

AVIATION OPERATIONS SPECIALIST (AOS)

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100. INTRODUCTION

1. The purpose of the Marine Aviation Training and Readiness (T&R) program is to provide the commander with standardized programs of instruction for all aviation personnel. The goal is to develop unit WARFIGHTING capabilities, not to measure the proficiency of individuals. Syllabi are based on specific performance standards designed to ensure proficiency in core competencies. An effective Training and Readiness (T&R) program is the first step in providing the MAGTF Commander with an Aviation Combat Element (ACE) capable of accomplishing any and all of its stated missions. The T&R program provides the fundamental tools for commanders to build and maintain unit combat readiness. Using these tools, unit-training managers can construct and execute an effective training plan, which supports the unit's mission essential tasks.

2. Unit training management is the application of the Marine Corps Training Principles and the Systems Approach to Training to satisfy the training requirements of Commanders at all levels in order to accomplish their wartime missions. Guidance concerning unit training management and the process for establishing effective unit training management programs are contained in MCRP 3-0A, Unit Training Management Guide, and form the basis for the development of this T&R Manual. Familiarity with MCRP 3-0A will enhance understanding of the Systems Approach to Training used in T&R development and Marine Corps UTM principles.

3. The Marine Corps Combat Readiness Evaluation System (MCCRES) and the T&R program are inextricably linked. The events contained within the T&R syllabus provide the basis of individual and collective skills which enable units to satisfy the requirements as outlined in their applicable volume of the MCCRES.

4. Diversity of assignments is paramount to the career development of the Aviation Operations Specialist, MOS 7041. Aviation Operations Specialists may serve within the Marine Aircraft Wing at either squadrons, Marine Aircraft Groups, or the Marine Aircraft Wing headquarters. They may also serve as part of the Expeditionary Airfield Operations crew of a Marine Wing Support Squadron, or within the Airfield Operations Department of a Marine Corps Air Station. In each different type of unit the Aviation Operations Specialist encounters different applications of the same basic skills. To learn the appropriate techniques for each job assignment and to understand the interrelationships between assignments, however, requires rotation of Aviation Operations Specialists through the various positions described in this T&R Manual. Thorough professional development is enhanced by rotating Aviation Operations Specialists through the higher echelon units so they can learn the application of their skills at each level. Rotation through the various job assignments within either unit is needed to fully develop the understanding and abilities of Aviation Operations Specialists such that they are well-prepared to lead junior Marines in any and all of the functional areas. The multiple training progression models contained in this chapter apply to all Marines of MOS 7041 and, although periodic evaluation need only to be performed in the functional area to which a Marine is currently assigned, leaders are encouraged to introduce their Aviation Operations Specialists to the tasks required in other functional areas.

101. MISSION. To provide Aviation Operations services to the Command Element/Expeditionary Airfield (EAF) in support of a Marine Air Ground Task Force (MAGTF).

1. Mission Essential Task List

- a. Provide Aviation Operations support to an individual unit, Aviation Combat Element (ACE) or Tactical Air Command Center (TACC).
- b. Establish airfield services on an Expeditionary Airfield (EAF).
- c. Mitigate aviation mishaps within assigned area of responsibility.

102. SUMMARY/INDEX OF EVENTS. Tables 1 thru 10 list the Aviation Operations Specialist, MOS 7041 (Basic, MCAS MCAF, MWSS, Flight Support, SQDN, MAG, Wing) Combat Capable, Combat Ready, Combat Qualification and Full Combat Qualification training events with associated page numbers.

NOTE: *Level 100 specific training events/instruction will be conducted at the Aviation Operations Specialist School, MATSS, NTTC, Meridian, Mississippi as outlined by the school's most current approved POI.*

Table 1.--AOS Combat Capable Training List.

(AOS "A" Course)

| EVENT | GOAL | PAGE |
|--------------|---|-------------|
| CPU-100 | Type at 30 words per minute. | 16 |
| CPU-101 | Demonstrate knowledge of basic computer skills. | 16 |
| FAM-110 | Introduction to the organization of Marine aviation. | 16 |
| FAM-111 | Introduction to understanding the tactical squadron. | 17 |
| FAM-112 | Identify the elements of a Date/Time/Group, Zulu Time, Time Zones, and Julian Dates. | 17 |
| FAM-113 | Introduction to the security of classified information/material. | 17 |
| COR-120 | Demonstrate knowledge of the formats and procedures used in preparing a Naval correspondence. | 18 |
| DIR-130 | Demonstrate knowledge of the Naval/Marine Corps Directives System. | 18 |
| FPC-140 | Understanding flight publications. | 19 |
| FPC-141 | Identify the ICAO designation for all applicable Marine Corps aviation activities. | 19 |
| FLD-150 | Demonstrate knowledge of Naval flight records. | 20 |
| NTP-160 | Demonstrate knowledge of the annual NATOPS requirements. | 20 |
| FLP-170 | Audit a DD-175, Military Flight Plan. | 21 |

Table 2.--AOS Combat Ready Training List.

(Basic 7041)

| EVENT | GOAL | PAGE |
|---------|---|------|
| MAN-200 | Identify International Civil Aviation Organization (ICAO) airfield identifiers. | 21 |
| MAN-201 | Recite the phonetic alphabet. | 22 |
| MAN-202 | Operate communication equipment. | 22 |
| MAN-203 | Demonstrate the actions taken in the event of an aircraft mishap. | 22 |
| CPU-204 | Create a spreadsheet. | 23 |
| CPU-205 | Create a database. | 23 |
| FPC-206 | Utilize the Notices to Airmen (NOTAM) system. | 23 |
| COR-208 | Prepare a Naval correspondence. | 24 |
| COR-209 | Mark "Classified" "Correspondence", "Documents" and "Messages". | 24 |
| COR-210 | Maintain correspondence files. | 25 |
| COR-211 | Route correspondence and messages. | 25 |
| COR-212 | Prepare a standard message for transmission. | 26 |
| PUB-213 | Maintain Naval/Marine Corps Directives System. | 27 |
| ARM-214 | Enter data utilizing current Marine Corps Lessons Learned (MCLLS) System. | 27 |
| CPU-215 | Setup a computer. | 27 |

Table 3.--AOS Combat Qualification Training List.

(Basic 7041)

| EVENT | GOAL | PAGE |
|---------|--|------|
| COR-301 | Review typed correspondence for errors. | 42 |
| COR-302 | Review a standard message prior to transmission. | 43 |
| COR-303 | Prepare a command chronology and maintain historical library. | 43 |
| COR-304 | Prepare and type the appropriate incident report. | 44 |
| COR-305 | Manage and serve as a Secondary Control Point (SCP) custodian. | 44 |
| FLD-306 | Review and correct Naval Aviator's Flight Logbooks. | 45 |
| FLD-307 | Verify aircrew member eligibility for assignment to temporary flight orders. | 45 |
| FLD-308 | Issue temporary flight orders for crewmembers and non-crewmembers. | 46 |
| FLD-309 | Monitor temporary flight order expenditures. | 46 |
| FLD-310 | Review Daily Validation Reports to ensure corrections are being made. | 46 |

Table 4.--AOS Full Combat Qualification Training List.
(Basic 7041)

| EVENT | GOAL | PAGE |
|---------|--|------|
| MAN-400 | Prepare and publish an Operation Order. | 53 |
| PUB-401 | Demonstrate proficiency in drafting unit directives. | 54 |
| FLD-402 | Conduct a monthly audit of a Squadron Temporary Flight Order Program. | 55 |
| ATC-403 | Validate airlift request for Marine Corps aircraft support. | 55 |
| ATC-404 | Input airlift request to the Joint Automated Logistics Information System (JALIS). | 56 |
| ATC-405 | Prepare and analyze Logistical Flight (LFR) reports for submission to higher headquarters. | 56 |

Table 5.--AOS Combat Ready Training List.
(MCAS/MCAF/MWSS)

| EVENT | GOAL | PAGE |
|---------|---|------|
| MAN-250 | State the working relationship between Flight Planning, Weather, Air Traffic Control (ATC), Aircraft Rescue and Fire Fighting (ARFF), Aircraft Recovery (EAF), Passenger Terminal and Visiting Aircraft Line (VAL). | 35 |
| MAN-251 | Describe the airfield layout and services available | 35 |
| MAN-252 | Identify runway/taxiway signs and markings. | 36 |
| MAN-253 | Operate a vehicle on the airfield. | 36 |
| MAN-254 | Perform hand and arm signals for parking aircraft. | 37 |
| FPC-255 | Provide flight-planning guidance. | 37 |
| FPC-256 | Track aircraft traffic at an airfield facility utilizing Flight Data Strips. | 38 |
| FPC-257 | Audit VFR/IFR flight plans. | 38 |
| FPC-258 | Enter flight plans into the current Flight Data Systems. | 38 |
| FPC-259 | Maintain a flight planning pass-down Log. | 39 |
| FPC-260 | Maintain an Airfield Status Board. | 39 |
| MIS-261 | Demonstrate over due or lost plane procedures. | 40 |
| MIS-262 | Demonstrate the ability to conduct Search and Rescue (SAR) procedures. | 40 |
| RNG-263 | Identify local operating areas, ranges and routes. | 41 |
| RNG-264 | Maintain a range schedule. | 41 |

Table 6.--AOS Combat Qualification Training List.

(MCAS/MCAF/MWSS)

| EVENT | GOAL | PAGE |
|---------|--|------|
| MAN-340 | Inspect an airfield. | 50 |
| MAN-341 | Maintain a work request system for airfield maintenance. | 51 |
| MAN-342 | Process a Prior Permission Required (PPR) request. | 51 |
| MAN-343 | Research noise complaints. | 51 |
| FPC-344 | Procure and maintain required publications, directives, charts, and supplies for pilot and branch personnel reference and use. | 52 |
| RNG-345 | Maintain a range utilization data system. | 52 |
| RNG-346 | Publish range advisory. | 53 |

Table 7.--AOS Full Combat Qualification Training List.

(MCAS/MCAF/MWSS)

| EVENT | GOAL | PAGE |
|---------|--|------|
| MAN-435 | Maintain an Airfield Vehicle Driving License system. | 60 |
| MAN-436 | Process a landing request for a civilian aircraft. | 60 |
| MAN-437 | Maintain an Airfield Operations Manual (AOM). | 61 |
| MAN-438 | Identify airfield operating hours. | 61 |

Table 8.--AOS Combat Ready Training List.

(Flight Support/SQDN/MAG/Wing)

| EVENT | GOAL | PAGE |
|---------|--|------|
| MAN-225 | Create and maintain a situation map | 28 |
| FPC-226 | Prepare Instrument Navigational Packets (INP). | 28 |
| FLD-227 | Verify flight data from a NAVFLIRS source document into a computer database. | 29 |
| FLD-228 | Record flight data into an aircrew flight logbook. | 29 |
| FLD-229 | Perform required closeouts in a Naval Aviator's Flight Logbook. | 30 |
| FLD-230 | Review Daily Validation Reports and make corrections as appropriate. | 30 |
| FLD-231 | Prepare and file completed NAVFLIRS source documents in the Master Flight Files. | 31 |
| FLD-232 | Update the unit's SARA database utilizing input from the NAVFLIRS. | 31 |
| FLD-233 | Print various reports utilizing the SARA program. | 32 |

| EVENT | GOAL | PAGE |
|---------|---|------|
| NTP-234 | Maintain NATOPS qualification jackets. | 33 |
| NTP-235 | Prepare and type the NATOPS evaluation report. | 33 |
| NTP-236 | Prepare and type the NATOPS Instrument Ratings Request. | 34 |
| TAC-237 | Enter data utilizing the Theater Battle Management Core System (TBMCS). | 34 |

Table 9.--AOS Combat Qualification Training List.

(Flight Support/SQDN/MAG/Wing)

| EVENT | GOAL | PAGE |
|---------|---|------|
| FLD-320 | Analyze SARA Reports to determine unit Combat Readiness Percentage (CRP). | 47 |
| ARM-321 | Input after-action items following exercises, conferences, or if an item is determined to be of significant importance, into the current Marine Corps Lessons Learned System (MCLLS). | 47 |
| ARM-322 | Input data in the Global Command and Control System (GCCS). | 48 |
| ARM-323 | Prepare a Status of Resources and Training System (SORTS) report. | 48 |
| ARM-324 | Utilize the Training and Exercise Employment Program (TEEP) to plan and schedule current/projected training commitments and deployments. | 49 |
| TAC-325 | Set up and operate various computer systems related to command and control systems. | 50 |

Table 10.--AOS Full Combat Qualification Training List.

