

CURRICULUM OUTLINE OF INSTRUCTION  
C-4D-2012

**UNIT 1: Naval Aviation Maintenance Overview**

Terminal Objective(s):

- 1.0 **USE** basic knowledge of naval aircraft and related systems (CTTL item # 1)
- 2.0 **USE** knowledge of Aviation Maintenance Administration (CTTL item # 74)

Lesson Topic 1.1: Introduction to the Aviation Maintenance Officer School

Enabling Objective(s):

- 1.1 **DESCRIBE** the administrative requirements of the Aviation Maintenance Officer School

Lesson Topic 1.2: Aviation & Administrative Fundamentals for the New Aviation Maintenance Officer

Enabling Objective(s):

- 1.2 **DEFINE** the terms "aerodynamics", "aircraft axis", "angle of attack", and "angle of incidence"
- 1.3 **DESCRIBE** the five principal structural units of an aircraft
- 1.4 **DESCRIBE** the functions of typical fixed wing flight control surfaces
- 1.5 **IDENTIFY** the five stresses that act on an aircraft
- 1.6 **IDENTIFY** the functions of typical rotary wing components
- 1.7 **DEFINE** the term "gyroscopic precession"
- 1.8 **IDENTIFY** the vibration characteristics and hazards of rotary wing aircraft
- 1.9 **IDENTIFY** the safety hazards peculiar to rotary wing aircraft
- 1.10 **DESCRIBE** aircraft missions and designations
- 1.11 **DESCRIBE** the characteristics of the letter designation system for Navy and Marine Corps aircraft
- 1.12 **IDENTIFY** the missions of Navy and Marine Corps aircraft
- 1.13 **IDENTIFY** the aircraft and missions for Navy and Marine Corps squadrons

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- 1.14 **DEFINE** the terms "general rating" and "service rating"
- 1.15 **DESCRIBE** aviation ratings and military occupational specialties
- 1.16 **IDENTIFY** the characteristics of aircraft corrosion
- 1.17 **USE** the manual that deals with Aircraft Weapons System Cleaning and Corrosion Control
- 1.18 **DESCRIBE** environmental causes of corrosion
- 1.19 **DISTINGUISH** different forms of corrosion
- 1.20 **DESCRIBE** various oxide corrosion colors found on metal
- 1.21 **IDENTIFY** the reason for cleaning aircraft
- 1.22 **IDENTIFY** the procedures to wash aircraft
- 1.23 **IDENTIFY** cleaning agents and their uses
- 1.24 **IDENTIFY** safety precautions when using cleaning agents
- 1.25 **DEFINE** the terms "fluid power", "hydraulics", and "pneumatics"
- 1.26 **DESCRIBE** the basic operating characteristics of a fluid powered system
- 1.27 **IDENTIFY** the components of a fluid power system
- 1.28 **IDENTIFY** the types of hydraulic fluid
- 1.29 **DESCRIBE** characteristics of aircraft hydraulic fluid
- 1.30 **IDENTIFY** the hazards and precautions pertinent to hydraulics systems and fluid
- 1.31 **IDENTIFY** the gases used in pneumatic systems
- 1.32 **IDENTIFY** aircraft components that use pneumatics or hydraulics
- 1.33 **DESCRIBE** the types and levels of hydraulic fluid contamination and detection devices
- 1.34 **IDENTIFY** the sources of hydraulic fluid contamination
- 1.35 **DESCRIBE** the effects of hydraulic fluid contamination pertaining to aircraft operation

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- 1.36 **DESCRIBE** the methods used to decontaminate aircraft hydraulic systems
- 1.37 **DESCRIBE** characteristics of aircraft fuels and lubricants
- 1.38 **DEFINE** the terms "volatility" and "flash point"
- 1.39 **IDENTIFY** aircraft fuel designations
- 1.40 **IDENTIFY** the designations for aircraft lubricants and hydraulic fluid
- 1.41 **DESCRIBE** the basic contaminants of aircraft fuels
- 1.42 **DESCRIBE** acceptable contamination levels of aircraft fuel
- 1.43 **DESCRIBE** the different types of lubricating systems
- 1.44 **IDENTIFY** the basic components of a lubricating system
- 1.45 **IDENTIFY** the different types of aircraft lubricants
- 1.46 **DESCRIBE** servicing procedures for lubrication systems
- 1.47 **DESCRIBE** the purpose of aircraft oxygen systems
- 1.48 **IDENTIFY** the types of aircraft oxygen systems
- 1.49 **IDENTIFY** three safety precautions associated with oxygen systems
- 1.50 **IDENTIFY** the rating/MOS responsible for maintaining oxygen systems
- 1.51 **DESCRIBE** the purpose of aircraft egress systems
- 1.52 **IDENTIFY** the purpose of the canopy
- 1.53 **IDENTIFY** the components of fixed wing aircraft egress systems
- 1.54 **IDENTIFY** the components of rotary wing aircraft egress systems
- 1.55 **IDENTIFY** safety precautions applicable to egress systems
- 1.56 **DESCRIBE** the purpose of aircraft electrical and power distribution systems
- 1.57 **IDENTIFY** the primary aircraft electrical power source

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- 1.58 **DESCRIBE** the purpose and operation of aircraft carrier deck edge power servicing systems
- 1.59 **IDENTIFY** causes and hazards associated with static electricity applicable to aircraft
- 1.60 **DESCRIBE** characteristics of aircraft communication systems
- 1.61 **DESCRIBE** characteristics of aircraft navigation systems
- 1.62 **DESCRIBE** characteristics of aircraft RADAR systems
- 1.63 **DESCRIBE** the characteristics of anti-submarine warfare systems
- 1.64 **DESCRIBE** characteristics of aircraft armament and related systems
- 1.65 **DESCRIBE** armament carried by fixed wing aircraft
- 1.66 **DESCRIBE** the characteristics of aircraft guns
- 1.67 **DESCRIBE** armament carried by rotary wing aircraft
- 2.1 **STATE** the purpose of the Directives Issuance System
- 2.2 **DESCRIBE** the formats in which directives appear
- 2.3 **STATE** the methods by which directives are filed
- 2.4 **DESCRIBE** the methods used to update the Directives Issuance System
- 2.5 **STATE** how directives are identified
- 2.6 **DESCRIBE** the process for issuing a revision, change transmittal, supplement, and the purpose of a checklist
- 2.7 **STATE** the reference for preparing a Naval Message
- 2.8 **DESCRIBE** the format of a Naval Message
- 2.9 **DESCRIBE** the purpose and format of a date/time group (DTG)
- 2.10 **STATE** the application of a naval message's precedence
- 2.11 **STATE** the responsibilities of the message drafter, releaser, and the communications center

Lesson Topic 1.3: Aircraft Power Plants & Museum Tour

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Enabling Objective(s):

- 1.68 **DESCRIBE** construction characteristics of turbine engines found in naval aircraft
- 1.69 **IDENTIFY** four types of turbine engines used in naval aircraft
- 1.70 **DESCRIBE** the advantages of turbine engines over reciprocating (piston) engines
- 1.71 **IDENTIFY** the operational characteristics of turbo jet, turbo fan, turbo prop, and turbo shaft engines
- 1.72 **DESCRIBE** common accessories found on turbine engines
- 1.73 **IDENTIFY** safety precautions applicable to turbine powered aircraft

**UNIT 2: Naval Aviation Maintenance Organization**

Terminal Objective(s):

- 3.0 **USE** knowledge of the NAMP structure and the organization for naval aviation maintenance (CTTL item # 86)

Lesson Topic 2.1: The Naval Aviation Maintenance Program

Enabling Objective(s):

- 3.1 **DESCRIBE** the purpose, objective and scope of the NAMP
- 3.2 **DESCRIBE** the purpose and basic content of each volume of the NAMP
- 3.3 **DESCRIBE** the process for NAMP changes, corrections, deviations, distribution, interim changes and user support
- 3.4 **DESCRIBE** the mandatory NAMP programs that support the NAMP process
- 3.5 **IDENTIFY** the relationship between the NAMP and the NOMMP

Lesson Topic 2.2: Aviation Maintenance Overview

Enabling Objective(s):

- 3.6 **IDENTIFY** the operational and administrative chains of command that support the NAMP
- 3.7 **DESCRIBE** the responsibilities of COMNAVAIRSYSCOM

