other T&R levels are life-long OJT trackers and must not be utilized when determining the 60 day requirement. The “Production Control 4000” is not applicable for Ordnance and is intended for ALL other production controller use only.

**Note: Formal school requirements for ALL production controllers is outlined in COMNAVAIRFORINST 4790.2.**

## GENERAL QUALIFICATIONS

The below is a list of transferable qualifications that do not require a retest, or practical application; they may be reinstated and routed upon check-in to a new unit as long as the new unit operates/maintains the same T/M/S aircraft. Before reinstating the qualification, QARs/FAs conducting the check-in interview must review the original syllabi for anomalies or tests that do not meet NAMP or AMSTRP requirements.

Aircraft Brake rider

Aircraft Final Checker ashore/afloat

Tow Director

Tow Driver - Prerequisites must be accomplished prior to routing to the MO for reinstate (e.g. tow operator for applicable T/M/S towing GSE license(s)).

Aircraft Confined Space Program (ACSP) Authorized Entrant

ACSP Safety Observer

ACSP Entry Supervisor

Fuel Surveillance Qualification

Blade Fold/Wing Stow

**Note: All qualifications/certifications/licenses not identified in the NAMP, this policy, or maintenance instruction manuals may be reinstated.**

## EXPIRATION/REVOCATION/SUSPENSIONS

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

## SUPPORT EQUIPMENT

Refer to most current copy of COMNAVAIRFORINST 4790.2 for initial and transfer of support equipment licenses,

All deviations, changes, or additional requirements must be submitted to TECOM ASB to be considered for fleet-wide use. Local procedures may not add to or take away from NAMP/AMSTRP requirements or standards.



## AVIATION SUPPLY CONCEPTS AND TERMINOLOGY

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

Aviation Supply T&R does not fall under the COMNAVAIRFORINST 4790.2 NAMP / 0200 Maintenance in Service program. Supply Marines do not require NAMP indoctrination or NAVOSH Tasks. QA division has no responsibilities on behalf of Supply Marines. Audits and compliance will be conducted under the authority of MCO 4400.177 series. However, in any case where Aviation Supply Marines require specific training / certification that is governed by the NAMP (e.g. Tire and Wheel or Hazardous Material), this training will fall under QA/FA and be administered under the NAMP.

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

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

AVIATION SUPPLY T&R. Aviation related T&Rs are approved by CG TECOM. T&R matrices contain individual training syllabi for applicable MOSs. An up-to-date T&R matrix for each community can be found under the reports tab in ASM utilizing the task list sign off report.

PMOS T&R ASSIGNMENT. Supervisors must ensure all PMOS T&Rs are assigned (2000-5000), and any appropriate NMOS. At no time will any Marines be assigned the T&R Matrices for another PMOS for cross training.

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

SKILL LEVEL 1000. All 1000 level tasks signify a formal school completion in a Marine's career. All potential applicable formal schools with a course identifier will be listed here in no specific order. All 1000 level schools should auto-sign when the system updates. These are pulled from a Marine's formal schools tab under their profile. If applicability changes or a new school is deemed necessary for career progression or required by Supply Operations Manual (SOM) COMNAVAIRFORINST 4440.2 series, contact your TECOM ASB analyst for consideration of additional courses.

SKILL LEVEL 2000. 2000 level tasks are normally taught or discussed at the fleet unit level and do not require an OJT link. 2000 level tasks labeled (OJT) require a link or documented OJT prior to sign-off.

SKILL LEVEL 3000. 3000 level tasks are also fleet tasks primarily derived from actual jobs performed. 3000 level tasks that are labeled OJT in the task name, require manually added OJT from an appropriate sign-off authority. 2000-3000 level tasks are career tasks and are not considered a requirement for any qualification. These tasks are used to identify the experience level or fleet exposure for a given Marine's career as a whole.