(Flight Support/SQDN/MAG/Wing)

| EVENT | GOAL | PAGE |
|---------|--|------|
| ARM-420 | Establish a Command Operations Center (COC) or Tactical Air Command Center (TACC). | 57 |
| ARM-421 | Input and retrieve data utilizing the capabilities and applications of TBMCS. | 57 |
| ARM-422 | Prepare an Air Tasking Order/Integrated Tasking Order (ATO/ITO) utilizing the capabilities of TBMCS. | 58 |
| ARM-423 | Retrieve data via the Global Status of Resources Training System (GSORTS) | 59 |
| ATC-424 | Prepare requests for U.S. Air Force strategic aerial refueling to the Air Mobility Command's Receiver Interactive Planning System (RIPS2)/Aerial refueling Management System (ARMS). | 59 |

103. UNIT TRAINING POLICIES

1. The unit's training program emphasizes qualifications and the overall combat readiness of the unit. Individual training serves as the building block for overall unit readiness. However, unit training must not be compromised for the training of a select, few individuals. Squadron and battalion commanding officers will ensure that this training philosophy is implemented. Unit training must predominate, and squadrons must tailor their training plans to ensure units combat readiness.

2. The training of Marines to perform as an integral aviation unit in combat lies at the heart of the T&R program. Unit readiness and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform those critical skills required in combat is essential.

3. Commanders shall ensure that all tactical training is conducted to a MCCRES standard. The MCCRES, as outlined in MCO P3501.1, is the unit training standard, and all syllabus events shall be tailored to meet MCCRES requirements. Commanders at all levels are responsible for effective aviation training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be overemphasized.

4. Commanders must be cognizant of the numerous factors affecting unit training on a daily basis. Factors, which all commanders must address, include, but are not limited to:

a. Efficiency. Time and resources expended are measurements for training efficiency. Commanders must ensure that all training increases combat readiness. Unit personnel shall thoroughly plan and effectively execute training to maximize the return on their time and effort.

b. Individual Differences. Commanders must recognize the differences inherent in each individual and should mold flexible training programs to accommodate those differences.

c. Decentralization of Training. The lowest echelon possible shall be responsible for conducting training. Each senior level of command must monitor subordinate levels to ensure safe and efficient training.

d. Risk Management. Operational Risk Management (ORM) is a process to aid commanders in accomplishing their missions while protecting the force. Commanders, leaders, maintainers, planners and schedulers should integrate risk assessment in the decision-making process and implement hazard controls to eliminate risk or reduce it to acceptable level.

5. Commanders shall provide personnel the opportunities to attend formal and operational level courses of instruction as required by this Manual. Attendance of formal courses of instruction must enhance the warfighting capabilities of the unit.

104. AVIATION OPERATIONS SPECIALIST (7041) TRAINING PROGRESSION PHILOSOPHY
All personnel will attend formal school training to qualify for duty in the Aviation Operations Specialist MOS. Upon completion of formal school training Marines will receive additional training commensurate with their individual assignments within the Operating Forces. Note importance of MWSS FAP to MCAS/MCAF when not deployed for Marines to maintain MOS credibility. MWSS Marines mission is to support an expeditionary airfield during

deployment. These Marines will receive airfield training through assignment to MCAS/MCAF.

105. AVIATION OPERATIONS SPECIALIST (7041) TRAINING PROGRESSION MODELS

1. Depicted in Figures 1 & 2 are two Training Progression Models for the Aviation Operations Specialist. During the career of a 7041 this Marine may follow one or both progression paths, these being; Station flight department, MCAS, MCAF, MWSS or the Squadron MAG, MAW headquarters.

**Aviation Operations Specialist MOS 7041
(FLIGHT SUPPORT/SQDN/MAG/WING)**

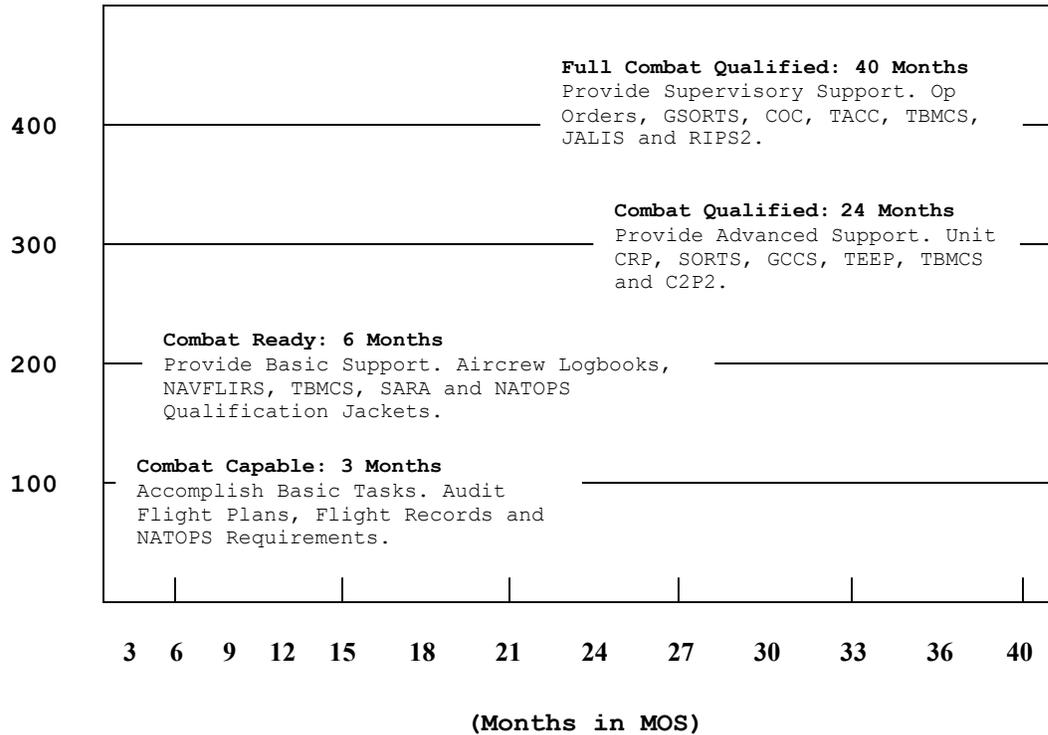


Figure 1.--Training Progression Model For The Flight Support/SQDN/MAG/Wing 7041.

Aviation Operations Specialist MOS 7041
(MCAS/MCAF/MWSS)

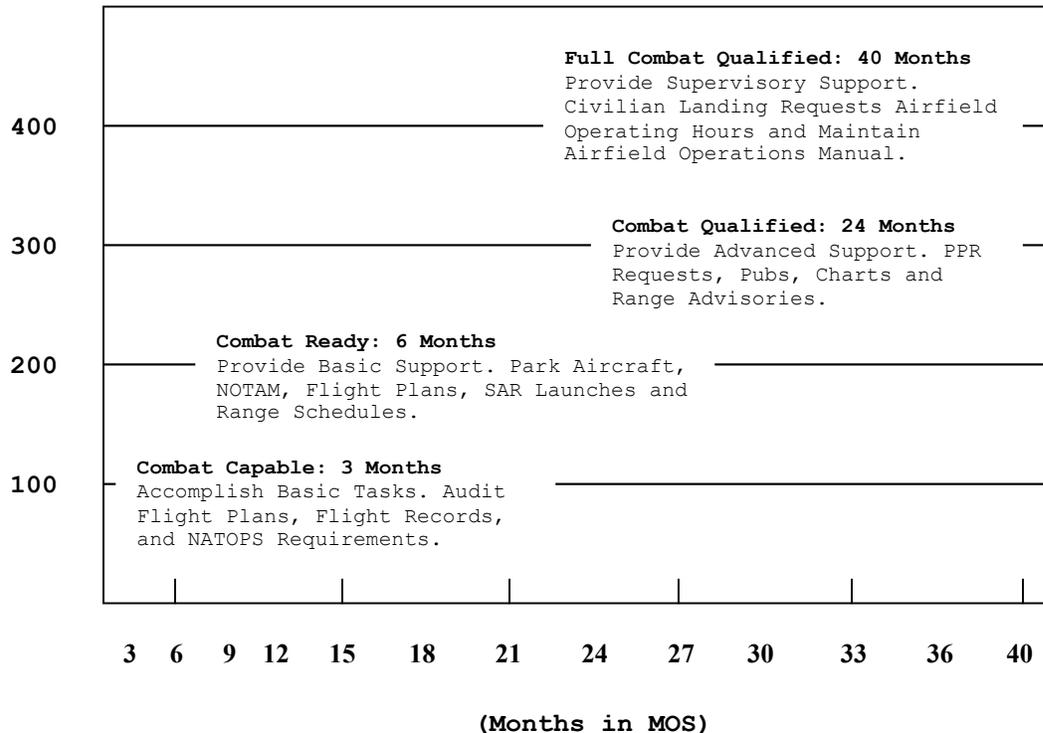


Figure 2.--AOS Training Progression Model For The
MCAS/MCAF/MWSS 7041.

2. These models depict the **logical progression of qualifications** within a unit. The base of each model contains those qualifications an individual attains at the MOS-qualifying school. The highest tier of the progression model will contain those qualifications held by only the most experienced personnel within a unit.

3. The Combat Capable tier will, in most cases, be accomplished at the completion of initial MOS skills training. With successful completion of the combat capable tier, unit personnel are assigned basic MOS qualification and progress to the Combat Ready tier.

4. On the Combat Ready tier, qualifications that are normally made available to fairly inexperienced personnel will be delineated. This tier should take the individual who has completed initial MOS skills training and make him or her proficient in core competencies. With successful completion of the combat ready tier, unit personnel move to the Combat Qualification tier.

5. The Combat Qualification tier will be that portion of the model that produces combat leaders and fully qualified crewmembers. The personnel that are being trained in the combat qualification tier are those Marines when a commanding officer feels are capable of directing the actions of subordinates during wartime scenarios.

6. The Special Skill Qualification tier will contain special skills, and qualifications. These skills or qualifications are not prerequisite to combat qualification or the ability to function as combat leaders, but rather

are those for which a certain number of trained individuals or crews must be maintained in order to accomplish special missions or tasks.

7. In some cases, higher echelon supervisory position training and qualifications may be reflected where the development of a separate T&R syllabus is not practical or warranted. These personnel are the most experienced personnel within a unit. They are expected to display the maturity and tactical acumen commensurate with this status on a daily basis, and assist the commanding officer with oversight of the unit-training program.

8. The unit's training progression model provides training officers with a valuable tool to develop training plans. With a clear progression of qualifications delineated, and an emphasis on the qualification of "combat capable" and "combat ready" personnel, training officers have the ability to produce viable training plans. Units will use the model as a point of departure to generate weekly, monthly, quarterly and annual training plans.

106. PROGRAMS OF INSTRUCTION (POI) FOR THE AVIATION OPERATIONS SPECIALIST

Table 11.--AOS Basic/Transitional Programs of Instruction.

| WEEKS | COURSE / PHASE | ACTIVITY |
|---------|---------------------------|----------------------|
| 1-8 | COMBAT CAPABLE TRAINING | MATSS, NTTC MERIDIAN |
| 9-26 | COMBAT READY | ALL 7041 ACTIVITIES |
| 27-104 | COMBAT QUALIFICATION | ALL 7041 ACTIVITIES |
| 105-156 | FULL-COMBAT QUALIFICATION | ALL 7041 ACTIVITIES |

110. EXTERNAL ACADEMIC TRAINING. Table 12 are external academic courses of instruction are required to complete the syllabus. Unit Commanders are encouraged to screen school requests for key billet assignments.