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- 3.8 **IDENTIFY** the Aircraft Controlling Custodians
- 3.9 **DESCRIBE** the ACC's responsibilities in support of the NAMP
- 3.10 **DESCRIBE** the purpose of the three-level maintenance concept
- 3.11 **DESCRIBE** the two types of aircraft maintenance
- 3.12 **IDENTIFY** the organization responsible for providing depot level resource management
- 3.13 **IDENTIFY** the organizations responsible for performing specific engineering functions in support of aircraft and engines
- 3.14 **IDENTIFY** the responsibilities of the coordinating activity for the OPNAVINST 4790.2 series instruction
- 3.15 **IDENTIFY** the organization responsible for providing material in support of operations and maintenance of aeronautical equipment
- 3.16 **IDENTIFY** the activity designated as the primary Navy Inventory Control Point for aeronautical material
- 3.17 **DESCRIBE** how material condition standards are achieved in support of the NAMP
- 3.18 **DESCRIBE** the funds appropriations process in support of the NAMP

Lesson Topic 2.3: Organizational Level Maintenance

Enabling Objective(s):

- 3.19 **IDENTIFY** the characteristics of organizational level maintenance
- 3.20 **DESCRIBE** the organizational level command structure for both Navy and Marine Corps activities
- 3.21 **DESCRIBE** the responsibilities of an organizational level maintenance activity
- 3.22 **IDENTIFY** organizational work centers
- 3.23 **DESCRIBE** the purposes of organizational workcenters
- 3.24 **DESCRIBE** the objectives of standard organization
- 3.25 **DESCRIBE** the differences between line and staff relationships

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Lesson Topic 2.4: Intermediate Level Maintenance

Enabling Objective(s):

- 3.26 **DESCRIBE** the command structures for intermediate level maintenance ashore and afloat and for the Marine Aviation Logistics Squadron
- 3.27 **DESCRIBE** the staff and production divisions of an AIMD/MALS
- 3.28 **DESCRIBE** the Marine Corps responsibilities pertaining to the intermediate maintenance activity
- 3.29 **IDENTIFY** the divisions that make up an AIMD
- 3.30 **DESCRIBE** the additional functions specific to an AIMD afloat
- 3.31 **DESCRIBE** the purpose of the Operations Maintenance Division
- 3.32 **DESCRIBE** the additional functions of a MALS maintenance staff
- 3.33 **DESCRIBE** the tasks specifically assigned to a MALS
- 3.34 **DESCRIBE** the maintenance procedures and processes managed by each division of AIMD/MALS

Lesson Topic 2.5: Depot Level Maintenance

Enabling Objective(s):

- 3.52 **DESCRIBE** the mission of a Naval Aviation Depot (NADEP)
- 3.53 **DESCRIBE** the three functions of a NADEP
- 3.54 **DEFINE** the two types of rework
- 3.55 **DESCRIBE** the NADEP departments
- 3.56 **DESCRIBE** the common interfaces/interactions between a squadron Maintenance Officer and the NADEP
- 3.57 **DESCRIBE** the maintenance functions performed by Standard Depot Level Maintenance (SDLM) and the Integrated Maintenance Concept (IMC)
- 3.58 **DESCRIBE** the purposes of a SDLM specification

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- 3.59 **DESCRIBE** a SLDM Work Request (4790/65A) and its submission time limits
- 3.60 **DESCRIBE** the report submitted by the reporting custodian for all aircraft after completion of SDLM
- 3.61 **DEFINE** the terms "aircraft service period", "service period end date", and "Aircraft Service Period Adjustment"
- 3.63 **DEFINE** Depot customer service
- 3.64 **DESCRIBE** the form used for requisitioning Depot customer service
- 3.65 **DESCRIBE** the purpose of the Fleet Support Team (FST)
- 3.66 **DESCRIBE** the basic functions of the In-Service Repair Program (ISR)
- 3.67 **DESCRIBE** the three recommendations that an ASPA evaluator may make regarding aircraft service periods
- 3.68 **DEFINE** the types of ASPA defects
- 3.69 **DESCRIBE** when ASPA evaluations must be scheduled
- 3.70 **DEFINE** the document used to conduct an ASPA evaluation
- 3.71 **DESCRIBE** the two types of depot field team support
- 3.72 **DESCRIBE** the process to submit a request for Planner & Estimator (P&E) services
- 3.73 **EXPLAIN** the purpose of the Fleet Readiness Action Group (FRAG)
- 3.74 **IDENTIFY** the logs and records that must be transferred with an aircraft
- 3.62 **COMPUTE** aircraft service periods

Lesson Topic 2.6: Mobile Facilities

Enabling Objective(s):

- 3.35 **DEFINE** mobile facility
- 3.36 **DEFINE** ancillary equipment
- 3.37 **DEFINE** prime equipment

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- 3.38 **DESCRIBE** the requirement for Navy mobile facilities
- 3.39 **DESCRIBE** the requirement for USMC mobile facilities
- 3.40 **IDENTIFY** the program manager for the Mobile Facility Program
- 3.41 **DESCRIBE** the responsibilities of the MF program manager
- 3.42 **DESCRIBE** the responsibilities of the ACC or CG FMF in the MF program
- 3.43 **DESCRIBE** the primary accountability documents for MFs and related equipment
- 3.44 **IDENTIFY** the work centers responsible for O-level and I-level maintenance of MFs
- 3.45 **DESCRIBE** the normal modes of transportation for MFs

Lesson Topic 2.7: The Marine Aviation Logistics Support Plan

Enabling Objective(s):

- 3.46 **DESCRIBE** the purpose of the Marine Aviation Logistics Support Plan
- 3.47 **EXPLAIN** the MALSP process
- 3.48 **DESCRIBE** the primary elements of MALSP
- 3.49 **DESCRIBE** the support packages in MALSP
- 3.50 **DESCRIBE** the sequence of events in deploying an ACE host MALS
- 3.51 **DESCRIBE** the capabilities of TAV-B ships

Lesson Topic 2.8: Key Personnel

Enabling Objective(s):

- 3.75 **DESCRIBE** the assignment policy, qualifications, and responsibilities of the Maintenance Officer (MO)
- 3.76 **DESCRIBE** the assignment policy, qualifications, and responsibilities of the Assistant Maintenance Officer (AMO)
- 3.77 **DESCRIBE** the assignment policy, qualifications, and responsibilities of the Maintenance/Material Control Officer (MMCO)

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3.78 **DESCRIBE** the training requirements for the MMCO

3.79 **DESCRIBE** the responsibilities of Maintenance Administration (030)

**UNIT 3: Aviation Maintenance Programs**

Terminal Objective(s):

4.0 **MANAGE** NAMP programs as a maintenance division officer (CTTL item # 166)

Lesson Topic 3.1: Division Officer Duties

Enabling Objective(s):

4.1 **DEFINE** basic management principles

4.2 **IDENTIFY** situations requiring temporary additional duty (TEMAD) requests

4.3 **STATE** who is responsible for administrative/material (ADMAT) inspections, areas reviewed, and frequency during the IDTC

4.4 **DESCRIBE** the use of inspection checklists in preparing for ADMAT or immediate superior in charge (ISIC) inspections

4.5 **IDENTIFY** the general format and use of a Plan of Action & Milestones (POA&M) checklist

4.6 **DESCRIBE** the general administrative duties of a maintenance division officer

Lesson Topic 3.2: Quality Assurance

Enabling Objective(s):

4.9 **DESCRIBE** the Quality Assurance concept

4.7 **IDENTIFY** the personnel responsible for quality in maintenance

4.8 **IDENTIFY** key personnel in the Quality Assurance (QA) division

4.10 **IDENTIFY** the six QA managed programs

4.11 **DESCRIBE** the three types of QA inspections

4.12 **DESCRIBE** the purpose of and requirements for issuance of QA stamps

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- 4.13 **DESCRIBE** the elements of a QA audit
- 4.14 **IDENTIFY** the items evaluated during a work center audit
- 4.15 **STATE** the purpose of a special audit
- 4.16 **CITE** the reference used to manage the Central Technical Publications Library (CTPL)
- 4.17 **DESCRIBE** the functions of a CTPL
- 4.18 **DESCRIBE** QA's responsibilities pertaining to the maintenance department Safety Program
- 4.19 **DESCRIBE** the purpose of the Naval Aviation Maintenance Discrepancy Reporting (NAMDRP) program
- 4.20 **DESCRIBE** the five types of NAMDRP reports
- 4.21 **DESCRIBE** QA's responsibilities pertaining to the management of the NAMDRP
- 4.22 **IDENTIFY** the maintenance programs monitored by QA

Lesson Topic 3.3: Technical Publications

Enabling Objective(s):