SKILL LEVEL 4000. 4000 level tasks are T/M/S or functional area specific tasks that are a prerequisite to a particular qualification. Skill level 4000 can be assigned and completed without previously completing levels 2000 or 3000. 4000 level tasks must not be signed off as not applicable (N/A). For task(s) that are identified as an N/A requirement, contact TECOM ASB and the appropriate Supply Training Syllabus Sponsor via the change request process. Marines who return from serving in a billet outside of their PMOS for 24 months or greater will be assigned the "Refresher" qualification type for any 4000 level qualifications completed prior to check-in.

SKILL LEVEL 5000. 5000 level is currently undeveloped for Aviation Supply.

SKILL LEVEL 6000. 6000 level is currently undeveloped for Aviation Supply.

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

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

### **Qualifications Types**

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

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

\*Grandfathering of any T&R is not authorized.

## **Roles and Responsibilities**

**HEADQUARTERS MARINE CORPS, AVIATION SUSTAINMENT BRANCH (HQMC ASB)**. Responsible for reviewing and arbitrating recommendations and providing guidance on ASM change requests that are not resolved at the Wing level.

**TRAINING & EDUCATION COMMAND, AVIATION STANDARDS BRANCH (TECOM ASB)**. TECOM ASB is the authority responsible for the standardization of ASM training policies, content, and standard operating procedures (SOPs) established for the entire community by the identified STSS. TECOM ASB retains the right to revoke improper unit role assignments to include FA and external roles, establish and enforce ASM change request procedures, assign TSS units for specific T/M/S, MOS, and functional areas as required.

**WING AVIATION SUPPLY MANAGEMENT ASSIST TEAM (WASMAT)**. WASMATs are responsible for validating new or otherwise non-standard content related ASM change requests (references, procedures) to determine the impact on established Wing policies, inspection checklists, and to ensure changes are in accordance with higher headquarters policies. Changes that are administrative in nature do not require Wing ALD-C approval. Collaboration between each Wing ALD-C is required to provide standardization and judgment on change recommendations that cannot be agreed upon within the community.

**SUPPLY TRAINING SYLLABUS SPONSOR (STSS)**. The STSS is a unit designated by TECOM ASB as the central facilitator for all matters pertaining to a specific functional area. CG TECOM ASB generally assigns T&R sponsorship to a training unit but may designate any unit from the Operating Forces (OPFOR) for certain functional areas. The TSS will accomplish this by: facilitating standardization of community training requirements, coordinating training requirements, changes and revisions on behalf of the applicable community, chairing review working groups, coordinating updates and changes to ASM content for all maintenance training items, ensuring that re-occurring training is standardized in accordance with all applicable orders and directives, and designating a SNCO as the STSS POC who will execute the STSS related responsibilities. Contractors fulfilling the role of STSS in any capacity must be designated by TECOM ASB. TECOM ASB will release a Naval Message for assignment. The SNCO STSS POC must reside the Supply Management Division (SMD) and it is highly recommended, due to the nature of duties, to be an additional billet within SMD. Non-specific MOSs TSS must be designated by the ASB Analyst.

The STSS unit is responsible for standardizing training requirements within the community. TSS will gather community feedback when ASM changes are proposed. The STSS squadron has authority to exercise the delegation of tasks across the community. The STSS POC must be a member of the unit which is designated by TECOM ASB. The STSS should a SME for the area in question, they serve as the primary POC for all change requests. Additionally, the TSS will work closely with Wing WASMAT to facilitate standards across their functional areas. All procedures/SOPs/policies from the STSS (Functional Area Manager) must be forwarded to the Maintenance Officer at TECOM ASB for review and signature if effecting entire T/M/S.