Table 12.--AOS External Academic Training.

| COURSE / PHASE | ACTIVITY |
|--|---------------------------------------|
| SORTS Data Handlers MTT | PPO, HQMC, Washington, D.C. |
| Joint Automated Logistics Information System (JALIS) | TRANSCOM, Scott AFB, IL |
| TBMCS OPERATOR TRAINING COURSE | AGOS Hurlbert Fld, FL |
| Airfield Management Apprentice Course | Keesler AFB |
| Airfield Management Craftsman's Course | Keesler AFB |
| World Airline FAA Dispatcher Course | Dallas TX |
| CDC 1C051 Airfield Management Journeyman Course | Keesler AFB |
| CDC 1C071 Airfield Management Craftsman Course | Keesler AFB |
| Basic Airport Safety Operations Specialist Course | American Assoc. of Airport Executives |
| Advanced Airport Safety and operations Specialist School | American Assoc. of Airport Executives |

111. TRAINING REFERENCES. Table 13 lists training references that shall be utilized to ensure safe and standardized training procedures, performance steps, grading criteria, and equipment operation:

Table 13.--AOS Training References.

| TRAINING REFERENCE | TITLE |
|---------------------------|---|
| DOD 4500.43 | OPERATIONAL SUPPORT AIRLIFT |
| DOD 4500.56 | DOD POLICY ON THE USE OF GOVERNMENT AIRCRAFT AND AIR TRAVEL |
| DOD 4515.13 | AIR TRANSPORTATION ELIGIBILITY |
| JP 1-0 | DOCTRINE FOR PERSONNEL SUPPORT HEADQUARTERS JOINT OPERATIONS |
| JP 3-0 | DOCTRINE FOR JOINT OPERATIONS |
| JP 3-30 | COMMAND AND CONTROL FOR JOINT AVIATION OPERATIONS |
| JP 5-0 | PLANNING JOINT OPERATIONS |
| NTP-3 | NAVAL TELECOMMUNICATIONS SYSTEM |
| SECNAVINST 5216.5 | NAVY CORRESPONDENCE MANUAL |
| SECNAVINST 5510.30 | DEPARTMENT OF NAVY PERSONNEL SECURITY PROGRAM |
| SECNAVINST 5510.36 | DEPARTMENT OF NAVY INFORMATION SECURITY PROGRAM |
| NAVAIR 00-80R-14 | NATOPS US AIRCRAFT RESCUE AND FIRE FIGHTING MANUAL |
| NAVAIR 00-80R-14-1 | NATOPS US NAVY AIRCRAFT EMERGENCY RESCUE INFORMATION MANUAL |
| NAVAIR 00-80T-103 | NATOPS CONVENTIONAL WEAPONS HANDLING PROCEDURES MANUAL (ASHORE) |
| NAVAIR 00-80T-105 | CV NATOPS MANUAL |
| NAVAIR 00-80T-106 | LHA/LHD/MCS NATOPS MANUAL |
| NAVAIR 00-80T-109 | AIRCRAFT REFUELING NATOPS MANUAL |
| NAVAIR 00-80T-114 | NATOPS AIR TRAFFIC CONTROL FACILITY MANUAL |
| NAVAIR 00-80T-115 | MARINE CORPS EXPEDITIONARY AIRFIELDS AND MARINE CORPS AIR STATIONS NATOPS MANUAL |
| NAVAIR 51-50AAA2 | SHORE BASE AIRFIELD MARKINGS AND LIGHTING |
| OPNAV 3760/31 | NAVAL AVIATOR FLIGHT LOGBOOK |
| OPNAVINST 3710.7 | NAVAL AVIATION GENERAL OPERATING INSTRUCTIONS |
| OPNAVINST 3721.20 | SPECIAL NOTICES TO AIRMEN/NOTICES TO AIRMEN |
| OPNAVINST 3750.6 | NAVAL AVIATION SAFETY PROGRAM |
| OPNAVINST P4790.2 | NAVAL AVIATION MAINTENANCE PROGRAM |
| OPNAVINST 5510.1 | SECURITY REGULATIONS MANUAL |
| MCDP 1 | MARINE CORPS DOCTRINAL PUBLICATIONS: WARFIGHTING |
| MCWP 3-2 | MARINE CORPS WARFIGHTING PUBLICATION: AVIATION OPERATIONS |
| MCWP 3-25-3 | MARINE CORPS WARFIGHTING PUBLICATION: MARINE AIR COMMAND AND CONTROL SYSTEMS HANDBOOK |
| MCWP 5-1 | MARINE CORPS WARFIGHTING PUBLICATION: MARINE CORPS PLANNING PROCESS |
| MCO P1000.6 | ASSIGNMENT CLASSIFICATION AND TRAVEL SYSTEMS MANUAL (ACTS) |
| MCO P1070.12 | INDIVIDUAL RECORDS ADMINISTRATION MANUAL |
| MCO P1200.7 | MOS MANUAL |
| MCO 1326.2 | ADMINISTRATION OF TEMPORARY FLIGHT ORDERS |
| MCO P3000.13 | MARINE CORPS STATUS OF RESOURCES AND TRAINING (SORTS) STANDING OPERATING PROCEDURES (SOP) |
| MCO P3040.4 | MARINE CORPS CASUALTY PROCEDURES MANUAL |
| MCO 3100.2 | OPERATIONAL REPORTING |
| MCO P3500.14 | AVIATION TRAINING AND READINESS PROGRAM MANUAL |
| MCO P3500.16 | AVIATION TRAINING AND READINESS MANUAL, TACTICAL HELICOPTER |

| TRAINING REFERENCE | TITLE |
|---------------------------|--|
| MCO 3500.25 | MARINE CORPS TRAINING AND EXERCISE EMPLOYMENT PROGRAM |
| MCO P3501.1 | MCCRES ORDER |
| MCO 4631.1 | MARINE CORPS OPERATIONS SUPPORT AIRLIFT MANAGEMENT |
| MCO 5000.17 | MARINE CORPS LESSONS LEARNED MANUAL |
| MCO 5210.11 | SECURITY MANUAL |
| MCO P5215.1 | MARINE CORPS DIRECTIVES SYSTEM MANUAL |
| MCO 5510.18 | SECURITY MANUAL |
| MCO 5740.2 | OPREP 3-SIR |
| MCO 5750.3 | MARINE CORPS HISTORICAL PROGRAM MANUAL |
| FAA 7110.10 | FLIGHT SERVICES |
| FAA 7350 | FAA INTERNATIONAL CIVIL AERONAUTICAL ORGANIZATION MANUAL |
| FAR Part 139 | CERTIFICATION AND OPERATIONS OF AIRFIELD |
| FACSFACINST 3120.1 | FLEET OPERATING AREA INSTRUCTION (RANGE SOP) |
| P-80.3 | FACILITY PLANNING FACTOR CRITERIA FOR NAVY AND MARINE CORPS SHORE INSTALLATION |
| P-971 | NAVAL FACILITY ENGINEERING COMMAND PUBLICATION |
| GP/AP/FCG | FAA GENERAL PLANNING DOCUMENTS |
| IFR SUPPLEMENT | INSTRUMENT FLIGHT RULES SUPPLEMENT |
| FLIP HANDBOOK | FLIGHT INFORMATION PUBLICATION HANDBOOK |
| | AIRFIELD OPERATIONS MANUAL (AOM) |
| | CTAPS USER'S MANUAL |
| | C2PC USER'S MANUAL |
| | DMS USER'S GUIDE |
| | FAA ADVISORY CIRCULARS |
| | GCCS USER'S MANUAL |
| | JALIS USER'S GUIDE |
| | NALCOMIS USER'S MANUAL |
| | RIPS2 USER'S MANUAL |
| | SARA USER'S MANUAL |
| | STATION FACILITIES MAINTENANCE SOP |
| | TBMCS USER'S MANUAL |
| | TEEP USER'S MANUAL |

120. EVENT PERFORMANCE REQUIREMENTS

1. General. The majority of the Aviation Operations Specialist syllabus is ground training. Likewise, development of MAGTF training involving extensive integration with applicable elements of the MAGTF is mandatory in the development of a fully combat qualified Aviation Operations Specialist.

2. Minimum performance for AOS Syllabus. Personnel may receive credit for successful completion of any syllabus requirement (except qualifications) upon either a written, oral, or practical demonstration of proficiency, at the commanding officer's discretion. Completion of 80 percent of any syllabus requirement (except qualifications) may be "certified" as complete at the discretion of the designated evaluator. Qualifications require a completed performance evaluation, and the designation signed by the commanding officer.

3. Evaluation of Training. Evaluation of those portions of the syllabus, which are academic in nature, will be conducted by either written or oral examination, or a combination of the two means. Operational and system related subjects will be evaluated by practical application means whenever possible. Performance evaluation to qualify for mission qualifications and designations will be conducted per MCO P3500.14, Aviation T&R Program Manual.

130. COMPONENTS OF A T&R EVENT

1. General. An event contained within a T&R manual is an Individual or collective training standard and contains seven or eight components, dependent on the tier in which they are contained:

| | | | | | |
|----------------------|------------------|----------------|----------------|--------------------|--------------------|
| 1/ <u>AOS-XXX</u> | 2/ <u>0.5</u> | 3/ <u>R</u> | 4/ <u>E</u> | 5/ <u>EQUIP</u> | 6/ <u>B,F,M</u> |
|----------------------|------------------|----------------|----------------|--------------------|--------------------|

Goal: The title of a unit of work which needs to be done in the performance of a Marine's duties. It is a clearly stated performance-oriented action requiring learned skills and knowledge, i.e., Engage a rotary winged aircraft.

Requirement: The condition(s) set for the real world or combat circumstances in which the tasks are to be performed. They indicate what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the goal is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this should be stated.

Performance Standard: The performance standard indicates the basis for judging the effectiveness of the performance. It consists of a carefully worded statement, which identifies the proficiency level expected when the task is performed. It is not guidance, it is inviolate. Performance standards are specified in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc.

Prerequisite: Provides a listing of academic training or other T&R events which must be completed prior to satisfying the task.

Reference: Listing of doctrinal or reference publications, which may assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion.

External Support Requirement: A listing or description of the External Syllabus Support which may be required to satisfy completion of the task. May include range requirements, support aircraft, targets, training devices, or other personnel and equipment.

NOTES:

1/ Events are coded per Appendix B of MCO P3500.14, Aviation T&R Programs Manual.

2/ Projected Event Duration is furnished as a planning tool.

3/ Denotes the applicable Program of Instruction (Basic POI is understood). POI Codes: **R** = Refresher.

4/ An "**E**" indicates an Evaluated event.

5/ The equipment or activity subcategory is listed.

6/ Condition Code: **B** = Basic 7041 Marine; **F** = Flight Support, SQDN, MAG, Wing; **M** = MCAS, MCAF, MWSS.

131. COMBAT CAPABLE TRAINING

1. Purpose. To develop basic knowledge of the principles and concepts of the MOS skills of an Aviation Operations Specialist.

a. General

(1) Administrative Notes. None

(2) Prerequisite. Marines will complete the Aviation Operations Specialist Basic Course of Instruction, Marine Air Training Support Squadron, Meridian, MS.

b. Crew Requirements. None.

c. Academic Training. Appropriate academic training and lectures for the stage as depicted in paragraph 110.

d. Event Training

CPU-100 40.0 E

Goal. Type 30 words per minute.

Requirement. With the use of a computer and typing software, type the provided material for three (3) sustained timed writings.

Performance Standard. Per the reference listed below and at a minimum of 80% accuracy.

Prerequisite. None.

Reference

- MOS Manual

External Syllabus Support

- A keyboarding Lab

CPU-101 4.0 E

Goal. Demonstrate knowledge of basic computer skills.

Requirement. Create, save, recall, edit, and print various documents.

Performance Standard. Per the reference listed below and at a minimum of 80% accuracy.

Prerequisite. None.

Reference. None.

External Syllabus Support. None.

FAM-110 18.0 E

Goal. Introduction to the organization of Marine Aviation.

Requirement. Without the use of references, identify the command structure for Marine Aviation, describe the meaning of unit designation abbreviations, aircraft designation system, identify aircraft assigned to aviation squadrons by type/model/series, and define the primary missions of tactical aviation squadrons.

Performance Standard. Per the reference listed below and at a minimum of 80% accuracy.