- 4.23 **IDENTIFY** the applicable directives and publications that pertain to the Technical Publications (TPL) Program
- 4.24 **DESCRIBE** the responsibilities of the various activities pertaining to the TPL Program
- 4.25 **DESCRIBE** the two types of technical manuals
- 4.26 **DESCRIBE** the two styles and arrangements of technical manuals
- 4.28 **DESCRIBE** the two methods for updating technical publications
- 4.27 **DESCRIBE** the two types of publication changes
- 4.29 **DESCRIBE** the numbering system for the two types of technical manuals
- 4.30 **DESCRIBE** the procurement process for aviation technical publications
- 4.31 **DESCRIBE** the Automatic Distribution Requirements List

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- 4.32 **IDENTIFY** the parts of the Naval Aeronautical Publication Index
- 4.33 **DESCRIBE** the distribution of NAVAIR technical manuals in CD-ROM and via the NATEC web site
- 4.34 **DESCRIBE** the types and uses of IETMS

Lesson Topic 3.4: General Safety & Operational Risk Management

Enabling Objective(s):

- 4.35 **STATE** the purpose of the Navy Occupational Safety and Health (NAVOSH) Program
- 4.36 **STATE** the purpose of the Naval Aviation Safety Program
- 4.37 **DESCRIBE** the Naval Aviation Safety program command and individual responsibilities
- 4.38 **IDENTIFY** applicable directives for the Naval Aviation Safety Program
- 4.39 **IDENTIFY** reports and forms applicable to the Naval Aviation Safety Program
- 4.40 **DESCRIBE** command and individual responsibilities to the NAVOSH Program
- 4.41 **DESCRIBE** NAVOSH training requirements
- 4.42 **IDENTIFY** reports and forms applicable to the NAVOSH Program
- 4.43 **DESCRIBE** NAVOSH standards regarding facilities
- 4.44 **IDENTIFY** the elements of the Hearing Conservation Program
- 4.45 **IDENTIFY** the elements of the Sight Conservation Program
- 4.46 **IDENTIFY** the elements of the Respiratory Protection Program
- 4.47 **EXPLAIN** the principles, benefits, and steps of Operational Risk Management (ORM) by completing the online training course

Lesson Topic 3.5: Tool Control

Enabling Objective(s):

- 4.48 **STATE** the objective of the tool control program

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- 4.49 **DESCRIBE** the Tool Control Program implementation procedures
- 4.50 **IDENTIFY** the Fleet Support Team responsible for the Tool Control Manual
- 4.51 **DESCRIBE** the contents of a Tool Control Manual
- 4.52 **DESCRIBE** the responsibilities of maintenance personnel pertaining to the Tool Control Program
- 4.53 **DESCRIBE** the identifying information required on tools and tool containers
- 4.54 **DESCRIBE** the silhouetting requirements for tool containers
- 4.55 **DESCRIBE** missing tool procedures

Lesson Topic 3.6: Aviation Life Support System Programs

Enabling Objective(s):

- 4.56 **DEFINE** the term ALSS
- 4.57 **IDENTIFY** the types of ALSS
- 4.58 **DESCRIBE** seven hazards peculiar to ALSS
- 4.59 **IDENTIFY** the AIMD division responsible for ALSS
- 4.60 **DESCRIBE** AIMD's responsibilities in support of the ALSS pool
- 4.61 **IDENTIFY** ALSS technical manuals
- 4.62 **IDENTIFY** indoctrination requirements for egress system hazards and safety precautions
- 4.63 **IDENTIFY** the Aviator Breathing Oxygen Surveillance Program publications

Lesson Topic 3.7: Hazardous Materials Management

Enabling Objective(s):

- 4.64 **STATE** the purpose of the Hazardous Material Control and Management (HMC&M) Program
- 4.65 **IDENTIFY** directives applicable to the HMC&M Program

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- 4.66 **STATE** HMC&M training requirements
- 4.67 **DESCRIBE** command and individual responsibilities for the HMC&M Program
- 4.68 **DESCRIBE** HMC&M reports and forms
- 4.69 **DESCRIBE** hazardous material storage and disposal procedures
- 4.70 **DESCRIBE** the purpose and use of the HMC&M Program NAMPSOP

Lesson Topic 3.8: Line Programs

Enabling Objective(s):

- 4.71 **DEFINE** Foreign Object Damage (FOD)
- 4.72 **STATE** the four factors that contribute to most FOD incidents
- 4.73 **STATE** the two categories of FOD incidents
- 4.74 **LIST** five responsibilities of the FOD prevention program manager
- 4.75 **STATE** the purpose of the Plane Captain Qualification Program
- 4.76 **DESCRIBE** the responsibilities of a plane captain
- 4.77 **LIST** the members of the Plane Captain Selection and Examining Board
- 4.78 **DESCRIBE** the training requirements and procedures for plane captain designation
- 4.79 **STATE** the objective of the Aircraft Fuel Surveillance Program
- 4.80 **DESCRIBE** the harmful effects of contaminants in aircraft fuel systems
- 4.81 **IDENTIFY** the two publications establishing minimum requirements for maintaining quality of fuel
- 4.82 **STATE** when fuel samples must be taken
- 4.83 **STATE** the minimum requirements and limitations for a Taxi/Turn-Up/APU License
- 4.84 **IDENTIFY** the individual authorized to issue taxi licenses and engine/APU turn-up authorization

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Lesson Topic 3.9: Avionics Programs

Enabling Objective(s):

- 4.85 **DEFINE** Communications Security (COMSEC) material
- 4.86 **DEFINE** Unlimited Maintenance Training as it relates to COMSEC
- 4.87 **DEFINE** Limited Maintenance Training as it relates to COMSEC
- 4.88 **IDENTIFY** the activity responsible for maintaining COMSEC equipment in Naval aircraft
- 4.89 **LIST** the COMSEC maintenance and supply responsibilities
- 4.90 **IDENTIFY** the form used to record individual COMSEC training
- 4.91 **LIST** required aircraft compass calibration occasions
- 4.92 **DESCRIBE** where aircraft compass correction cards are kept
- 4.93 **LIST** methods of aircraft compass calibration
- 4.94 **STATE** which IMA division is responsible for standard upkeep of aircraft batteries
- 4.95 **IDENTIFY** the publication that outlines requirements for battery safety
- 4.96 **DEFINE** electrostatic discharge
- 4.97 **IDENTIFY** the primary publications for the ESD Control and Prevention Program
- 4.98 **IDENTIFY** the publications for handling, packaging, and transporting ESD sensitive components
- 4.99 **DESCRIBE** an ESD safe work area
- 4.100 **IDENTIFY** the command exercising material control of the Navy Metrology and Calibration (METCAL) Program
- 4.101 **IDENTIFY** the software program that provides information and data required for METCAL
- 4.102 **IDENTIFY** the work center that performs calibration of Test and Monitoring Systems (TAMS)
- 4.103 **STATE** the types of calibration facilities/laboratories

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- 4.104 **STATE** the calibration areas that may employ technicians without a specific calibration NEC/MOS
- 4.105 **STATE** the training, certification, and recertification requirements for Miniature/Micro-miniature (2M) repair technicians

Lesson Topic 3.10: Armament Programs

Enabling Objective(s):

- 4.106 **STATE** the most important condition required for a zero defect Explosives Safety Program
- 4.107 **IDENTIFY** personnel that must qualify and be certified under the Explosives Handling Personnel Qualification/Certification Program
- 4.108 **IDENTIFY** the individual responsible for chairing the Explosives Handling Personnel Qualification/Certification Program
- 4.109 **IDENTIFY** the required members of the Explosives Handling Personnel Qualification/Certification Board
- 4.110 **STATE** the certification period for Navy and Marine Corps explosives handling
- 4.111 **STATE** the explosives handling certification levels
- 4.112 **DEFINE HERO**
- 4.113 **STATE** the purpose of the Laser Hazard Control Program

Lesson Topic 3.11: Aircraft Maintenance Programs

Enabling Objective(s):

- 4.114 **STATE** the objective of the Aviation Gas Free Engineering (AVGFE) Program
- 4.115 **IDENTIFY** the individual responsible for managing the AVGFE Program
- 4.116 **STATE** the minimum usage requirement for maintaining an organic AVGFE Technician
- 4.117 **STATE** the purpose of the Hydraulic Contamination Control Program
- 4.118 **IDENTIFY** the satisfactory fluid purity levels for aircraft and SE hydraulic systems
- 4.119 **STATE** when hydraulic fluid sampling is required