SUPPLY FLEET ADMINISTRATOR (FA). FAs are responsible for the administration of the ASM program within the Aviation Supply Department. The FA will be a primary billet assignment within the SMD and should be a SNCO who is skill qualified in the following primary MOS OCCFLDs 6602/6604/6672. This billet assignment must be designated by the Aviation Supply Officer. All FAs must complete the USMC ASM FA training syllabus. All FA assignments/changes must be provided to CG TECOM ASB utilizing the ASM change request link located on the TECOM ASB SharePoint site. New check-in interviews must be conducted by the primary FA. At no time will the FA role be assigned to any Marine within the unit unless they are undergoing FA training to turnover as the new FA. The FA role must be strictly controlled by primary FA.

Aviation Supply Department must assign a maximum of one primary FA, the FA must be a SNCO and must reside within SMD. Supply FAs must complete the same training requirements as a regular FA.

SUPPLY ASSISTANT FLEET ADMINISTRATOR (AFA). The Aviation Supply Department may also assign an additional Marine as a collateral duty to assist the FA. This AFA must also be a SNCO and reside in SMD. The AFA will assume the duties of the FA in their absence. All AFAs must complete the USMC ASM FA training syllabus. AFAs may perform check-in interviews in the absence of the primary FA.

**Note: For detachments and during other times of high operational commitment additional AFAs can be designated. \*In the event of additional requirements, the primary FA must contact their analyst for approval.**

ASM FSR. An FSR provides recurring ASM training and technical assistance. FSR's will provide formal training as needed, and are the primary source of training for all Fleet Admin training. FSR training cannot be delegated.

#### **\*Marine Corps-Specific Duties and Billets**

Marine Corps aviation units are commonly given Marine Corps-specific direction to fill certain billets or duties, and Marine Corps personnel, MOSs, and ranks vary from those of their Navy counterparts.

Aviation Supply Department Officer (MC). The Aviation Supply Department Officer oversees the proper execution of all internal Aviation Supply Processes and responsibilities within the Supply Department.

Aviation Supply Division Chief (MC). The Aviation Supply Division Chief is the senior enlisted Marine within the respective division.

Aviation Supply Division Officer (MC). The Aviation Supply Division Officer is the Officer-in-Charge within the respective division.

Aviation Supply Work Center Supervisor (MC). The Aviation Supply Work Center Supervisor signature authority assignment must be kept to a minimum due to the nature of responsibilities and authority it gains in ASM. Typically, this is reserved for the SNCOIC of the Work Center or Division Chiefs. Additional signature authorities may be assigned in order to provide appropriate coverage for multiple shifts or additional personnel, but still must be assigned only to those Marines who serve in appropriate leadership positions.

### **ASM Change Request Process and Procedures**

ASM changes are submitted by any FA to the respective MTSS unit via the TECOM ASB SharePoint change request URL (below) or through direct communication with the appropriate MTSS and TECOM Analyst (e.g. email, Microsoft Teams, etc.). The originating unit FA must ensure the task list sign off report or task list questions and references report is downloaded and color-coded as appropriate in rich text format (RTF) or Excel format (XLS), and attached to the change request.

**RED**: Identifies items to be deleted.

**GREEN**: Identifies new items to be created.

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

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

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

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

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

WING ALD-C/WASMAT. ALD-C/WASMAT representatives must respond to the originating TSS with concurrence or non-concurrence via TECOM change request site within 30 calendar days. In the event that more time is required, ALD-C/WASMAT representative must contact TECOM ASB representative for that platform via email or any official correspondence with estimated time required for a decision.

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

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

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

### **STSS Assignments**

#### FUNCTIONAL AREAS (Aviation Supply)

<u>AREA</u>	<u>STSS</u>
INVENTORY MANAGEMENT	MALS-31
FINANCIAL MANAGEMENT	MALS-14
REQUISITION MANAGEMENT	MALS-26
DATABASE MANAGEMENT	MALS-16
ALLOWANCE MANAGEMENT	MALS-39
ADMINISTRATIVE MANAGEMENT	MALS-11

### **AMSTRP MOS T&R Working Groups**

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

### **Pre-Working Group Responsibilities**

#### STSSs

1. Working Group Location/Date. Coordinate with CG TECOM ASB to determine T&R working group location and dates.
2. Agenda Items. Consolidate agenda items and coordinate with CG TECOM ASB to release a working group agenda message to all appropriate commands operating/implementing the applicable syllabus.