Prerequisite. None.

Reference

- MCWP 3-2

External Syllabus Support. None.

FAM-111 6.0 E

Goal. Introduction to understanding the tactical squadron.

Requirement. Without the use of references, identify the structure of a tactical squadron, to include internal/external chain of command.

Performance Standard. Per the reference listed below and at a minimum of 80% accuracy.

Prerequisite. None.

Reference

- MCWP 3-2

External Syllabus Support. None.

FAM-112 12.0 E

Goal. Introduction to Date-Time-Groups, Julian Dates, and Time Zones.

Requirement. With the aid of references, given the appropriate information, determine the appropriate Date-Time-Groups, Julian Dates, and Time Zones.

Performance Standard. Per the reference listed below and at a minimum of 80% accuracy.

Prerequisite. None.

Reference

- FLIP Handbook

External Syllabus Support. None.

FAM-113 15.0 E

Goal. Introduction to the security of classified information/material.

Requirement. Given a reference manual, extract information and procedures on the handling of classified information/material.

Performance Standard. Per the references listed below and at a minimum of 80% accuracy.

Prerequisite. None.

References

- SECNAVINST 5510.30
- SECNAVINST 5510.36

External Syllabus Support. None.

COR-120 68.0 E

Goal. Demonstrate knowledge of the formats and procedures used in preparing a Naval correspondence.

Requirement. With the use of references and given appropriate materials/equipment, type various types of correspondence, to include classified documents and messages.

Performance Standards. Per the references listed below and at a minimum of 80% accuracy, the Marine will:

- (1) Prepare an "Unclassified/Classified Standard Naval Letter".
- (2) Prepare a "Separate Page Endorsement".
- (3) Prepare an "Unclassified/Classified Message".
- (4) Properly mark a document with the appropriate security classification.
- (5) Properly file correspondence and messages.

Prerequisite. None.

References

- SECNAVINST 5216.5
- SECNAVINST 5510.30
- SECNAVINST 5510.36
- NTP 3
- MCO P1070.12

External Syllabus Support. None.

DIR-130 9.0 E

Goal. Demonstrate knowledge of the Naval/Marine Corps Directives

System.

Requirement. With the use of references, given appropriate materials/equipment, type a Marine Corps Order/Bulletin, and set up a mock filing system for correspondence/directives.

Performance Standards. Per the references listed below and at a minimum of 80% accuracy, the Marine will:

- (1) Type a directive from a rough draft.
- (2) File Navy and Marine Corps directives.

Prerequisite. None.

References

- MCO P1070.12
- MCO P5215.1

External Syllabus Support. None.

FPC-140

0.5 E

Goal. Understanding flight publications.

Requirement. With the use of references, extract specific information from flight various publications.

Performance Standard. Per the references listed below and at a minimum of 80% accuracy.

Prerequisite. None.

References

- OPNAVINST 3710.7
- MCO P3500.14
- MCO P3500.16
- MCO 1326.2

External Syllabus Support. None.

FPC-141

1.0 E

Goal. Identify the ICAO designation for all applicable Marine Corps aviation activities.

Requirement. With the use of references and given the appropriate information, encode and decode various aviation facility locations.

Performance Standard. Per the reference listed below and at a minimum of 80% accuracy.

Prerequisite. None.

Reference

- FAA 7350

External Syllabus Support. None.

FLD-150

1.0 E

Goal. Demonstrate a knowledge of Naval flight records.

Requirement. With the use of references and given the appropriate information, record aircrew/flight data onto the given form.

Performance Standards. Per the references listed below and at a minimum of 80% accuracy, the Marine will:

- (1) Add/delete aircrew to/from a database within the unit's computerized data entry system (RECTYPE 7D).
- (2) Verify flight records from source documents.
- (3) Record the appropriate entries in an Aircrew Flight Logbook.

Prerequisite. None.

References

- OPNAVINST 3710.7
- MCO P3500.14
- MCO P3500.16
- MCO 1326.2
- FAA 7350

External Syllabus Support. None.

NTP-160

1.0 E

Goal. Demonstrate knowledge of the annual NATOPS requirements.

Requirement. With the use of references and given an aircrew flight logbook, extract flight hours to properly complete NATOPS forms.

Performance Standards. Per the references listed below and at a minimum of 80% accuracy, the Marine will:

- (1) Prepare a NATOPS Evaluation Report.
- (2) Prepare a NATOPS Instrument Rating Request.

Prerequisite. None.

Reference

- OPNAVINST 3710.7

External Syllabus Support. None.

FLP-170 0.5 E

Goal. Audit a DD-175, Military Flight Plan.

Requirement. With the use of references, properly complete/audit a DD-175, Military Flight Plan.

Performance Standards. Per the references listed below and at a minimum of 80% accuracy, the Marine will:

- (1) Extract information from the given references.
- (2) Draft a DD-175, Military Flight Plan for use.
- (3) Audit a DD-175, Military Flight Plan.

Prerequisite. None.

References

- IFR Supplement
- FAA 7350

External Syllabus Support. None.

132. COMBAT READY TRAINING

1. Purpose. On the Combat Ready tier, qualifications that are normally made available to fairly inexperienced personnel will be delineated. This tier should take the individual who has completed initial MOS skills training and make him or her proficient in core competencies. With successful completion of the combat ready tier, unit personnel move to the Combat Qualification tier.

a. General

(1) Administrative Notes. None.

(2) Prerequisite. Marines will have successfully completed the previous stage of training and have achieved appropriate qualifications and designations per paragraph 131.

b. Crew Requirements. None.

c. Academic Training. Appropriate academic training for this stage is depicted in paragraph 110.

d. Event Training

MAN-200 1.0 E B

Goal. Identify International Civil Airfield Organization (ICAO) airfield identifiers.

Requirement. Given an airport, and without the use of references, the Marine will identify IACO airfield identifiers.

Performance Standard. With accuracy, identify commonly used ICAO airfield identification codes for flights originating from the airfield.

Prerequisites. None.

Reference

- FAA 7350

External Syllabus Support. None.

MAN-201 1.0 E B

Goal. Recite the phonetic alphabet.

Requirement. Without the use of references, recite the phonetic alphabet.

Performance Standard. With accuracy, the Marine will recite the phonetic alphabet.

Prerequisite. None.

Reference. None.

External Syllabus Support. None.

MAN-202 2.0 E B

Goal. Operate communication equipment.

Requirement. Given a radio and without the use of references, operate communication equipment.

Performance Standard. While using correct terminology and procedures, properly operate UHF/VHF radio (Pilot to Dispatch or vehicle driver to Ground)

Prerequisite. None.

References

- NAVAIR 00-80T-114
- AOM

External Syllabus Support. None.

MAN-203 1.0 E B

Goal. Demonstrate the actions taken in the event of an aircraft mishap.

Requirement. Given a work center and without the use of references, demonstrate the actions taken in the event of an

aircraft mishap.

Performance Standard. Demonstrate with accuracy, per the Pre-mishap Plan.

Prerequisite. None.

References

- JP 3-30
- OPNAV 3750.6
- NAVAIR 00-80R-14-1
- MCO 5740.2
- AOM

External Syllabus Support. None.

CPU-204 3.0 E B

Goal. Create a spreadsheet.

Requirement. Given a computer containing the current Marine Corps standard Spreadsheet program and a list of data elements.

Performance Standard. With accuracy, create and print a spreadsheet.

Prerequisite. None.

Reference. None.

External Syllabus Support. None.

CPU-205 6.0 E B

Goal. Create a database.

Requirement. Given a computer containing the current Marine Corps Standard Database Management Program and a list of data elements.

Performance Standards. With accuracy, create a database and print a report.

Prerequisite. None.

Reference. None.

External Syllabus Support. None.

FPC-206 1.0 E B

Goal. Utilize the Notice to Airmen (NOTAM) system.

Requirement. Given a NOTAM system and a NOTAM request, and without the use of references.

Performance Standard. Per the references listed below, enter a NOTAM into the NOTAM System.

Prerequisite. None.

References

- OPNAVINST 3721.20
- AOM

External Syllabus Support. None.

COR-208

1.0

R

B

Goal. Prepare a Naval Correspondence.

Requirement. Given the appropriate materials and equipment, prepare a Naval Correspondence.

Performance Standards. Per the references listed below, and given a rough draft and references, the Marine will prepare a Naval Correspondence for signature by:

- (1) Assigning the correct Standard Subject Identification Code (SSIC).
- (2) Determining appropriate abbreviations that may be used in correspondence.
- (3) Type the following correspondence for signature:
 - (a) Prepare a "Standard Naval Letter".
 - (b) Prepare a "New Page Endorsement".
 - (c) Prepare a "Same Page Endorsement".
- (4) Review typed correspondence for accuracy.
- (5) Make necessary corrections.
- (6) Submit for signature.

Prerequisite. None.

References

- MCO P1070.12
- SECNAVINST 5216.5

External Syllabus Support. None.

COR-209

0.5

R

B

Goal. Mark appropriate "Classified" "Correspondence", "Documents" and "Messages".

Requirement. Given the appropriate materials and equipment, identify and mark appropriate "Classified" "Correspondence", "Documents" and "Messages".

Performance Standard. Per the references listed below and current security program regulations.

Prerequisite

- (1) Appropriate security clearance.

References

- NTP-3
- SECNAVINST 5216.5
- SECNAVINST 5510.36

External Syllabus Support. None.

COR-210

1.0 R B

Goal. Maintain correspondence files.

Requirement. Given the appropriate materials and equipment, maintain correspondence files.

Performance Standards. Per the references listed below, the Marine will:

- (1) Identify Standard Subject Identification Codes (SSIC).
- (2) Prepare file folder labels.
- (3) Prepare files outline.
- (4) File correspondence in applicable file folders.
- (5) Ensure that classified material is not filed in Unclassified files.
- (6) Conduct year-end disposal/retention actions.

Prerequisite. None.

References

- MCO 5210.11
- MCO P5215.1

External Syllabus Support. None.

COR-211

0.5 R B

Goal. Route correspondence and messages.

Requirement. Given the appropriate materials and equipment, Route correspondence and messages.

Performance Standards. Per the reference listed below and with accuracy, the Marine will:

- (1) Receive correspondence/messages and determine action required.
- (2) Make log entries to document receipt and section responsible for action.
- (3) Route correspondence/messages to appropriate action officer.
- (4) Monitor to ensure action is completed by required deadline.

Prerequisites. None

Reference

- MCO 5210.11

External Syllabus Support. None.

COR-212

1.0

R

B

Goal. Prepare a standard message for transmission.

Requirement. Given the appropriate materials and equipment, prepare a standard message for transmission.

Performance Standards. Per the reference listed below and with accuracy, the Marine will:

- (1) Determine the correct Plain Language Address Directory (PLAD) utilizing electronic means for each addressee.
- (2) Determine the SSIC of the message.
- (3) Determine the correct date-time-group (DTG) and routing indicator.
- (4) Type the message.
- (5) Submit the message for release and transmission.

Prerequisites

- (1) COR-209.
- (2) COR-211.

Reference

- NTP-3

External Syllabus Support. None.

PUB-213 1.0 R B

Goal. Maintain Naval/Marine Corps Directives System.

Requirement. Given the appropriate materials and equipment, maintain Naval/Marine Corps Directives System.

Performance Standards. Per the reference listed below and with accuracy, the Marine will:

- (1) File Navy and Marine Corps directives, and incorporate changes to directives as they occur.
- (2) Audit NAVMC 2761 and directives checklists and request new/replacement directives as required.
- (3) Type unit directives in the correct format from a rough draft.

Prerequisite

- (1) COR-210.

Reference

- MCO P5215.1

External Syllabus Support. None.

ARM-214 1.0 R B

Goal. Enter data utilizing the current Marine Corps Lessons Learned (MCLLS) System.

Requirement. Given the appropriate equipment and materials, enter data utilizing the current Marine Corps Lessons Learned (MCLLS) System.

Performance Standards. Per the reference listed below and with accuracy, the Marine will:

- (1) Input required data using current software.
- (2) Prepare reports for submission.

Prerequisite. None.

Reference

- MCO 5000.17

External Syllabus Support. None.