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- 4.120 **DESCRIBE** the responsibilities of the Hydraulic Contamination Program manager
- 4.121 **STATE** the purpose of the Tire/Wheel Maintenance Safety Program
- 4.122 **DESCRIBE** tire/wheel qualification and training requirements
- 4.123 **DESCRIBE** the responsibilities of the Tire/Wheel Maintenance Safety Program manager
- 4.124 **STATE** the purpose of the Navy Oil Analysis Program (NOAP)
- 4.125 **IDENTIFY** the directive pertinent to tthe NOAP
- 4.126 **DESCRIBE** the responsibilities of the NOAP manager
- 4.127 **DESCRIBE** the purpose of the Oil Consumption Monitoring Program
- 4.128 **IDENTIFY** the individual responsible for managing the Oil Consumption Monitoring Program
- 4.129 **STATE** the purpose of the Corrosion Prevention and Control Program
- 4.130 **IDENTIFY** the directives pertinent to the Corrosion Prevention and Control Program
- 4.131 **DESCRIBE** the responsibilities of the Corrosion Control and Emergency Reclamation Program
- 4.132 **DESCRIBE** Non-Destructive Inspection (NDI) methods and procedures pertaining to aircraft and equipment
- 4.133 **IDENTIFY** the three levels of NDI certification
- 4.134 **DESCRIBE** the certification/re-certification procedures and intervals for military and civilian aeronautical equipment welders
- 4.135 **DESCRIBE** the repairs aeronautical welders are authorized to make

Lesson Topic 3.12: Support Equipment Programs and Training

Enabling Objective(s):

- 4.136 **STATE** the difference between common SE and peculiar SE
- 4.137 **STATE** the difference between avionics SE and non-avionics SE

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- 4.138 **IDENTIFY** exceptions to SE
- 4.139 **DEFINE** armament weapons support equipment (AWSE)
- 4.140 **DESCRIBE** command responsibilities relating to SE
- 4.141 **LIST** the elements of support equipment maintenance
- 4.142 **IDENTIFY** the individual/billet responsible for ensuring all SE is optimally scheduled
- 4.143 **DESCRIBE** the authorized deviations pertaining to SE scheduled maintenance
- 4.144 **DESCRIBE** the procedures for issue and receipt of SE
- 4.145 **STATE** the purpose of cleaning SE on a regular basis
- 4.146 **IDENTIFY** the directive applicable to depot maintenance of SE
- 4.147 **IDENTIFY** the form used to schedule SE into a rework facility
- 4.148 **LIST** the types of technical data pertinent to SE
- 4.149 **STATE** the purpose of the SE Custody and Maintenance Record (OPNAV 4790/51)
- 4.150 **STATE** the two management programs applicable to SE inventory control
- 4.151 **STATE** the three categories of accountable SE
- 4.152 **LIST** the directives applicable to the SE Operator Training and Licensing Program
- 4.153 **DESCRIBE** the procedures for SE licensing
- 4.154 **DESCRIBE** procedures for determining expiration dates of SE licenses
- 4.155 **STATE** the procedures for reporting SE misuse/abuse

Lesson Topic 3.13: Maintenance Training Management

Enabling Objective(s):

- 4.156 **DESCRIBE** procedures for requesting modification of en-route quotas for Distributive Navy Enlisted Classification (DNEC) personnel via the appropriate chain of command

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- 4.157 **STATE** the intermediate maintenance activity AMO's responsibility to the Sea Operation Detachment (SEAOPDET) Program
- 4.158 **DESCRIBE** the individual/billet responsible for supervision and direction of Maintenance Training
- 4.159 **DESCRIBE** the individual/billet responsible for the SE Operator Training & Licensing Program
- 4.160 **STATE** when inter-service training will be used
- 4.161 **STATE** the training responsibilities for each level of the chain of command
- 4.162 **STATE** the purpose of the Human Performance Requirements Review (HPRR)
- 4.163 **STATE** the purpose of each type of fleet school
- 4.164 **DESCRIBE** the function of the Catalog of Navy Training Courses (CANTRAC)
- 4.165 **CITE** the applicable Marine Corps directives for the Maintenance Training Management and Evaluation Program (MATMEP)
- 4.166 **STATE** the purpose of the MATMEP
- 4.167 **STATE** the purpose of the Navy Training Support Plan (NTSP)
- 4.168 **STATE** the types of training available through Fleet Aviation Specialized Operational Training Groups (FASOTRAGRU) detachments
- 4.169 **DESCRIBE** the Navy Integrated Training Resources and Administration System (NITRAS)
- 4.170 **STATE** the purpose of Naval Air Technical Training Data and Engineering Services Command (NATEC) pertaining to training
- 4.171 **IDENTIFY** the funding and administrative organizations for Engineering and Technical Services (ETS)
- 4.172 **DESCRIBE** the Maintenance Training Improvement Program (MTIP)
- 4.173 **EXPLAIN** how the Aviation Training Support System is used for MTIP
- 4.174 **DESCRIBE** the elements of a turn-around training (TAT) plan
- 4.175 **DESCRIBE** the composition of the qualification/certification record

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4.176 **EXPLAIN** the purpose of AMTCS

**UNIT 4: Supply & Material Management**

Terminal Objective(s):

5.0 **ESTABLISH** and **MAINTAIN** supply and material management programs for Naval Aviation Maintenance (CTTL item # 343)

Lesson Topic 4.1: Aviation Support Division

Enabling Objective(s):

5.94 **DESCRIBE** the responsibilities of the Aviation Support Division (ASD)

5.95 **STATE** the divisions that comprise the Supply Response Section (SRS)

5.96 **STATE** the functions of the divisions of SRS

5.97 **IDENTIFY** divisions that comprise the Component Control Section (CCS)

5.98 **STATE** the functions of the divisions of CCS

5.99 **DESCRIBE** the Awaiting Parts (AWP) validation requirements of the ASD

5.100 **DESCRIBE** the Stricken Aircraft Reclamation and Disposal Program (SARDIP)

5.101 **DESCRIBE** the responsibilities and procedures for the Marine Aviation Logistics Squadron (MALS) Aviation Supply Department

5.102 **STATE** the procedures for monitoring and processing Engineering Investigation (EI) material

Lesson Topic 4.2: Material Control Functions

Enabling Objective(s):

5.22 **LIST** the functions, responsibilities, and programs of the Material Control work center

5.23 **DESCRIBE** the steps required to maintain the Material Control Visual Information Display boards

5.24 **DESCRIBE** the purpose of a Material Obligation Validation (MOV)

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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- 5.25 **OUTLINE** the steps for performing an MOV
- 5.26 **IDENTIFY** the individual who directs the establishment of Phase Maintenance Kits
- 5.27 **IDENTIFY** the contact point between maintenance and the Supply Center
- 5.28 **STATE** the purpose of the Consolidated Remain-In-Place List (CRIPL) and delayed turn in procedures
- 5.29 **STATE** the purpose and distribution of each copy of the DD Form 1348-6PT
- 5.30 **IDENTIFY** the type of material found at SERVMART
- 5.31 **STATE** the procedures for requisitioning material from SERVMART
- 5.32 **STATE** the purpose of a Pre-Expended Bin (PEB)
- 5.33 **DESCRIBE** the types of material contained in the PEB

Lesson Topic 4.3: Naval Aviation Logistics Support Activities

Enabling Objective(s):

- 5.1 **LIST** the support responsibilities assigned to Naval Supply Systems Command (NAVSUP)
- 5.2 **LIST** the logistics support responsibilities assigned to NAVAIR
- 5.3 **LIST** the support responsibilities assigned to the Inventory Control Point (ICP), the Inventory Manager (IM) and the Naval Inventory Control Point (NAVICP)
- 5.4 **DESCRIBE** the role in maintenance support of the Fleet Industrial Supply Center (FISC), Aviation Support Division (ASD/S-6), and the Marine Aviation Logistics Squadron Aviation Supply Department
- 5.5 **DESCRIBE** the local outfitting process to include Aviation Consolidated Allowance List/Coordinated Shipboard Allowance List (AVCAL/COSAL)
- 5.6 **IDENTIFY** which activity issues AVCAL directives during outfitting

Lesson Topic 4.4: Supply Publications

Enabling Objective(s):

- 5.7 **IDENTIFY** the activities that approve and publish supply related publications

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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5.8 **LOCATE** required information in supply related publications

Lesson Topic 4.5: Illustrated Parts Breakdown

Enabling Objective(s):

5.52 **STATE** the purpose of each section of the Illustrated Parts Breakdown (IPB)