## CG TECOM ASB

1. Announcement Message. A 60-day Naval Message will be sent to the appropriate commands with an information copy to CMC (DC AVN). This message announces the purpose of the working group and includes the working group convening location/date, and requests the submission of attendees by name and agenda items in "Item, Discussion, Recommendation" format. CG TECOM ASB will release the final announcement message 30 days before the working group date.
2. Working Group Funding. CG TECOM ASB must provide appropriation data funding per MCO P7100.8. Additional working group representatives are encouraged to attend but must be unit funded.

## COMMANDS PROVIDING WORKING GROUP REPRESENTATIVES

1. Nominate representatives to CG TECOM ASB via message or encrypted e-mail NLT 30 days prior to the working group. Commands are responsible to designate appropriate working group representatives. Working group representatives must be experienced in the day-to-day supervision of the applicable aircraft maintenance training program being reviewed.
2. Submit agenda items to TECOM ASB in item, discussion, recommendation format via email NLT 30 days prior to the working group.
3. The attendee should be a SME in the MOS(s) being represented. TECOM ASB must coordinate with off-station commands to ensure all MOSs are represented. All attendees must be familiar with agenda items and review the applicable T&R syllabus prior to the working group.

### **Working Group Responsibilities**

TECOM ASB. Hosting responsibilities are as follows:

1. Coordinate billeting and messing requirements and inform attendees via separate correspondence.
2. Provide working group guidance to the STSS and facilitate T&R review procedures. Ensure individual T&R matrices are developed/updated IAW this policy.

## WORKING GROUP REPRESENTATIVES AND OTHER ATTENDEES

1. Any working group attendee may make recommendations for changes to T&R and QCL syllabi. Agencies providing working group representatives will have the opportunity to modify or change T&R as required.
2. At the working group, representatives must provide change recommendations as required. At a minimum, members of the working group must complete the following tasks:

- a. Evaluate the syllabus for effectiveness.
- b. Coordinate syllabus requirements with other aircraft communities as required.
- c. Review/validate/modify the following:
  - (1) Syllabus System/Subsystem information
  - (2) Qualification/Designation syllabi
  - (3) Syllabus Tasks
  - (4) Programs of Instruction
  - (5) Academic and Training Resource Requirements
  - (6) Required T&R Format

T&R WORKING GROUP REVIEW TIMELINE. Table 1 (below) outlines and summarizes T&R Review Working Group milestones and tasks:

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

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



**\*Required Maintainer Competency (RMC)**

CHART NAME: Required Maintainer Competency (RMC)

PANEL NAME: Required Maintainer Competency (RMC)

OWNERSHIP: HQMC, Aviation Sustainment Branch, and Senior Aviation Leadership

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

UNITS: Billets  
Qualifications  
MOS

DATE: March 16, 2021

REVISION LEVEL: 7

CANCELLATION: 2017

PURPOSE. This basis for measurement (BFM) defines maintainer competency based on manning, MOSs, qualifications, certifications, and licensing for Active Component (AC) and Reserve Component (RC) units. Neither this document nor the RMC requirements data generated to support the metric supersedes the COMNAVAIRFORINST 4790.2, Naval Aviation Maintenance Program.

BACKGROUND. In order to quickly measure and assess each unit's maintainer capability, RMC (previously Maintainer Core Competency (MCC), and ALERTS before that) was developed. MCC was designed to track dual shift capability of a unit based on the minimum required numbers of QCLs. RMC now assumes that units can train their maintainers to the minimum requirements, and instead, focuses on the number of QCLs required for a unit to perform, as expected, when operated / deployed in accordance with the Weapons Systems Planning Document (WSPD). Senior maintainers for each T/M/S were tasked with determining the appropriate Skill Sets, both MOS-related and non-MOS-related, as well as operational requirements, as required to optimally support the WSPD.