CPU-215 3.5 E B

Goal. Set up a computer.

Requirement. Given a keyboard, Computer Processing Unit (CPU), monitor, printer and mouse with appropriate connecting wires, set up a computer

Performance Standard. With accuracy, the Marine will set up a computer.

Prerequisite. None.

Reference. None.

External Syllabus Support. None.

MAN-225

3.0 R F

Goal. Create and maintain a situation map.

Requirement. Given the appropriate data and electronic materials, if available, create and maintain a situation map.

Performance Standards. Per the reference listed below and with accuracy, the Marine will:

- (1) Select appropriate map.
- (2) Plot friendly units utilizing correct unit symbology.
- (3) Plot appropriate Fire Support Control Measures.
- (4) Plot actual and proposed scheme(s) of maneuvers.

Prerequisite. None.

Reference

- MCWP 3-2

External Syllabus Support. None.

FPC-226

1.0 R F

Goal. Prepare Instrument Navigational Packets (INP).

Requirement. Given appropriate materials and equipment, prepare Instrument Navigational Packets (INP).

Performance Standard. Per the reference listed below and with accuracy, the Marine will:

- (1) Set up packets to include appropriate FLIPs, navigational computer, navigational flight log forms and appropriate aeronautical charts.
- (2) Inventory all packets on a monthly basis and update as necessary.

Prerequisite. None.

Reference

- OPNAVINST P3710.7

External Syllabus Support. None.

FLD-227 2.0 R F

Goal. Verify flight data from a NAVFLIRS source document into a computer database.

Requirement. Given appropriate materials and equipment, verify flight data from a NAVFLIRS source document into a computer database.

Performance Standards. Per the references listed below and with accuracy, the Marine will:

- (1) Update the "Aircrew/Aircraft Database" within the unit's computerized data entry system (RECTYPE 7D).
- (2) Verify applicable entries in the "Aircraft Data Section" (RECTYPE 7B).
- (3) Verify applicable entries in the "Aircrew Data Section" (RECTYPE 7C).
- (4) Verify applicable entries in the "Logistics Data Section" (RECTYPE 7E and 7F).
- (5) Verify applicable entries in the "Weapon Proficiency Data Section" (RECTYPE 7G).
- (6) Utilize exception codes where appropriate.
- (7) Prepare a Transfer Data Sheet for aircrew transferring out of the unit.

Prerequisite. None.

References

- OPNAVINST 3710.7
- OPNAVINST 4790.2

External Syllabus Support. None.

FLD-228 1.0 R F

Goal. Record flight data into an Naval Aviator Flight Logbook.

Requirement. Given appropriate materials and equipment, record flight data into an Naval Aviator Flight Logbook.

Performance Standard. Per the reference listed below and with accuracy, the Marine will record flight data into an Naval Aviator Flight Logbook.

Prerequisite

- (1) FLD-227.

Reference

- OPNAVINST 3710.7

External Syllabus Support. None.

FLD-229 2.0 R F

Goal. Perform required closeouts in a Naval Aviator's Flight Logbook.

Requirement. Given appropriate materials and equipment, perform required closeouts in a Naval Aviator's Flight Logbook.

Performance Standards. Per the reference listed below and with accuracy, the Marine will:

- (1) Monthly, close out all columns on the Flight Record and total/bring forward all flight hour columns.
- (2) Log flight time in "Summary of Pilot Time by Month, Model, Etc" page.
- (3) End of fiscal year entries, total all columns and obtain aircrew signature. Line out remaining lines on page and annotate no further entries for that month.
- (4) When transferring aircrew, total all columns. Line out remaining lines on page and annotate no further entries for that command. Obtain signatures from the aircrew member and the unit Commander or his representative.

Prerequisites

- (1) FLD-227.
- (2) FLD-228.

Reference

- OPNAVINST P3710.7

External Syllabus Support. None.

FLD-230 1.0 R F

Goal. Review Daily Validation Reports and make corrections as appropriate.

Requirement. Given appropriate materials and equipment, review Daily Validation Reports and make corrections as appropriate.

Performance Standards. Per the references listed below and with accuracy, the Marine will:

- (1) Validate entries with source documents.
- (2) Make all required entries to correct erroneous data.
- (3) Delete NAVFLIRS from the system as required.
- (4) Resubmit data if appropriate.

- (5) Daily reconciliation of flight data with maintenance admin.

Prerequisite

- (1) FLD-227.

References

- OPNAVINST P3710.7
- OPNAVINST 4790.2

External Syllabus Support. None.

FLD-231

1.0 R F

Goal. Prepare and file completed NAVFLIRS source documents in the Master Flight Files.

Requirement. Given appropriate materials and equipment, prepare and file completed NAVFLIRS source documents in the Master Flight Files.

Performance Standards. Per the reference listed below and with accuracy, the Marine will:

- (1) File NAVFLIRS source documents by chronological order.
- (2) Prepare a Master Flight Files Certification.
- (3) Prepare an SF-135 form to receive accession numbers from National Archive Section.
- (4) Forward or store Master Flight Files.

Prerequisites

- (1) FLD-227.
- (2) FLD-228.
- (3) FLD-229.

Reference

- OPNAVINST 3710.7

External Syllabus Support. None.

FLD-232

2.0 R F

Goal. Update the unit's SARA database utilizing input from the NAVFLIRS.

Requirement. Given appropriate materials and equipment, update the unit's SARA database utilizing input from the NAVFLIRS.

Performance Standards. Per the references listed below and with accuracy, the Marine will:

- (1) Add/delete aircrew members to the database using the NAVFLIRS generated Individual Master Roster (IMR).
- (2) Update SARA database from a NAVFLIRS transaction diskette.
- (3) Verify that proper chaining has been accomplished.
- (4) Determine errors and make corrections.
- (5) Manually update an aircrew member's training code.

Prerequisites

- (1) FLD-227.
- (2) FLD-228.
- (3) FLD-231.

References

- OPNAVINST 3710.7
- MCO P3500.14
- Applicable T&R Manual

External Syllabus Support. None.

FLD-233

1.0 R F

Goal. Print various reports utilizing the SARA program.

Requirement. Given appropriate materials and equipment, print various reports utilizing the SARA program.

Performance Standards. Per the reference listed below and with accuracy, the Marine will:

- (1) Update SARA program files.
- (2) Create a separate database containing data on aircrew members assigned to a detachment. Reintegrate detachment member's data at the conclusion of a deployment.
- (3) Print required reports.
- (4) Prepare a back-up diskette after each update.
- (5) Add, delete and transfer aircrew members to the database.

Prerequisite

- (1) FLD-232.

Reference

- SARA User's Manual

External Syllabus Support. None.

NTP-234

2.0

F

Goal. Maintain NATOPS qualification jackets.

Requirement. Given appropriate materials and equipment, maintain NATOPS qualification jackets.

Performance Standards. At a minimum, the Marine will, according to the reference listed below:

- (1) Ensure security of NATOPS qualification jackets.
- (2) NATOPS jackets will be reviewed upon reporting, annually, and upon any major changes in flight status.
- (3) Ensure Review and Certification Record is signed (OPNAV 3760/32A).
- (4) Update NATOPS evaluation and instrument ratings annually.
- (5) Update Record of Flight Equipment Issue as necessary (OPNAV 3760/32B).
- (6) Update Flight Personnel Designation Record when each designation is achieved (OPNAV 3760/32C).
- (7) Update School/Course Attendance Record as necessary (OPNAV 3760/32E).

Prerequisite. None.

Reference

- OPNAVINST 3710.7

External Syllabus Support. None.

NTP-235

1.0

R

F

Goal. Prepare and type the NATOPS Evaluation Report.

Requirement. Given appropriate materials and equipment, prepare and type the NATOPS Evaluation Report.

Performance Standards. At a minimum, the Marine will, according to the reference listed below:

- (1) Utilizing the Naval Aviator's Flight Logbook and NATOPS Qualification Jacket, complete the required report using OPNAV 3710/7 form.
- (2) Submit the completed form for signature.
- (3) File the OPNAV 3710/7 form in the appropriate section of the individuals NATOPS Qualification Training Jacket.

Prerequisites

- (1) FLD-228.
- (2) NTP-234.

Reference

- OPNAVINST 3710.7

External Syllabus Support. None.

NTP-236

2.0 R F

Goal. Prepare and type the NATOPS Instrument Ratings Request.

Requirement. Given appropriate materials and equipment, prepare and type the NATOPS Instrument Ratings Request.

Performance Standards. At a minimum, the Marine will, according to the reference listed below:

- (1) Utilizing the Naval Aviator's Flight Logbook and NATOPS.
- (2) Qualification training jacket, complete the NATOPS Instrument Ratings Request using the OPNAV-3710/2 form.
- (3) Submit the completed form for signature.
- (4) File the OPNAV-3710/2 form in the appropriate section of the individuals NATOPS Qualification Training Jacket.

Prerequisites

- (1) FLD-228.
- (2) NTP-234.

Reference

- OPNAVINST 3710.7

External Syllabus Support. None.

TAC-237

4.0 R F

Goal. Enter data utilizing the Theater Battle Management Core System (TBMCS).

Requirement. Given appropriate materials and equipment, enter data utilizing the Theater Battle Management Core System (TBMCS).

Performance Standards. Per the references listed below and with accuracy, the Marine will:

- (1) Input data from a rough draft ATO.

(2) Retrieve data as required from TBMCS.

Prerequisite. None

References

- TBMCS User's Manual
- JP 3-30

External Syllabus Support

- Air Ground Operations School, Hurlburt Field, FL.

MAN-250

1.0

E

M

Goal. State the working relationship between Flight Planning, Weather, Air Traffic Control (ATC), Aircraft Rescue and Fire Fighting (ARFF), Aircraft Recovery (EAF), Passenger Terminal and Visiting Aircraft Line (VAL).

Requirement. State the working relationship between the sections aboard the airfield.

Performance Standard. Per the reference listed below and with accuracy.

Prerequisite. None.

Reference

- AOM

External Syllabus Support. None.

MAN-251

1.0

E

M

Goal. Describe the airfield layout and services available.

Requirement. Without the use of references and an actual airfield or a diagram, describe the airfield layout and services.

Performance Standards. With accuracy, the Marine will identify the following areas and locations:

- (1) All runways.
- (2) Taxiways.
- (3) High power turn-up pads.
- (4) Compass rose.
- (5) Warm-up areas.
- (6) Combat Arms Loading Area (CALA).

Prerequisite

- (1) MAN-250.

References

- FAR Part 139
- AOM

External Syllabus Support. None.

MAN-252 1.0 E M

Goal. Identify runway/taxiway signs and markings.

Requirement. With a given airfield and the use of references, identify runway/taxiway signs and markings.

Performance Standard. Per the references listed below and with accuracy, the Marine will identify runway/taxiway signs and markings.

Prerequisite

- (1) MAN-251.

References

- NAVAIR 51-50AAA-2
- AOM

External Syllabus Support. None.

MAN-253 2.0 E M

Goal. Operate a vehicle on the airfield.

Requirement. Given a vehicle and a radio and without the use of references, operate the vehicle on the airfield.

Performance Standard. Per the references listed below, the Marine will operate a vehicle on an airfield.

Prerequisites

- (1) MAN-201.
- (2) MAN-202.
- (3) MAN-203.
- (4) MAN-252.
- (5) Valid Drivers License.

References

- NAVAIR 00-80T-114
- AOM

External Syllabus Support. None.

MAN-254

1.0 E M

Goal. Perform hand and arm signals for parking aircraft.

Requirement. Without the use of references, perform hand and arm signals for parking aircraft.

Performance Standard. Per the reference listed below and with accuracy, the Marine will perform hand and arm signals.

Prerequisite. None.

Reference

- NAVAIR 00-80T-115

External Syllabus Support. None.

FPC-255

3.0 E M

Goal. Provide flight planning guidance.

Requirement. Given a DD-175/1801 and flight publications, provide flight planning guidance.

Performance Standards. Per the references listed below and with accuracy, the Marine will:

- (1) Brief pilots concerning airfield hazards, active runway status, correct taxi routes, and arresting gear status.
- (2) Advise aircrews of flight planning procedures applicable to the local area, and brief departure routings.
- (3) Advise aircrews of NOTAMS for enroute stops and final destination.