5.53 **DESCRIBE** the items appearing in the group assembly parts list of the IPB

5.54 **STATE** the importance of the usable on code pertaining to aircraft bureau numbers/engines

5.55 **DESCRIBE** the specific part numbers and associated information contained in the IPB

5.56 **IDENTIFY** the applicable Source, Maintenance, and Recoverability (SM&R) code

Lesson Topic 4.6: Federal Catalog System

Enabling Objective(s):

5.9 **IDENTIFY** the elements of a National Stock Number (NSN) or Navy Item Control Number (NICN)

5.10 **IDENTIFY** the purpose of logistics management codes used to control material

Lesson Topic 4.7: Uniform Material Movement and Issue Priority System

Enabling Objective(s):

5.11 **DEFINE** UMMIPS

5.12 **STATE** the purpose of UMMIPS

5.13 **DETERMINE** the appropriate FA/D for a given activity

5.14 **DETERMINE** the appropriate Urgency of Need Designator for a requisition

5.15 **DETERMINE** the appropriate supply priority based on FAD and urgency of need

5.16 **IDENTIFY** the publication used to determine how project codes are assigned

5.17 **DETERMINE** the appropriate project code for material requisitions

Lesson Topic 4.8: Military Standard Requisitioning and Issue Procedures

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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Enabling Objective(s):

- 5.18 **DESCRIBE** the steps in Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitioning
- 5.19 **DEFINE** key MILSTRIP codes
- 5.20 **DESCRIBE** the various MILSTRIP supply status and shipment status codes
- 5.21 **PREPARE** a DD Form 1348-6PT material requisition

Lesson Topic 4.9: Survey of Material and the Defense Reutilization & Marketing Office

Enabling Objective(s):

- 5.34 **DESCRIBE** the types of Reports of Survey and their uses
- 5.35 **DESCRIBE** how to establish custody and control of accountable government material
- 5.36 **STATE** the purpose of the Defense Reutilization and Marketing Office (DRMO)
- 5.37 **IDENTIFY** the procedures for requesting material from DRMO
- 5.38 **DESCRIBE** DRMO material turn in procedures

Lesson Topic 4.10: Flight Packets

Enabling Objective(s):

- 5.39 **STATE** the purpose and contents of flight packets
- 5.40 **IDENTIFY** procurement limits of the Standard Form 44
- 5.41 **EXPLAIN** flight packet inventory requirements

Lesson Topic 4.11: Shelf Life

Enabling Objective(s):

- 5.50 **STATE** the purpose of the Shelf Life Program and cite applicable references
- 5.51 **IDENTIFY** what type of shelf life material may be extended

Lesson Topic 4.12: Aircraft Inventory Records

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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Enabling Objective(s):

- 5.42 **STATE** the purpose of the Aircraft Inventory Record (AIR)
- 5.43 **IDENTIFY** the activity responsible for preparing the AIR
- 5.44 **STATE** the required forms that make up the AIR
- 5.45 **STATE** the AIR items that must be inventoried prior to an aircraft transfer
- 5.46 **DESCRIBE** the information that must be entered in the AIR during transfer/acceptance of naval aircraft
- 5.47 **DESCRIBE** the procedures for transferring an aircraft with or without shortages
- 5.48 **LIST** the items that are excluded from an AIR inventory
- 5.49 **DESCRIBE** the information required on an AIR shortage list

Lesson Topic 4.13: Aircraft Maintenance Material Readiness List

Enabling Objective(s):

- 5.76 **DESCRIBE** the purpose of the Aircraft Maintenance Material Readiness List (AMMRL)
- 5.77 **DESCRIBE** the AMMRL and the responsibilities of various activities to it
- 5.78 **DEFINE** the term "Support Equipment Controlling Authority" (SECA)
- 5.79 **IDENTIFY** the organization designated as the Primary SECA (PSECA)
- 5.80 **DEFINE** "Individual Material Readiness List" (IMRL)
- 5.81 **STATE** the purpose of the Support Equipment Resource Management Information System (SERMIS)
- 5.82 **DESCRIBE** the elements that make up source data
- 5.83 **DESCRIBE** the various IMRL headings
- 5.84 **DESCRIBE** the major sections of an IMRL
- 5.85 **STATE** the occasions when a physical wall-to-wall inventory of IMRL equipment is required

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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- 5.86 **IDENTIFY** the source document for IMRL transaction reporting (IMRL TR)
- 5.87 **DEFINE** "LAMS"
- 5.88 **IDENTIFY** IMRL source data allowances and on-hand quantities of Support Equipment
- 5.89 **STATE** the purpose of an IMRL revision request
- 5.90 **DESCRIBE** the procedures for processing IMRL allowance supplements
- 5.91 **STATE** the procedures for requisitioning material to replace IMRL shortages
- 5.92 **STATE** when an IMRL goes into effect
- 5.93 **DESCRIBE** specific information an IMRL provides to manage activity support assets

Lesson Topic 4.14: Operating Target Accounting

Enabling Objective(s):

- 5.57 **DEFINE** accounting terms, concepts, and authorized charges used for Operating Target (OPTAR) accounting
- 5.58 **DESCRIBE** TYCOM functions relating to OPTAR accounting
- 5.59 **STATE** how often OPTAR is granted
- 5.60 **EXPLAIN** the annual and quarterly budget process
- 5.61 **DESCRIBE** the various Operational Fund Categories (OFC) and the expenditures authorized for each
- 5.62 **STATE** the contents of the accounting records maintained by an OPTAR holder
- 5.63 **IDENTIFY** which copy of a MILSTRIP requisition is the unfilled order document
- 5.64 **EXPLAIN** the term "threshold charge"
- 5.65 **IDENTIFY** the activity that receives unfilled order and expenditure documents
- 5.66 **IDENTIFY** the individual who submits unfilled order documents
- 5.67 **STATE** Defense Finance and Accounting Service (DFAS) functions relating to OPTAR accounting

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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- 5.68 **LIST** the contents of the DFAS listing provided to the OPTAR holder
- 5.69 **DESCRIBE** the procedures for reconciling the DFAS listing with local OPTAR records
- 5.70 **STATE** the procedures for reconciling fuel charges
- 5.71 **STATE** the required reports that must be submitted by an OPTAR holder
- 5.72 **STATE** the purpose of the Aviation Storekeeper's Information (ASKIT) system
- 5.73 **BALANCE** the Requisition/OPTAR Log for each required periodic report
- 5.74 **PREPARE** an OPTAR transmittal report
- 5.75 **DRAFT** a Budget Optar Report (BOR)

**UNIT 5: Aircraft Weight and Balance**

Terminal Objective(s):

- 6.0 **MAINTAIN** a command Aircraft Weight and Balance Program. (CTTL item # 446)

Lesson Topic 5.1: Introduction to the Aircraft Weight and Balance Program

Enabling Objective(s):

- 6.1 **EXPLAIN** the purpose of the Aircraft Weight and Balance Program.
- 6.2 **IDENTIFY** the manuals and instructions associated with the Weight and Balance Program.
- 6.3 **DETERMINE** the order of precedence for manuals and instructions associated with the Weight and Balance Program.
- 6.4 **DESCRIBE** individual command responsibilities in the Aircraft Weight and Balance Program
- 6.5 **IDENTIFY** the occasions an aircraft will be weighed/reweighed
- 6.6 **STATE** the minimum qualifications for assignment as the Aircraft Weight and Balance Officer
- 6.7 **DETERMINE** an aircraft's weight and balance classification

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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- 6.8 **DEFINE** the terms associated with the Aircraft Weight and Balance Program per NA-1B-40 and NA-1B-50
- 6.9 **DEFINE** the formulas associated with the Aircraft Weight and Balance Program per NA-1B-40 and NA-1B-50
- 6.10 **IDENTIFY** weight and balance charts/forms DD 365, Charts A, C, & E and Forms B & F, to include their relationship to each other
- 6.11 **DETERMINE** the disposition/replacement procedures for the weight and balance handbook and associated records
- 6.12 **RESOLVE** concerns with the accuracy of weight and balance data for all assigned aircraft
- 6.13 **ENSURE** ABDR actions do not cause unacceptable weight and balance conditions

Lesson Topic 5.2: Manual Aircraft Weight and Balance Handbooks

Enabling Objective(s):

- 6.14 **DESCRIBE** the elements of each manual weight and balance chart and form
- 6.15 **INCORPORATE** changes to weight and balance personnel assignments using a manual Weight and Balance Handbook
- 6.16 **REVIEW** Form B for accuracy
- 6.17 **CONDUCT** an aircraft weight and balance inventory to include updating all Chart A and Chart C using a manual Weight and Balance Handbook
- 6.18 **INCORPORATE** changes to aircraft configuration, to include technical directives, on Charts A & C using a manual Weight and Balance Handbook