CURRENT. This BFM, updated based on guidance from the DCA, builds on the original premise and strives to refine the necessary appropriate Skill Sets, both MOS-related and non-MOS-related, as well as appropriate operational and WSPD requirements based on the following:

1. Skill Sets - What are the critical skills that need to be tracked?

2. MOS to Skill Sets - Which Skill Sets are specifically tied to which MOSs.

3. RMC Standard - By MOS and in the aggregate, how many Marines of each Skill Set are needed to support all shifts of maintenance, in garrison or as deployed per doctrine in accordance with the WSPD. Three assumptions are applied:

a. Compliance with the COMNAVAIRFORINST 4790.2 (NAMP), and specifically with respect to required grades associate with inspection billets or associated waivers.

b. Make each work center self-sufficient by ensuring that work centers' assigned Skill Sets can complete 80% of the work centers' maintenance tasks, while supporting operations and training in accordance with the WSPD.

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

4. Qualified Maintenance Level is defined by the number of required QCLs to support units/detachments deployed in accordance with the WSPD, to support the required shifts of maintenance, and to provide safe and effective aviation maintenance capacity, including scheduled and unscheduled maintenance and the launch and recovery of aircraft.

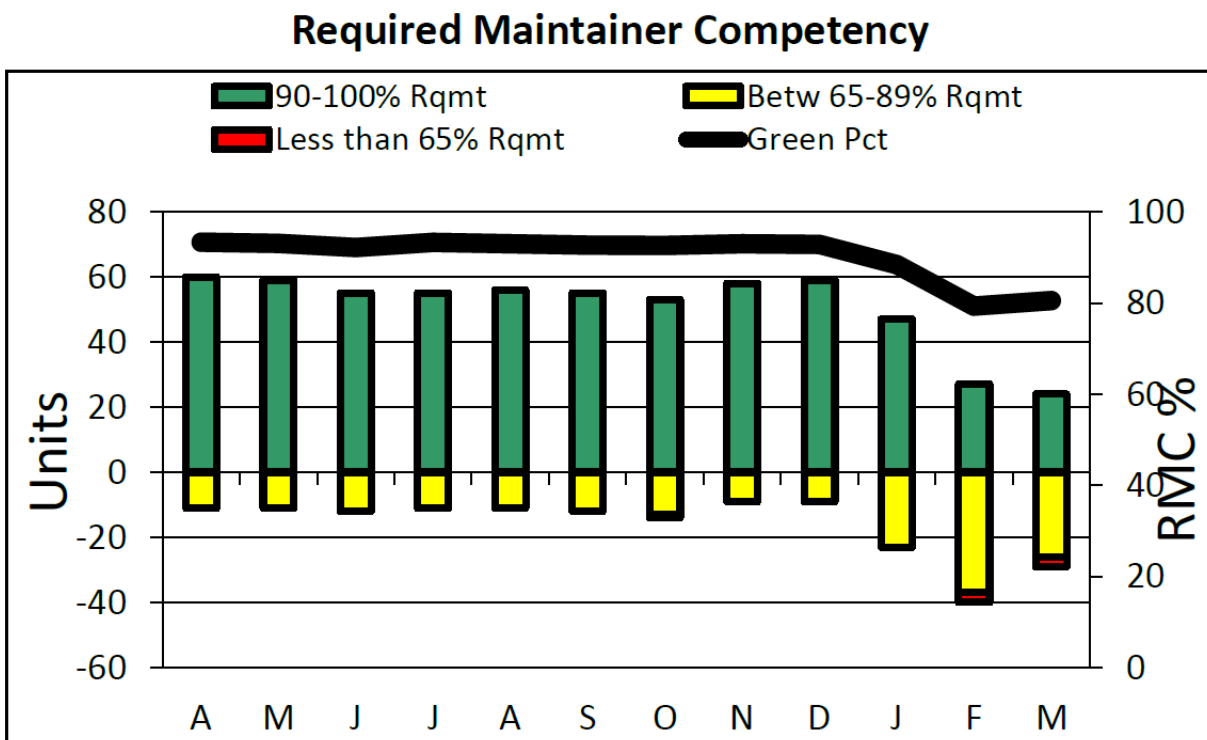
The six Skill Sets used to provide the quantity and quality comparisons are:

- **Safe for Flight (SFF) billets.** Total number of billets requiring Safe for Flight designation
- **Inspector billets.** Total number of billets requiring inspector qualification designations, including QAR, CDQAR, and CDI. The number of maintainers assigned to T&R 4000 is a leading indicator for the CDI qualification.
- **Ordnance (Ord) billets.** Total number of billets requiring the Quality Assurance/Safety Observer (QASO) and Ordnance Team Leader designations.
- **Plane Captain billets.** Total number of billets requiring the Plane Captain designation.
- **Support Equipment License Requirements.** Total number of billets requiring a Support Equipment License designation to include but not limited to Hydraulic Power Generator, Electrical Power Unit, Tug, Aircraft Tow, and Ordnance Handling Equipment.

• **High/Low Power.** Total number of billets requiring High and/or Low Power qualifications.  
**Note: Total QUALIFICATIONS by Skill Set (required) are measured against total ACTUAL qualified manpower for the specified Skill Set by Billet Identification Code.**

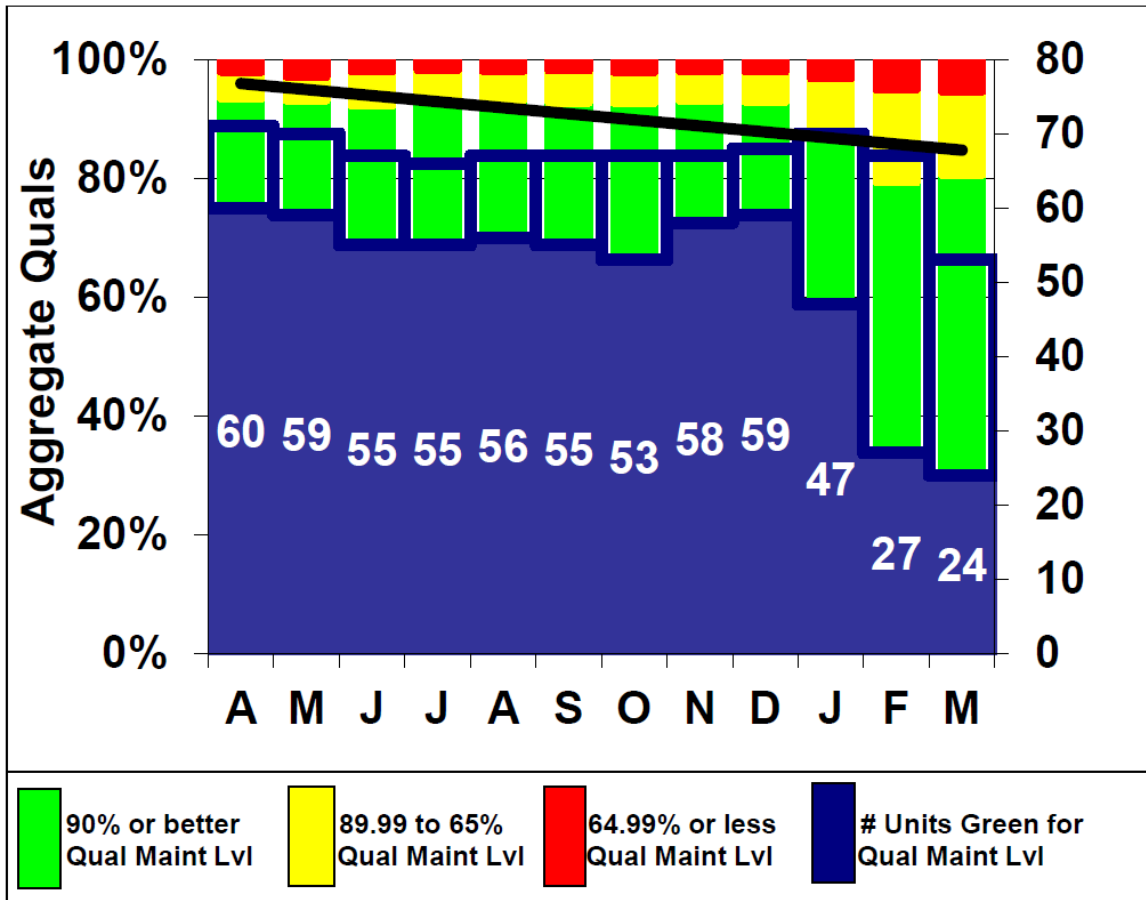
DETACHMENTS. Each deployed detachment will be reported as a separate unit, not as a sub-unit or within the parent unit.