Prerequisites

- (1) FPC-206.
- (2) MAN-250.

References

- FAA 7110.10
- OPNAVINST 3721.20
- NAVAIR 00-80T-114
- AOM

External Syllabus Support. None.

FPC-256 1.0 E M

Goal. Track aircraft traffic at an airfield facility utilizing Flight Data Strips.

Requirement. Given a Flight Data Strip and without the use of references, track aircraft traffic at an airfield facility.

Performance Standards. With accuracy, the Marine will demonstrate the following:

- (1) Determine when a Flight Data Strip is required.
- (2) Make required entries on the Flight Data Strip.

Prerequisite

- (1) MAN-201.

Reference

- FAA 7110.10

External Syllabus Support. None.

FPC-257 2.0 E M

Goal. Audit VFR/IFR flight plans.

Requirement. Given a VFR/IFR flight plan and with the use of references, audit flight plans.

Performance Standard. Per the references listed below and with accuracy, the Marine will review a DD-175 or a DD-1801 Flight Plan for accuracy and completeness.

Prerequisite

- (1) FPC-255.

References

- FAA 7110.10
- NAVAIR 00-80T-114
- GP/AP/FCG

External Syllabus Support. None.

FPC-258 2.0 E M

Goal. Enter flight plans into the current Flight Data System.

Requirement. Given the current Flight Data System and a flight plan, without the use of references, enter flight plans.

Performance Standards. With accuracy, the Marine will perform the following:

- (1) Enter Flight Data.
- (2) Confirm acknowledgment that information has been accepted.
- (3) When required send general information messages to Air Route Traffic Control Center (ARTCC) and Flight Service Station (FSS).

Prerequisites

- (1) FPC-255.
- (2) FPC-256.
- (3) FPC-257.

References

- FAA 7110.10
- GP/AP/FCG
- NAVAIR 00-80T-114

External Syllabus Support. None.

FPC-259

2.0 E M

Goal. Maintain a flight planning pass-down log.

Requirement. Given a flight planning pass-down log and without the use of references, maintain a logbook.

Performance Standards. With accuracy, the Marine will perform the following:

- (1) Determine information that needs to be known by subsequent watch shifts.
- (2) Make entry neat and legible in black ink.

Prerequisite. None.

Reference

- AOM

External Syllabus Support. None.

FPC-260

0.5 E M

Goal. Maintain an Airfield Status Board.

Requirement. Given an Airfield Status Board, current airfield status information (from the Air Traffic Control Facility) and without the use of references, maintain an Airfield Status Board.

Performance Standard. With accuracy, the Marine will enter the status of the airfield on the board.

Prerequisites

- (1) MAN-250.
- (2) MAN-251.
- (3) MAN-252.

Reference

- AOM

External Syllabus Support. None.

MIS-261

2.0

E

M

Goal. Demonstrate over due or lost plane procedures.

Requirement. Given an aircraft that has exceeded its estimated arrival time and without the use of references, demonstrate over due or lost plane procedures.

Performance Standards. With accuracy, the Marine will demonstrate the following:

- (1) State the amount of time an aircraft may be late before lost plane procedures are initiated.
- (2) Demonstrate over due plane procedures.
- (3) Demonstrate lost plane procedures.

Prerequisites

- (1) MAN-203.
- (2) FPC-260.

References

- OPNAVINST 3750.6
- NAVAIR 00-80R-14-1

External Syllabus Support. None.

MIS-262

2.0

E

M

Goal. Demonstrate the ability to conduct Search and Rescue (SAR) procedures.

Requirement. Given an emergency and with the use of references, demonstrate the ability to conduct Search and Rescue (SAR) procedures.

Performance Standards. Per the reference listed below, the Marine will demonstrate the following:

- (1) Obtain permission from the approving authority.

- (2) Contact appropriate SAR assets.
- (3) Complete SAR mishap plan.

Prerequisites

- (1) MAN-203.
- (2) MIS-261.

Reference

- MCO P3040.4

External Syllabus Support. None.

RNG-263

1.0 E M

Goal. Identify local operating areas, ranges and routes.

Requirement. With the use of references, given a sectional chart and flight publications, identify local operating areas, ranges and routes.

Performance Standard. With accuracy per the reference listed below, the Marine, will determine all local operating areas and missions allowed.

Prerequisites

- (1) MAN-200.
- (2) FPC-206.
- (3) FPC-255.
- (4) FPC-257.

Reference

- AOM

External Syllabus Support. None.

RNG-264

2.0 E M

Goal. Maintain a range schedule.

Requirement. Given a computer with a range schedule program and range requests, without the use of references, maintain a range schedule.

Performance Standards. With accuracy, the Marine will:

- (1) Accept input from customers requesting range/operation area times.
- (2) Input or approve requested data into current range scheduling program.

- (3) De-conflict multiple requests for the same range time.
- (4) Publish a periodic range schedule.

Prerequisite

- (1) RNG 263.

Reference

- AOM

External Syllabus Support. None.

133. COMBAT QUALIFICATION TRAINING

1. Purpose. The Combat Qualification tier is that training which produces combat leaders and fully qualified crewmembers. The personnel being trained in the combat qualification tier are those Marines a commanding officer feels are capable of directing the actions of subordinates during wartime scenarios.

a. General

(1) Administrative Notes. None.

(2) Prerequisite. Marines will have successfully completed the previous stage of training and have achieved appropriate proficiency of events per paragraph 132.

b. Crew Requirements. None.

c. Academic Training. Appropriate academic training for this stage is depicted in paragraph 110.

d. Event Training

COR-301 0.5 R B

Goal. Review typed correspondence for errors.

Requirement. Given the appropriate equipment and materials, review typed correspondence for errors.

Performance Standards. Per the references listed below, the Marine will:

- (1) Ensure Standard Subject Identification Codes (SSIC) are correct.
- (2) Verify appropriate abbreviations.
- (3) Verify correspondence is in the appropriate format.
- (4) Ensure spelling and grammar are correct.

Prerequisite

(1) COR-208.

References

- MCO P1070.12
- SECNAVINST 5216.5
- NTP-3

External Syllabus Support. None.

COR-302

1.0 R B

Goal. Review a standard message prior to transmission.

Requirement. Given the appropriate equipment and materials, review a standard message prior to transmission.

Performance Standards. Per the references listed below, the Marine will:

- (1) Ensure the Plain Language Address Directory (PLAD) for each addressee is correct.
- (2) Determine the category of message and SSIC are correct.
- (3) Check for format, grammatical and spelling errors.
- (4) Submit the message for release and transmission.

Prerequisite

(1) COR-212.

References

- NTP-3
- SECNAVINST 5216.5

External Syllabus Support. None.

COR-303

1.5 R B

Goal. Prepare a command chronology and maintain a historical library.

Requirement. Given the appropriate equipment and materials, prepare a command chronology and maintain a historical library.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Compile and submit the command chronology report.
- (2) Maintain a command historical library.
- (3) Ensure accountability of unit's lineage and awards.

- (4) Ensure serviceability of unit's colors.

Prerequisites

- (1) COR-208.
- (2) COR-301.

Reference

- MCO 5750.3

External Syllabus Support. None.

COR-304

1.0 R B

Goal. Prepare and type the appropriate incident report.

Requirement. Given the appropriate equipment and materials, prepare and type the appropriate incident report.

Performance Standard. Per the reference listed below, the Marine will gather required information and prepare the appropriate report.

Prerequisite

- (1) COR-302.

Reference

- MCO P3040.4

External Syllabus Support. None.

COR-305

1.0 R B

Goal. Manage and serve as a Secondary Control Point (SCP) custodian.

Requirement. Given the appropriate equipment and materials, manage and serve as a Secondary Control Point (SCP) custodian.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Maintain the security of classified documents and files.
- (2) Manage a Secondary Control Point (SCP).

Prerequisite

- (1) Appropriate security clearance.

Reference

- SECNAVINST 5510.18

External Syllabus Support. None.

FLD-306 1.0 R B

Goal. Review and correct Naval Aviator's Flight Logbooks.

Requirement. Given the appropriate equipment and materials, review and correct Naval Aviator's Flight Logbooks.

Performance Standards. Per the references listed below, the Marine will ensure that:

- (1) All data from NAVFLIRS source documents have been entered in the appropriate flight logbooks.
- (2) All entries are accurate and legible.

Prerequisites

- (1) FLD-228.
- (2) FLD-229.

References

- OPNAVINST 3710.7
- OPNAV 3760/31 (Naval Aviator Flight Logbook)

External Syllabus Support. None.

FLD-307 1.0 R B

Goal. Verify aircrew member eligibility for assignment to temporary flight orders.

Requirement. Given the appropriate equipment and materials, verify aircrew member eligibility for assignment to temporary flight orders.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Verify that the prospective aircrew member has completed all aero medical qualifications.
- (2) File aero medical documentation in the aircrew members NATOPS Qualification Jacket.
- (3) Ensure the recommended aircrew member is approved by the Commanding Officer and has signed a "Certification of Voluntary Status" letter.

Prerequisite. None.

Reference

- MCO 1326.2

External Syllabus Support. None.

FLD-308 3.0 R B

Goal. Issue temporary flight orders for crewmembers and non-crewmembers.

Requirement. Given the appropriate equipment and materials, issue temporary flight orders for crewmembers and non-crewmembers.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Draft flight orders for crewmembers and non-crewmembers that meet qualification criteria based on the monetary restrictions by aircrew ratio.
- (2) Ensure that the crewmembers receive a 120 day advance notification if Temporary Flight Orders are to be terminated involuntarily.

Prerequisite

- (1) COR-208.

Reference

- MCO 1326.2

External Syllabus Support. None.

FLD-309 1.0 R B

Goal. Monitor temporary flight order expenditures.

Requirement. Given the appropriate equipment and materials, monitor temporary flight order expenditures.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Audit flight time to ensure air crewmembers are eligible for flight pay.
- (2) Prepare a quarterly Flight Order Expenditure Report for submission to higher headquarters.

Prerequisites. None.

Reference

- MCO 1326.2

External Syllabus Support. None.

FLD-310 1.0 R B

Goal. Review Daily Validation Reports to ensure corrections are being made.

Requirement. Given the appropriate equipment and materials,

Review Daily Validation Reports to ensure corrections are being made.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Ensure erroneous data is corrected and resubmitted if necessary.
- (2) Ensure flight hour totals listed are correct.

Prerequisite

- (1) FLD-230.

Reference

- OPNAVINST 3710.7

External Syllabus Support. None.

FLD-320

2.0 R F

Goal. Analyze SARA Reports to determine unit Combat Readiness Percentage (CRP).

Requirement. Given the appropriate equipment and materials, analyze SARA Reports to determine unit Combat Readiness Percentage (CRP).

Performance Standards. Per the reference listed below, the Marine will:

- (1) Prepare reports identifying aircrew member CRP shortfalls.
- (2) Identify 30, 60 and 90-day forecasts of CRP delinquency.
- (3) Identify aircrew member training requirements that are unique to the TMS flown by a particular unit.

Prerequisite

- (1) FLD-232.

Reference

- MCO P3500.14

External Syllabus Support. None.

ARM-321

1.0 R F

Goal. Input after-action items following exercises and conferences, or items determined to be of significant importance, into the current Marine Corps Lessons Learned System (MCLLS).

Requirement. Given the appropriate equipment and materials, input after-action items following exercises and

conferences, or items determined to be of significant importance, into the current MCLLS. .

Performance Standards. Per the reference listed below, the Marine will:

- (1) Determine if an item is accurate and complete.
- (2) Input the item into a database using current software.
- (3) Forward reports via the chain of command.
- (4) Consolidate subordinate unit reports for submission to higher headquarters.

Prerequisite

- (1) ARM-214.

Reference

- MCO 5000.17

External Syllabus Support. None.

ARM-322

1.0 R F

Goal. Input data in the Global Command and Control System (GCCS).

Requirement. Given the appropriate equipment and materials, Input data in the GCCS.

Performance Standards. Per the references listed below, the Marine will:

- (1) Access a GCCS system.
- (2) Input unit data.
- (3) Prepare reports from system database.