Lesson Topic 5.3: Automated Aircraft Weight and Balance Handbooks

Enabling Objective(s):

- 6.19 **Obtain** AWBS software
- 6.20 **INSTALL/UPDATE** the AWBS software
- 6.21 **APPLY** AWBS security features
- 6.22 **DESCRIBE** the elements of each AWBS weight and balance chart and form

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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- 6.23 **CONVERT** previous versions of the AWBS data to the most current version
- 6.24 **IMPORT** an aircraft into AWBS
- 6.25 **INCORPORATE** changes to weight and balance personnel assignments using AWBS
- 6.26 **COMPLETE** the aircraft description form using AWBS
- 6.27 **REVIEW** Form B for accuracy to include manually inputting the data into AWBS
- 6.28 **CREATE/ASSIGN** a master Chart A using AWBS
- 6.29 **SELECT** aircraft for updates using AWBS
- 6.30 **CONDUCT** an aircraft weight and balance inventory to include updating all Chart A and Chart C using AWBS
- 6.31 **INCORPORATE** changes to aircraft configuration, to include technical directives, on Charts A & C using AWBS
- 6.32 **EXPORT** an aircraft from AWBS

Lesson Topic 5.4: Aircraft Weight and Balance Clearance Form F

Enabling Objective(s):

- 6.33 **IDENTIFY** the requirements for completing Form F to include "repetitive use Form Fs" per the NA01-1B-50
- 6.34 **EXTRACT** required information from Chart E to complete Form F
- 6.35 **COMPLETE** Form Fs using the manual form
- 6.36 **COMPLETE** Form Fs using AWBS

**UNIT 6: Maintenance Data System Reporting**

Terminal Objective(s):

- 7.0 **USE** the Maintenance Data System to include reporting and associated administrative records (CTTL item # 483)

Lesson Topic 6.1: Operational Readiness

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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Enabling Objective(s):

- 7.1 **STATE** the two source documents generated by reporting custodians that allow upper echelon commanders to monitor operational readiness
- 7.2 **DESCRIBE** the different categories of aircraft operational readiness
- 7.3 **DESCRIBE** the Mission Essential Subsystem Matrix (MESM) as it applies to aircraft operational readiness reporting
- 7.4 **DESCRIBE** the areas analyzed by the MO in the monthly maintenance summary
- 7.5 **STATE** the purpose and responsibilities of Aviation Maintenance Management Teams

Lesson Topic 6.2: Introduction to the Maintenance Data System

Enabling Objective(s):

- 7.6 **DESCRIBE** the purpose and uses of MDS
- 7.7 **DESCRIBE** an activity's responsibilities pertaining to MDS
- 7.8 **DESCRIBE** the subsystems of MDS
- 7.9 **DESCRIBE** the source documents used for MDS
- 7.10 **STATE** who is responsible for the accuracy of MDS source documents
- 7.11 **DESCRIBE** the source of data elements that are required for MDS

Lesson Topic 6.3: Utilization Reporting

Enabling Objective(s):

- 7.12 **DESCRIBE** the NAVFLIRS
- 7.13 **IDENTIFY** the individual/department that is responsible for NAVFLIRS
- 7.14 **STATE** the applicable directives for NAVFLIRS
- 7.15 **STATE** the purpose of utilization reporting
- 7.16 **STATE** the submission requirements for Record Type 79 data to the ACC/Tycom

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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7.17 **EXTRACT** data from a NAVFLIRS for maintenance management

Lesson Topic 6.4: Visual Information Display System & Maintenance Data Reporting

Enabling Objective(s):

7.18 **STATE** the purpose and initiation procedures of a Maintenance Action Form (MAF)

7.19 **DESCRIBE** the data elements of a MAF and the work center's responsibilities in completing it

7.20 **STATE** the data codes that identify a specific maintenance action/situation

7.21 **STATE** the information required on the VIDS Board at both O and I level

7.22 **STATE** the VIDS/MAF flow at both the O and I level

7.23 **COMPLETE** a VIDS/MAF

7.24 **DESCRIBE** the different parts of the VIDS/MAF Daily Audit Report to include their uses

7.25 **STATE** the documents required in historical files

7.26 **STATE** the retention requirements for the various MDS source documents and reports

Lesson Topic 6.5: Subsystem Capability Impact Reporting

Enabling Objective(s):

7.27 **DEFINE** the term SCIR

7.28 **EXPLAIN** the purpose of SCIR documentation on the MAF

7.29 **DESCRIBE** data elements of a MAF that pertain to SCIR

7.30 **STATE** the applicable directives for SCIR reporting

7.31 **DETERMINE** the CNO mission capable goal for a specific type/model/series aircraft when given a specific mission category

7.32 **DETERMINE** the Equipment Operational Capability Code (EOC) for a non-safely flyable-related system/subsystem degradation

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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- 7.33 **DETERMINE** the impact an non-functioning system has on mission accomplishment using the Mission Essential Substems Matrix (MESM)
- 7.34 **DEFINE** the material condition terms
- 7.35 **STATE** the formula for determining material condition
- 7.36 **EXPLAIN** the use of EOC code "A"
- 7.37 **STATE** the criteria that must be met for a discrepancy to change to supply status in SCIR documentation
- 7.38 **COMPLETE** a MAF showing SCIR documentation
- 7.39 **EXPLAIN** the purpose of essential SCIR reports
- 7.40 **EXTRACT** specific data for maintenance management from a SCIR report
- 7.41 **STATE** the criteria for submission of an aircraft inventory VIDS/MAF

Lesson Topic 6.6: Monthly Maintenance Reports and Summaries

Enabling Objective(s):

- 7.42 **STATE** the purpose of the Monthly Maintenance Summary
- 7.43 **STATE** the minimum content of the Monthly Maintenance Summary
- 7.44 **IDENTIFY** responsibilities pertaining to the content to the Monthly Maintenance Summary
- 7.45 **STATE** the minimum distribution of the Monthly Maintenance Summary
- 7.46 **IDENTIFY** the various Maintenance Data Reporting (MDR) reports
- 7.47 **DESCRIBE** the purpose of various MDR reports
- 7.48 **IDENTIFY** specific data from MDR reports used for maintenance management

Lesson Topic 6.7: Logs & Records

Enabling Objective(s):

- 7.49 **CITE** the applicable directives required for maintaining logs and records

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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- 7.50 **STATE** where aircraft logbooks are kept and maintained
- 7.51 **STATE** the activity that is required to initiate the various parts of an aircraft logbook and associated records
- 7.52 **DESCRIBE** the purpose of each section of the logbook and associated record
- 7.53 **STATE** the inventory interval for scheduled removal component/equipment history record (SRC/EHR) items
- 7.54 **IDENTIFY** who is authorized to sign aircraft logbooks and associated records
- 7.55 **IDENTIFY** the central repository for SRC, EHR, assembly service record (ASR), module service record (MSR) card and describe each record
- 7.56 **IDENTIFY** which inspections are logged on the inspection record
- 7.57 **IDENTIFY** the service period for a type/model/series aircraft
- 7.58 **DETERMINE** the difference between a period end date (PED) adjustment and extension
- 7.59 **MAKE** all applicable entries in logs and records documents

Lesson Topic 6.8: Aircraft Inventory Reporting System

Enabling Objective(s):

- 7.60 **LIST** the applicable directives for the Aircraft Inventory Reporting Program
- 7.61 **STATE** the correct time frame for submission of an OPNAV X-RAY
- 7.62 **DESCRIBE** the procedures for submitting an OPNAV X-RAY
- 7.63 **DRAFT** an OPNAV X-RAY.
- 7.64 **DESCRIBE** the contents and format of an Aircraft Accounting Audit Report
- 7.65 **STATE** how often the Aircraft Accounting Audit Report is required
- 7.66 **DETERMINE** the Strike/Damage Code
- 7.67 **DESCRIBE** the purpose of the Aircraft Record "A" Card
- 7.68 **COMPLETE** an X-RAY report

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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Lesson Topic 6.9: Aircraft Engine Accounting

Enabling Objective(s):