OUTPUT. The RMC panel depicts the enlisted core skill requirements for critical maintenance OCCFIELDS, 60XX, 61XX, 62XX, 63XX, and 65XX. The information displayed in the “NAE” panel shows the number of units that are Green, Yellow, and Red for RMC, as well as the percentage trend line of total unit QCLs with respect to total required QCLs. The information displayed in the panel (Tiers 1, 2, and 3) shows the on-track core skills, shortage core skills, and current trend line. The output is provided by Marine Aviation Commanders’ Current Readiness Assessment Tool (MACCRAT) at the Marine Corps (USMC) level (NAE and Tier 1), the T/M/S level (Tier 1 and Tier 2), and the squadron level (Tier 3).



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

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



## Required Maintainer Competency

Figure (2): RMC Chart (Tier 1)

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

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

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

Additional examples of Tier 1, 2, and 3 output charts are available in “Examples of RMC Tier 2 and Tier 3” section starting on page 8.

## CALCULATIONS

- **Safe for Flight:** This is the total roll up of the Skill Set, with NO MOS requirement. SFF billets will carry 20% weighting in unit level RMC calculations for all T/M/S except RQ-21 (25%).

- **Inspector:** All inspector billets including QAR, CDQAR, and CDI. Inspector billets, as a group, will carry 40% weighting in unit level RMC calculations for all T/M/S except RQ-21 (50%).

◦ **QAR:** This is the total roll up of the Skill Set, with MOS requirement.\*

**NOTES: 1. MOSs 6531 and 6591 will be rolled up on all T/M/Ss with regard to QAR billets only with approval from the T/M/S lead per the standards.**

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

◦ **CDQAR:** This is the total roll up of the Skill Set, with MOS requirement. This Skill Set shall also cover the lesser Skill Set of CDI if qualified within the MOS.\*

◦ **CDI:** This is the total roll up of the Skill Set, with MOS requirement.\*

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

- **Ordnance Team:** This is the total roll up of the Skill Set, with an MOS requirement 6591/6531, to include Team Leader and QASO. Ordnance billets, as a group, will carry 15% weighting in unit level MCC calculations for all T/M/S except RQ-21 (0%).

- **Plane Captain:** This is the total roll up of the Skill Set, with NO MOS requirement. PC billets will carry 15% weighting in unit level RMC calculations for AV-8B, F/A-18, and F-35, 20% weighting in unit level RMC calculations for CH-53, H-1, KC-130, MV-22, and MQ-9, and 25% weighting for RQ-21.

- **Support Equipment (SE) License requirements:** This is the total roll up of the Skill Set, with NO MOS requirement. SE licensing, as a group, will carry 5% weighting in unit level RMC calculations for all T/M/S except RQ-21 (0%).