Prerequisite

- (1) Appropriate security clearance.

References

- GCCS User's Manual
- JP 5-0

External Syllabus Support. None.

ARM-323

2.0 R F

Goal. Prepare a Status of Resources and Training System (SORTS) report.

Requirement. Given the appropriate equipment and materials,

prepare a SORTS report.

Performance Standards. Per the reference listed below, the Marine will, with accuracy:

- (1) Compile unit data from applicable source documentation.
- (2) Prepare a SORTS report for submission to higher headquarters using current software.
- (3) Compile and prepare a brief for the Commanding Officer on the unit's current and forecasted C-Level status.

Prerequisite

- (1) Appropriate security clearance.

Reference

- MCO P3000.13

External Syllabus Support

- SORTS Course (MTT)

ARM-324

1.0

R

F

Goal. Utilize the Training and Exercise Employment Program (TEEP) to plan and schedule current/projected training commitments and deployments.

Requirement. Given the appropriate equipment, materials and utilizing the TEEP, plan and schedule current/projected training commitments and deployments.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Create and update the TEEP.
- (2) Enter information on current and projected training commitments and deployments.
- (3) Submit TEEP generated data to higher headquarters as directed.

Prerequisites

- (1) CPU-204.
- (2) Appropriate security clearance.

Reference

- MCO 3500.25

External Syllabus Support. None.

TAC-325 2.0 R F

Goal. Set up and operate various command and control systems.

Requirement. Given the appropriate equipment and materials, set up and operate various command and control systems.

Performance Standards. Per the references listed below, the Marine will:

- (1) Establish and operate a remote work station within a Command Operations Center (COC) or Tactical Air Command Center (TACC).
- (2) Query the system for applicable data.
- (3) Update scheduled mission to reflect changes, cancellations, and aborts.

Prerequisites

- (1) TAC-237.
- (2) Appropriate security clearance.

References

- MCWP 3-25-3
- JP 3-30

External Syllabus Support. None.

MAN-340 2.0 E M

Goal. Inspect an airfield.

Requirement. Given an airfield and a checklist and without the use of references, inspect an airfield.

Performance Standard. With accuracy, the Marine will inspect an airfield for maintenance discrepancies.

Prerequisites

- (1) MAN-251.
- (2) MAN-252.
- (3) MAN-253.

References

- FAR Part 139
- OPNAVINST 4790.2
- OPNAVINST 3710.7
- AOM

External Syllabus Support. None.

MAN-341 2.0 E M

Goal. Maintain a work request system for airfield maintenance.

Requirement. Given a situation requiring the generation of a work request and an airfield maintenance-tracking logbook, maintain an airfield maintenance work request system.

Performance Standards. Per the reference listed below, the Marine will perform the following:

- (1) Create a work request.
- (2) Deliver the work request to the appropriate facilities maintenance department.
- (3) Maintain a system to track uncompleted work requests.

Prerequisite. None.

Reference

- Station Facilities Maintenance SOP

External Syllabus Support. None.

MAN-342 2.0 E M

Goal. Process a Prior Permission Required (PPR) request.

Requirement. Given a PPR tracking system and without the use of references, process a PPR request.

Performance Standards. With accuracy and per the reference listed below, the Marine will perform the following:

- (1) Receive information for a PPR.
- (2) Ensure the airfield is open and can accommodate the aircraft of the requesting agency.
- (3) Assign a PPR number.
- (4) Provide information to appropriate departments.

Prerequisite. None.

Reference

- AOM

External Syllabus Support. None.

MAN-343 2.0 E M

Goal. Research noise complaints.

Requirement. Given information obtained from a noise complaint

and without the use of references, research the complaint.

Performance Standards. With accuracy and per the reference listed below, the Marine will perform the following:

- (1) Determine which aircraft was flying in the area from which a complaint was received at the notified time.
- (2) Determine if the identified aircraft violated established procedures.
- (3) Forward information to appropriate agency.

Prerequisite. None.

Reference

- AOM

External Syllabus Support. None.

FPC-344

2.0 E M

Goal. Procure and maintain required publications, directives, charts, and supplies for pilot and branch personnel reference and use.

Requirement. Without the use of references, procure and maintain required publications, directives, charts, and supplies.

Performance Standard. With accuracy, the Marine will procure and maintain required publications, directives, charts, and supplies for pilot and branch personnel reference and use.

Prerequisite. None.

Reference. None.

External Syllabus Support

- Established mapping agency

RNG-345

1.0 E M

Goal. Maintain a range utilization data system.

Requirement. Given data from range operators and without the use of reference, maintain a range utilization data system.

Performance Standards. With accuracy, demonstrate the following:

- (1) Identify range ties scheduled and used.
- (2) Identify range times scheduled but not used.
- (3) Publish a statistical analysis of range utilization.

Prerequisite

- (1) RNG-264.

Reference

- AOM

External Syllabus Support. None.

RNG-346 1.0 E M

Goal. Publish range advisory.

Requirement. Given current information obtained from range controllers and without the use of references, publish a range advisory.

Performance Standard. With accuracy and per local SOPs, publish a report of up-to-date information concerning the range complex and operating areas.

Prerequisites

- (1) RNG-264.
- (2) RNG-345.

Reference

- AOM

External Syllabus Support. None.

134. FULL COMBAT QUALIFICATION TRAINING

1. Purpose. The Full Combat Qualification tier contains special skills. These skills are not prerequisite to combat qualification or the ability to function as combat leaders, but are those for which a certain number of trained individuals or crews must be maintained to accomplish special missions or tasks.

a. General

(1) Administrative Notes. None.

(2) Prerequisite. Marines will have successfully completed the previous stage of training and have achieved appropriate proficiency of events per paragraph 133.

b. Crew Requirements. None.

c. Academic Training. Appropriate academic training for this stage is depicted in paragraph 110.

d. Event Training

MAN-400 2.0 R B

Goal. Prepare and publish an Operations Order.

Requirement. Given the appropriate equipment and materials,

prepare and publish an Operations Order.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Gather information and assign responsibilities to the various staff sections to develop an Operations Order.
- (2) Place all information in the correct format and have the document typed.
- (3) Publish the document and monitor compliance.

Prerequisites

- (1) COR-208.
- (2) COR-209.
- (3) COR-211.
- (4) Appropriate security clearance when applicable.

Reference

- MCWP 5-1

External Syllabus Support

- MSTP web page

PUB-401 1.0 R B

Goal. Demonstrate proficiency in drafting unit directives.

Requirement. Given the appropriate equipment and materials, demonstrate proficiency in drafting unit directives.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Locate source documentation on subject matter.
- (2) Draft the applicable directive utilizing the commander's guidance.
- (3) Supervise the final draft of the directive.
- (4) Route the finished directive for signature.
- (5) Ensure document distribution.

Prerequisite

- (1) PUB-213.

Reference

- MCO 5215.1

External Syllabus Support. None.

FLD-402 1.0 R B

Goal. Conduct a monthly audit of a squadron Temporary Flight Order Program.

Requirement. Given the appropriate equipment and materials, conduct a monthly audit of a squadron Temporary Flight Order Program.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Ensure assignment letters are signed by the Commanding Officer only for all members.
- (2) Screen aircrew member flight time records to ensure flight minimums are met.
- (3) If flight time minimums are not met, determine banked hours to meet shortfalls.
- (4) Pay/recoup Hazardous Duty Incentive Pay, as required.

Prerequisites

- (1) FLD-308.
- (2) FLD-309.

Reference

- MCO 1326.2

External Syllabus Support. None.

ATC-403 1.0 R B

Goal. Validate airlift request for aircraft support.

Requirement. Given the appropriate equipment and materials, validate airlift request for aircraft support.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Receive and review an airlift request for accuracy and completeness.
- (2) Validate the request to ensure it meets the criteria for utilization of military aircraft.

Prerequisite. None.

Reference

- DoD 4515.13

External Syllabus Support. None.

ATC-404 1.0 R B

Goal. Input airlift request to the Joint Automated Logistics Information System (JALIS).

Requirement. Given the appropriate equipment and materials, input an airlift request to the JALIS.

Performance Standards. Per the references listed below, the Marine will:

- (1) Assign lift letter and correct Unit Identification Code (UIC).
- (2) Assign correct arrival and departure International Civil Aviation Organization (ICAO) codes.
- (3) Convert requested arrival and departure times from local time to Zulu time.
- (4) Assign appropriate Priority, Urgency, Justification and Category (PUJC) Codes.
- (5) Determine appropriate cargo codes, if required.
- (6) List VIP name/code, if required.

Prerequisite

- (1) ATC-403.

References

- MCO 4631.1
- JALIS User's Guide

External Syllabus Support. None.

ATC-405 1.0 R B

Goal. Prepare and analyze Logistical Flight Records (LFR) for submission to higher headquarters.

Requirement. Given the appropriate equipment and materials, prepare and analyze LFR for submission to higher headquarters.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Identify no-show flights and initiate corrective action to preclude future occurrences.
- (2) Identify discrepancies in passenger loads that are scheduled and flown.
- (3) Monitor aircraft utilization rates.

Prerequisites

- (1) COR-301.
- (2) COR-302.
- (3) ATC-404.

Reference

- MCO 4631.1

External Syllabus Support. None.

TAC-420

4.0 R F

Goal. Establish a Command Operations Center (COC) or Tactical Air Command Center (TACC).

Requirement. Given the appropriate equipment and materials, establish a COC or TACC.

Performance Standards. Per the references listed below, the Marine will:

- (1) Assign and train personnel to function in the COC/TACC.
- (2) Determine necessary equipment to sustain operations in the field and prepare equipment for embarkation.
- (3) Deploy assigned personnel and equipment when directed.

Prerequisites

- (1) TAC-325.
- (2) Appropriate security clearance.

References

- JP 1-0
- MCWP 3-25-3
- JP 5-0

External Syllabus Support. None.

ARM-421

1.0 R F

Goal. Input and retrieve data utilizing the capabilities of various command and control systems.

Requirement. Given the appropriate equipment and materials, input and retrieve data utilizing the capabilities of various command and control systems.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Provide user with real time graphical representation of

the position of friendly, hostile, and unknown sea, land, and air tracks.

- (2) Provide several Tactical Decision Aids (TDA) to assist the user in planning and analyzing routes, target areas, points of approach, and track history.

Prerequisites

- (1) TAC-237.
- (2) Appropriate security clearance.

References

- C2PC User's Manual
- TBMCS User's Manual
- JP 3-30
- MCWP 3-25-3

External Syllabus Support. None.

TAC-422

6.0

R

F

Goal. Prepare an Air Tasking Order/Integrated Tasking Order (ATO/ITO) utilizing the capabilities of TBMCS.

Requirement. Given the appropriate equipment and materials, prepare an ATO/ITO utilizing the capabilities of TBMCS.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Build ATO/ITO database.
- (2) Run Data Export.
- (3) Execute ATO check.
- (4) Transmit ATO to remote terminals.
- (5) Monitor and update status by unit, base, and theater.
- (6) Plan, distribute and edit an ATO/ITO.
- (7) Review and generate operational reports and execution

Prerequisites

- (1) ARM-421.
- (2) ARM-483.
- (3) TAC-484.
- (4) TAC-485.

Reference

- TBMCS User's Manual

External Syllabus Support. None.

ARM-423

1.0

R

F

Goal. Retrieve data via the Global Status of Resources Training System (GSORTS).

Requirement. Given the appropriate equipment and materials, retrieve data via the GSORTS.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Review originating unit SORTS reports to higher headquarters for inclusion into the Joint Chiefs of Staff (JCS) database.
- (2) Retrieve selected data from the database based upon user-defined criteria.
- (3) Prepare detailed visual briefs.

Prerequisites

- (1) ARM-322.
- (2) ARM-323.
- (3) Appropriate security clearance required.

Reference

- GCCS User's Guide

External Syllabus Support. None.

ATC-424

1.0

R

F

Goal. Prepare requests for U. S. Air Force strategic aerial refueling to the Air Mobility Command's Receiver Interactive Planning System (RIPS2)/Aerial Refueling Management System (ARMS).