- 7.69 **STATE** the purpose of the engine accounting program
- 7.70 **STATE** the applicable directives for engine accounting
- 7.71 **DESCRIBE** the format for an Engine Transaction Report (ETR)
- 7.72 **STATE** the reason for an engine removal code
- 7.73 **DEFINE** the Status-Star codes
- 7.74 **DESCRIBE** the format for an End of the Quarter (EOQ) Report
- 7.75 **STATE** EOQ due dates
- 7.76 **COMPLETE** an ETR

**UNIT 7: Maintenance Control & Production Control**

Terminal Objective(s):

- 8.0 **PLAN** maintenance production (CTTL item # 560)

Lesson Topic 7.1: Planned Maintenance System

Enabling Objective(s):

- 8.23 **STATE** the purpose of the Planned Maintenance System (PMS)
- 8.25 **STATE** each PMS publication's purpose
- 8.24 **DESCRIBE** the procedures required to prepare a "locally generated" maintenance requirement card
- 8.26 **LIST** each type of aircraft inspection and associated parameters governing it
- 8.27 **STATE** each inspection deviation
- 8.28 **COMPUTE** inspection intervals and re-base inspection dates

Lesson Topic 7.2: Maintenance & Production Scheduling

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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Enabling Objective(s):

- 8.6 **DEFINE** maintenance management
- 8.1 **IDENTIFY** the focal point of all maintenance production for O level and I level activities
- 8.2 **DESCRIBE** Maintenance/Production Control functions
- 8.7 **DESCRIBE** a squadron maintenance meeting
- 8.18 **DESCRIBE** the purpose and requirements of a Pre-Phase Inspection Planning Meeting
- 8.19 **DESCRIBE** the maintenance parameters while an aircraft is undergoing phase inspections
- 8.20 **DESCRIBE** how forced removal time is computed for a component
- 8.5 **DESCRIBE** the functions of the Aeronautical Material Screening Unit (AMSU)
- 8.22 **STATE** the primary purpose for screening logs and records prior to component induction at the Intermediate Maintenance Activity
- 8.21 **STATE** the purpose of logs and records and who is responsible for entries
- 8.3 **STATE** the purpose and minimum requirements of the Monthly Maintenance Plan for O and I level maintenance activities
- 8.4 **STATE** publication/distribution requirements for O and I level Monthly Maintenance Plans
- 8.8 **STATE** the purpose of the Component Repair Process
- 8.9 **STATE** how the class of material relates to repair criteria
- 8.10 **DESCRIBE** the factors to consider and procedures for improving an IMAs repair capability
- 8.11 **IDENTIFY** the frequency of the beyond capability maintenance (BCM) review
- 8.12 **DESCRIBE** the purpose and uses of the Individual Component Repair List (ICRL)
- 8.13 **IDENTIFY** components and state how to make additions, deletions or corrections to an ICRL
- 8.14 **DESCRIBE** the different categories of training equipment and the appropriate nomenclature
- 8.15 **DESCRIBE** the steps for repairing training equipment

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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8.16 **STATE** the purpose of the Broad Arrow Program

8.17 **STATE** the steps required to prepare a Broad Arrow report

Lesson Topic 7.3: Aircraft Material Readiness Report

Enabling Objective(s):

8.29 **LIST** directives applicable to Aircraft Material Readiness Report (AMRR)

8.30 **DESCRIBE** the data elements and state their use on an AMRR

8.31 **STATE** each type activity's submission requirements for the AMRR

8.32 **STATE** the purpose and use of the Aircraft Material Readiness Report (AMRR)

8.33 **DESCRIBE** the report data elements required for an AMRR

8.34 **DESCRIBE** an automated AMRR

Lesson Topic 7.4: Cannibalization

Enabling Objective(s):

8.35 **DEFINE** cannibalization

8.36 **DESCRIBE** the results of uncontrolled cannibalization

8.37 **DESCRIBE** how to control cannibalization

8.38 **STATE** the individual responsible for the control of cannibalization

8.39 **STATE** the use and purpose of the cannibalization trend chart/summary

Lesson Topic 7.5: Functional Check Flights

Enabling Objective(s):

8.40 **STATE** the purpose of a Functional Check Flight (FCF)

8.41 **DESCRIBE** the conditions requiring a FCF

8.42 **DESCRIBE** how to prepare an aircraft and the associated paperwork for a FCF

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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- 8.43 **DESCRIBE** a FCF brief/debrief
- 8.44 **STATE** the purpose of a FCF checklist
- 8.46 **STATE** the filing/retention requirements of a completed FCF checklist
- 8.45 **STATE** who may authorize and what conditions must be met to fly a mission in conjunction with an FCF

Lesson Topic 7.6: Technical Directives

Enabling Objective(s):

- 8.47 **STATE** the purpose the Technical Directive Compliance Program
- 8.48 **STATE** the responsibilities of the Technical Directive Compliance Program manager
- 8.49 **DEFINE** the types of Technical Directives (TDs)
- 8.50 **DESCRIBE** the purpose/use of each category of TD
- 8.51 **DESCRIBE** the methods of updating TDs
- 8.52 **STATE** how TDs are distributed
- 8.53 **STATE** the purpose of Technical Directive Status Accounting (TDSA)
- 8.54 **DESCRIBE** the steps for requisitioning TDs
- 8.55 **STATE** the criteria for a Rapid Action Minor Engineering Change (RAMEC)

Lesson Topic 7.7: Engineering & Technical Services

Enabling Objective(s):

- 8.56 **STATE** the command that administers engineering technical services
- 8.57 **DESCRIBE** what engineering technical services provide
- 8.58 **IDENTIFY** the directives that provide policies and procedures for requesting and using engineering technical services
- 8.59 **STATE** the major categories of engineering technical services

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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8.60 **DESCRIBE** the procedures for submitting an engineering technical services support request

Lesson Topic 7.8: Deployment & Detachment Management

Enabling Objective(s):

- 8.61 **DESCRIBE** each echelon's responsibilities during the pre-deployment period
- 8.62 **DESCRIBE** supply support procedures for a detachment/ deployment site
- 8.63 **STATE** the items on a checklist for on-load and off-load of squadron personnel
- 8.64 **STATE** the purpose for and describe the types of inputs for the pre and post deployment letter of instruction (LOI)
- 8.65 **DESCRIBE** the items that must be resolved during liaison with the deployment/detachment site, to include: berthing, messing, support equipment, vehicles, dollars, transportation, and hangar space
- 8.66 **STATE** the procedures for transporting, on-load, and off-load of material
- 8.67 **STATE** personnel movement procedures for on-load, and off-load
- 8.68 **DESCRIBE** procedures for hazardous cargo shipment
- 8.69 **DESCRIBE** retrograde shipment
- 8.70 **DESCRIBE** the procedures for requesting detachment material pack-up
- 8.71 **DESCRIBE** the procedures for obtaining NATO numbers for fuel, petroleum, oil, lubricant (POL), liquid oxygen (LOX), and nitrogen (N2)
- 8.72 **STATE** how to determine detachment manning requirements based on operational requirements
- 8.73 **EXPLAIN** the purpose of a CV/CVN pre-deployment safety brief

Lesson Topic 7.9: Shipboard Operations

Enabling Objective(s):

- 8.74 **DESCRIBE** the inter-relationships between shipboard and Air Wing/squadron personnel and their impact on aircraft maintenance

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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- 8.75 **DESCRIBE** the commonality of living and working conditions that can be expected aboard ship
- 8.76 **USING** a ship space number, state the location and purpose of the space
- 8.77 **DESCRIBE** shipboard drills and their effect on aircraft maintenance
- 8.78 **LIST** individual responsibilities during various shipboard drills

Lesson Topic 7.10: Flight Deck Safety

Enabling Objective(s):

- 8.79 **DESCRIBE** the Air Department's responsibilities pertaining to squadron operations
- 8.80 **DESCRIBE** protective equipment required for flight deck and hangar deck operations
- 8.81 **STATE** the "golden rule" of flight deck safety

**UNIT 8: Maintenance Documentation & Naval Aviation Logistics Command Management Information System**

Terminal Objective(s):

- 9.0 **PERFORM** aviation maintenance administrative tasks using the NALCOMIS OMA system (CTTL item # 642)

Lesson Topic 8.1: Introduction to NALCOMIS OMA

Enabling Objective(s):

- 9.1 **DEFINE** the term NALCOMIS and explain its purpose
- 9.2 **STATE** the purpose of the NALCOMIS OMA End User Manual
- 9.3 **STATE** the document NALCOMIS OMA system supports
- 9.4 **IDENTIFY** the nine subsystems within the NALCOMIS OMA system
- 9.5 **STATE** the purpose of the NALCOMIS System Administrators Manual
- 9.6 **STATE** the activity responsible for program management of NALCOMIS