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

- Notes:**
- 1. For Rotary Wing/Tiltrotor and KC-130 units: All requirements for MOSs 6113 through 6116 and 6216 and associated 6173 through 6176 and 6276 shall be rolled up together as appropriate; requirements in either MOS can be covered by either MOS.**
  - 2. H-1 all requirements for 6048 QAR and CDQAR shall be rolled up and covered by either Skill Set.**
  - 3. All T/M/Ss are required to submit a Tier 2 chart in the back up slides for the MAERB.**

SOURCE DATA AND REPORTING FREQUENCY FOR MEASUREMENT. Collect data from ASM and report monthly (NLT the 5th of the following month). Source data information will be compiled by the Organizational and Intermediate Squadron Maintenance Departments, and forwarded to the Marine Aircraft Group (MAG) Current Readiness Coordinator.

#### DATA

- Total Billets
- Spreadsheet Total Skill Set Requirements Spreadsheet Total

#### SOURCE

RMC Score Card

- ASM is the authoritative source for RMC data.

#### MARINE BUSINESS RULES.

- For the "On-Hand Assigned" quantity track on a daily basis to produce monthly average.
- Account for core and stand-alone detachments separately.
- Detachments in CONUS will be rolled-up with core unit data.
- Inputs due to the T/M/S Team no later than the 5th of the month for the previous month.

BASIS FOR ACTUALS. The Actuals are the number of each Skill Set for each MOS on-hand at the end of each month.

BASIS FOR STANDARDS. This metric is measured at the unit level and is compared to the appropriate standard. The RMC standards are the requirements against which each T/M/S measures its RMC Readiness. These standards are recommended by the T/M/S Teams and are validated and approved by HQMC ASB. Data is graphed at the Unit, MAG, T/M/S, and USMC and Department of the Navy levels (and any other levels deemed appropriate). For charts above the unit level, the measurements are conducted for each unit, and then summed. RMC standards are based on inputs from the senior leadership within the Maintenance Departments throughout Marine Aviation via the Senior Enlisted Advisor to the T/M/S lead.

## Reserve Component (RC) Metrics

- Reserve unit readiness levels are comprised of two elements (non-activated and activated squadrons) and will meet current Active Component RMC standard(s) after activation.
- Reserve units manpower should be measured by component; Active (including Active Duty (AD) and Active Reserve (AR)) and Select Marine Corps Reserve (SMCR) for each qualification measured in RMC.
- Non-activated squadrons
  - Reserve units will develop and measure against RMC (non-activated) metrics that allow them to safely operate in an inactive status.
  - Using the RMC metrics as the first step, reserve units will then project, using ASM's 30/60/90 day projections, their capability to reach Qualified Maintenance Level 1/2 after activation.
  - Reserve metrics will populate drill down 1, 2, and 3 and should be transparent to the T/M/S lead. If they are able to meet the Qualified Maintenance Level 1/2 for RMC(non-activated) and project to be Qualified Maintenance Level 1/2 for RMC (activated) within parameters outlined below they will roll up to the top level chart as Qualified Maintenance Level 1/2.
  - Reserve HMLA units will report with a core minus and single detachment concept, once activated the detachments will roll up their capability as a whole unit to the Active Duty Standard.
- Activated squadrons will measure against the Active Duty Standard.
- **GREEN**
  - Equal to or greater than 90% RMC (non-activated) while in an inactive status AND;
  - Sufficient number of personnel trained to a level measured in ASM that will enable the unit to become equal to or greater than 90% RMC (activated) NLT 60 days after activation.
- **YELLOW**
  - Equal to or greater than 65% RMC(non-activated) while in an inactivated status AND;
  - Sufficient number of personnel trained to a level measured in ASM that will enable the unit to become equal to or greater than 90% RMC (activated) within 60-90 days after activation.
- **RED**

° Less than 65% RMC(non-activated) while in an inactivated status OR;

° Unable to become equal to or greater than 90% RMC (activated) within 90 days after activation.

### Examples of RMC Tier 2 and Tier 3

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

Figure (3)

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



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

Figure (4)

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