Lesson Topic 8.2: NALCOMIS OMA System Administrator

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
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Enabling Objective(s):

- 9.7     **DESCRIBE** the responsibilities of a System Administrator(SA)
- 9.8     **EXPLAIN** the difference between a Trouble Report and a Change Proposal
- 9.9     **STATE** the response time for a field technician to respond to hardware failures after initial notification
- 9.10    **STATE** the purpose of contingency processing
- 9.11    **DESCRIBE** the difference between long-term downtime and short-term downtime procedures

Lesson Topic 8.3:     NALCOMIS OMA Laboratory

Enabling Objective(s):

- 9.12    **DESCRIBE** the purpose of various selections from the NALCOMIS OMA main menu screen
- 9.13    **USING** NALCOMIS OMA, identify function keys
- 9.14    **DEMONSTRATE** the MAF flow in NALCOMIS OMA
- 9.15    **INITIATE** and complete a MAF
- 9.16    **ACCESS** the various user mailboxes
- 9.17    **ORDER** parts
- 9.18    **ACCESS** the various miscellaneous screens for maintenance control
- 9.19    **GENERATE** maintenance management reports

**UNIT 9:     Maintenance Management**

Terminal Objective(s):

- 10.0    **MANAGE** aviation maintenance (CTTL item # 662)

Lesson Topic 9.1:     Aviation Mishaps

Enabling Objective(s):

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
C-4D-2012

- 10.1 **DESCRIBE** the classes of Aviation Mishaps
- 10.2 **IDENTIFY** the individual responsible for conducting Aviation Mishap investigations
- 10.3 **STATE** the purpose of a pre-mishap plan
- 10.4 **DESCRIBE** Logs and Records administrative requirements for a mishap aircraft
- 10.5 **STATE** the purpose of confidentiality during Aircraft Mishap investigations

Lesson Topic 9.2: Mock Maintenance Exercise

Enabling Objective(s):

- 10.6 **DOCUMENT** maintenance actions using NALCOMIS OMA
- 10.7 **COMMUNICATE** job status updates to Maintenance Control
- 10.8 **CONDUCT** daily validation and verification of work center (VIDS) boards/NALCOMIS OMA with Maintenance/Production Control
- 10.9 **INITIATE** material requisitions
- 10.10 **USE** an activity Individual Material Readiness List (IMRL) and the Naval Aeronautical Publications Index (NAPI) to locate valid part and publication numbers for support equipment
- 10.11 **PROCESS** the various copies of the VIDS/MAF through the data flow cycles
- 10.12 **CONDUCT** a pass down brief for the oncoming work shift
- 10.13 **CONDUCT** work center awaiting parts verification
- 10.14 **CONDUCT** a Not Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS) report verification using NALCOMIS OMA
- 10.15 **PERFORM** updates on local utilization records (e.g., status boards and rough flight logs) based on NAVFLIRS and NALCOMIS OMA data
- 10.16 **SCREEN** the Monthly Maintenance Plan for scheduled maintenance requirements and take appropriate action as required
- 10.17 **MAINTAIN** the Aircraft Discrepancy Book (ADB) for each aircraft and verify using NALCOMIS OMA

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
C-4D-2012

- 10.18 **COORDINATE** maintenance actions and requirements between Maintenance Control, Material Control, and the work centers
- 10.19 **CONDUCT** a maintenance meeting including all associated tasks
- 10.20 **ASSIGN** scheduled and unscheduled maintenance priorities
- 10.21 **VERIFY** ordnance load (simulated)
- 10.22 **REQUEST** and verify documentation for daily/turnaround inspections
- 10.23 **ASSESS** aircraft status and effectively assign aircraft to the flight schedule
- 10.24 **DRAFT** ETRs when required
- 10.25 **DRAFT** X-RAYs when required
- 10.26 **MAKE** aircraft logbook entries when required
- 10.27 **SCHEDULE** the AIMD workload and assign priorities
- 10.28 **MAKE** entries on various support equipment forms
- 10.29 **ASSIGN** project codes and supply priorities to material requisitions
- 10.30 **ISSUE** job control numbers for maintenance actions
- 10.31 **PREPARE** requests for urgent depot repair of support equipment
- 10.32 **MAINTAIN** the various VIDS/MAF historical files
- 10.33 **VERIFY** turn-in VIDS/MAF
- 10.34 **ROUTE** retrograde and ready for issue (RFI) material and document as appropriate
- 10.35 **COMPLETE** the Material Requisition Register and local requisitioning log
- 10.36 **DRAFT** a NMCS/PMCS Report
- 10.37 **DRAFT** and process a Report of Survey
- 10.38 **COMPLETE** a Local Repair Cycle Asset (LRCA) Report

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
C-4D-2012

- 10.39 **PERFORM** technical research necessary to complete a material requisition register on requested material
- 10.40 **MAINTAIN** inventory records
- 10.41 **RECEIVE** and process components for check/test/repair from the Component Control Section
- 10.42 **IDENTIFY** AIMD check/test/repair capability using ICRL
- 10.43 **PREPARE** a test bench status report
- 10.44 **LOG** components inducted for repair, check, or test
- 10.45 **SCREEN** components for proper packaging
- 10.46 **PREPARE** ready-for-issue (RFI) and beyond capability of maintenance (BCM) forms
- 10.47 **CONDUCT** an audit/monitor of a NAMP programs (i.e., tool control, FOD, etc.)
- 10.48 **SCREEN** completed MAFs for documentation errors
- 10.49 **CONDUCT** a brief/debrief for a functional check flight
- 10.50 **PERFORM** various work center tasks using the NALCOMIS OMA system

Lesson Topic 9.3: Maintenance Management Case Studies

Enabling Objective(s):

- 10.51 **PREPARE** a squadron Maintenance Department for a detachment

Lesson Topic 9.4: Real World Aspects of Maintenance Management

Enabling Objective(s):

- 10.52 **DESCRIBE** the key aspects of running a maintenance division
- 10.53 **DESCRIBE** how a maintenance officer should handle confrontations
- 10.54 **ANALYZE** relationships between senior enlisted personnel, aircrew, department heads, CO, XO, and other junior officers

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
C-4D-2012

- 10.55 **DESCRIBE** the actions an MMCO should take when reporting to a squadron and faced with several different adverse situations

Lesson Topic 9.5: The AMO Community

Enabling Objective(s):

- 10.56 **DESCRIBE** the Aviation Maintenance Officer community (USN or USMC) career progression and management

Lesson Topic 9.6: Manpower Management (USN)

Enabling Objective(s):

- 10.57 **STATE** directives applicable to various aspects of Manpower Management
- 10.58 **DESCRIBE** the manpower managers and advisors and their responsibilities
- 10.59 **STATE** the purpose of Squadron Manpower Documents (SQMD), Ship Manpower Documents (SMD), and Shore Manpower Documents (SHMD)
- 10.60 **DESCRIBE** an Activity Manning Document (AMD)
- 10.61 **DESCRIBE** how Navy Enlisted Classification (NEC) requirements are established
- 10.62 **IDENTIFY** NEC requirements listed in an AMD
- 10.63 **DESCRIBE** the general types of NECs
- 10.64 **DEFINE** DNEC
- 10.65 **STATE** the procedures for sequencing DNECs
- 10.66 **DESCRIBE** the procedures for recommending a new NEC
- 10.67 **DESCRIBE** the sections of the Enlisted Distribution Verification Report (EDVR)
- 10.68 **STATE** the managerial uses of the EDVR
- 10.69 **DESCRIBE** the differences between NMP/AMD and EDVR levels
- 10.70 **DESCRIBE** how projected gains and losses are determined
- 10.71 **STATE** the purpose of Readiness Information Systems (RIS) data reports

CURRICULUM OUTLINE OF INSTRUCTION (CONT.)  
C-4D-2012

- 10.72 **DESCRIBE** the proposed en-route training track for a projected gain
- 10.73 **STATE** the purpose and reporting requirements of the Personnel Manning Assistance Report (PERSMAR)
- 10.74 **DESCRIBE** the purpose and occasion for use of an Enlisted Manning Requirement Report (EMIR)
- 10.75 **DEFINE** Sea Operational Detachments (SEAOPDETs)

Lesson Topic 9.7: Manpower Management (USMC)

Enabling Objective(s):

- 10.76 **DESCRIBE** Marine Corps manning and administrative procedures as they relate to aviation maintenance
- 10.77 **DESCRIBE** experiences gained during the course IAW the Trainee Critique Program