Requirement. Given the appropriate equipment and materials, prepare requests for USAF strategic aerial refueling to the Air Mobility Command's RIPS2/ARMS.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Receive requests from fixed wing squadrons for USAF KC-10/KC-135 tanker aircraft.
- (2) Determine dual role requirements if applicable.
- (3) Ensure that requests meet USAF requirements for a

tanker mission request.

- (4) Input planning data using RIPS2 software on a quarterly basis and act as a liaison between USMC receiver squadrons and USAF tanker units.

Prerequisite. None.

Reference

- RIPS2 User's Manual

External Syllabus Support. None.

MAN-435

1.0

R

M

Goal. Maintain an Airfield Vehicle Driving License system.

Requirement. With the use of references, maintain an Airfield Vehicle Driving License system.

Performance Standards. Per the references listed below, the Marine will perform the following:

- (1) Prepare and conduct a course on driving and communication procedures while on runways and taxiways.
- (2) Test required personnel.

Prerequisite. None.

References

- NAVAIR 00-80T-114
- AOM

External Syllabus Support. None.

MAN-436

1.0

R

M

Goal. Process a landing request for a civilian aircraft.

Requirement. Given a non-emergency request to land a civilian aircraft at a military airfield and a list of civilians and agencies licensed by the DoD to land at military installations and without the use of references.

Performance Standards. Per the reference listed below, the Marine will demonstrate the following:

- (1) Determine that a pilot or an agency is currently licensed to land at a DOD facility.
- (2) Submit a request for a non-licensed pilot or agency to land.
- (3) Require Pilots of non-licensed aircraft who receive verbal authority to land to complete and sign a Hold Harmless Agreement.

Prerequisite

- (1) MAN-342.

References

- AOM

External Syllabus Support. None.

MAN-437

2.0 R M

Goal. Maintain an Airfield Operations Manual (AOM).

Requirement. Given the references and updated information concerning the airfield, maintain an AOM.

Performance Standards. Per the references listed below, the Marine will perform the following:

- (1) Make corrections to the current AOM.
- (2) If appropriate, publish a new AOM.

Prerequisite

- (1) PUB-213.

References

- FAR Part 139
- OPNAVINST 3710.7
- AOM

External Syllabus Support. None.

MAN-438

1.0 E M

Goal. Identify airfield operating hours.

Requirement. Given a request to alter published airfield operating hours and without the use of references, identify airfield operating hours.

Performance Standards. Per the reference listed below, the Marine will:

- (1) Publish a message.
- (2) Issue a NOTAM.
- (3) If appropriate, notifying all interested agencies of a change to the published operating hours.

Prerequisite. None.

References

- AOM

External Syllabus Support. None.

170. PROFICIENCY INTERVALS. Tables 14 thru 19 list the proficiency intervals for MOS 7041 Aviation Operations Specialist (MCAS, MCAF, MWSS, Flight Support, SQDN, MAG, Wing) Combat Readiness, Combat Qualification, and Full Combat Qualification training levels.

Table 14.--AOS Proficiency Interval For The Combat Ready Training Level.

(MCAS/MCAF/MWSS)

| EVENT | CODE | HOURS | PROFICIENCY INTERVAL | CRP | R | E | CONDITIONS & REMARKS |
|--------------|------|-------------|----------------------|-------------|---|---|----------------------|
| MAN | 200 | 1.0 | 12 | 0.5 | | X | B |
| MAN | 201 | 1.0 | 12 | 0.5 | | X | B |
| MAN | 202 | 2.0 | 12 | 0.5 | | X | B |
| MAN | 203 | 1.0 | 12 | 0.5 | | X | B |
| CPU | 204 | 3.0 | 12 | 0.5 | | X | B |
| CPU | 205 | 6.0 | 12 | 0.5 | | X | B |
| FPC | 206 | 1.0 | 12 | 0.5 | | X | B |
| COR | 208 | 1.0 | 12 | 0.5 | | X | B |
| COR | 209 | 0.5 | 12 | 0.5 | X | | B |
| COR | 210 | 1.0 | 12 | 0.5 | X | | B |
| COR | 211 | 0.5 | 12 | 0.5 | X | | B |
| COR | 212 | 1.0 | 12 | 0.5 | X | | B |
| PUB | 213 | 1.0 | 12 | 0.5 | X | | B |
| ARM | 214 | 1.0 | 12 | 0.5 | X | | B |
| CPU | 215 | 3.5 | 12 | 0.5 | | X | B |
| MAN | 250 | 1.0 | 12 | 0.5 | X | | M |
| MAN | 251 | 1.0 | 12 | 0.5 | | X | M |
| MAN | 252 | 1.0 | 12 | 0.5 | | X | M |
| MAN | 253 | 2.0 | 12 | 0.5 | | X | M |
| MAN | 254 | 1.0 | 12 | 0.5 | | X | M |
| FPC | 255 | 3.0 | 12 | 0.5 | | X | M |
| FPC | 256 | 3.0 | 12 | 0.5 | | X | M |
| FPC | 257 | 2.0 | 12 | 0.5 | | X | M |
| FPC | 258 | 2.0 | 12 | 0.5 | | X | M |
| FPC | 259 | 2.0 | 12 | 0.5 | | X | M |
| FPC | 260 | 0.5 | 12 | 1.5 | | X | M |
| MIS | 261 | 2.0 | 12 | 1.5 | | X | M |
| MIS | 262 | 2.0 | 12 | 1.5 | | X | M |
| RNG | 263 | 1.0 | 12 | 1.5 | | X | M |
| RNG | 264 | 2.0 | 12 | 1.5 | | X | M |
| TOTAL | | 50.0 | | 20.0 | | | |

Table 15.--AOS Proficiency Interval For The Combat Qualification Training Level.

(MCAS/MCAF/MWSS)

| EVENT | CODE | HOURS | PROFICIENCY INTERVAL | CRP | R | E | CONDITIONS & REMARKS |
|--------------|------|-------------|----------------------|-------------|---|---|----------------------|
| COR | 301 | 0.5 | 12 | 0.5 | X | | B |
| COR | 302 | 1.0 | 12 | 0.5 | X | | B |
| COR | 303 | 1.5 | 12 | 0.5 | X | | B |
| COR | 304 | 1.0 | 12 | 0.5 | X | | B |
| COR | 305 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 306 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 307 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 308 | 3.0 | 12 | 0.5 | X | | B |
| FLD | 309 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 310 | 1.0 | 12 | 1.5 | X | | B |
| MAN | 340 | 2.0 | 12 | 1.0 | | X | M |
| MAN | 341 | 2.0 | 12 | 1.0 | | X | M |
| MAN | 342 | 2.0 | 12 | 1.0 | | X | M |
| MAN | 343 | 2.0 | 12 | 1.5 | | X | M |
| FPC | 344 | 2.0 | 12 | 1.5 | | X | M |
| RNG | 345 | 1.0 | 12 | 1.5 | | X | M |
| TNG | 346 | 1.0 | 12 | 1.5 | | X | M |
| TOTAL | | 24.0 | | 15.0 | | | |

Table 16.--AOS Proficiency Interval For The Full Combat Qualification Training Level.

(MCAS/MCAF/MWSS)

| EVENT | CODE | HOURS | PROFICIENCY INTERVAL | CRP | R | E | CONDITIONS & REMARKS |
|--------------|------|-------------|----------------------|------------|---|---|----------------------|
| MAN | 400 | 2.0 | 12 | 0.5 | X | | B |
| PUB | 401 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 402 | 1.0 | 12 | 0.5 | X | | B |
| ATC | 403 | 1.0 | 12 | 0.5 | X | | B |
| ATC | 404 | 1.0 | 12 | 0.5 | X | | B |
| ATC | 405 | 1.0 | 12 | 0.5 | X | | B |
| ATC | 435 | 1.0 | 12 | 0.5 | X | | M |
| MAN | 436 | 1.0 | 12 | 0.5 | X | | M |
| MAN | 437 | 2.0 | 12 | 0.5 | X | | M |
| MAN | 438 | 1.0 | 12 | 0.5 | | X | M |
| TOTAL | | 12.0 | | 5.0 | | | |

Table 17.--AOS Proficiency Interval For The Combat Ready Training Level.

(Flight Support/SQDN/MAG/Wing)

| EVENT | CODE | HOURS | PROFICIENCY INTERVAL | CRP | R | E | CONDITIONS & REMARKS |
|--------------|------|-------------|----------------------|-------------|---|---|----------------------|
| MAN | 200 | 1.0 | 12 | 0.5 | | X | B |
| MAN | 201 | 1.0 | 12 | 0.5 | | X | B |
| MAN | 202 | 2.0 | 12 | 0.5 | | X | B |
| MAN | 203 | 1.0 | 12 | 0.5 | | X | B |
| CPU | 204 | 3.0 | 12 | 0.5 | | X | B |
| CPU | 205 | 6.0 | 12 | 0.5 | | X | B |
| FPC | 206 | 1.0 | 12 | 0.5 | | X | B |
| COR | 208 | 1.0 | 12 | 0.5 | | X | B |
| COR | 209 | 0.5 | 12 | 0.5 | X | | B |
| COR | 210 | 1.0 | 12 | 0.5 | X | | B |
| COR | 211 | 0.5 | 12 | 0.5 | X | | B |
| COR | 212 | 1.0 | 12 | 0.5 | X | | B |
| PUB | 213 | 1.0 | 12 | 0.5 | X | | B |
| ARM | 214 | 1.0 | 12 | 0.5 | X | | B |
| CPU | 215 | 3.5 | 12 | 0.5 | | X | B |
| MAN | 225 | 3.0 | 12 | 0.5 | X | | F |
| MAN | 226 | 1.0 | 12 | 1.0 | X | | F |
| MAN | 227 | 2.0 | 12 | 1.0 | X | | F |
| MAN | 228 | 1.0 | 12 | 1.0 | X | | F |
| MAN | 229 | 2.0 | 12 | 1.0 | X | | F |
| FPC | 230 | 1.0 | 12 | 1.0 | X | | F |
| FPC | 231 | 1.0 | 12 | 1.0 | X | | F |
| FPC | 232 | 2.0 | 12 | 1.0 | X | | F |
| FPC | 233 | 1.0 | 12 | 1.0 | X | | F |
| FPC | 234 | 2.0 | 12 | 1.0 | | | F |
| MIS | 235 | 1.0 | 12 | 1.0 | X | | F |
| MIS | 236 | 2.0 | 12 | 1.0 | X | | F |
| RNG | 237 | 4.0 | 12 | 1.0 | X | | F |
| TOTAL | | 47.5 | | 20.0 | | | |

Table 18.--AOS Proficiency Interval For The Combat Qualification Training Level.

(Flight Support/SQDN/MAG/Wing)

| EVENT | CODE | HOURS | PROFICIENCY INTERVAL | CRP | R | E | CONDITIONS & REMARKS |
|-------|------|-------|----------------------|-----|---|---|----------------------|
| COR | 301 | 0.5 | 12 | 0.5 | X | | B |
| COR | 302 | 1.0 | 12 | 0.5 | X | | B |
| COR | 303 | 1.5 | 12 | 0.5 | X | | B |
| COR | 304 | 1.0 | 12 | 0.5 | X | | B |
| COR | 305 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 306 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 307 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 308 | 3.0 | 12 | 0.5 | X | | B |
| FLD | 309 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 310 | 1.0 | 12 | 1.5 | X | | B |

| EVENT | CODE | HOURS | PROFICIENCY INTERVAL | CRP | R | E | CONDITIONS & REMARKS |
|--------------|------|-------------|----------------------|-------------|---|---|----------------------|
| FLD | 320 | 2.0 | 12 | 1.5 | X | | F |
| ARM | 321 | 1.0 | 12 | 1.5 | X | | F |
| ARM | 322 | 1.0 | 12 | 1.5 | X | | F |
| ARM | 323 | 2.0 | 12 | 1.5 | X | | F |
| ARM | 324 | 1.0 | 12 | 1.5 | X | | F |
| TAC | 325 | 2.0 | 12 | 1.5 | X | | F |
| TOTAL | | 21.0 | | 15.0 | | | |

Table 19.--AOS Proficiency Interval For The Full Combat Qualification Training Level.

(Flight Support/SQDN/MAG/Wing)

| EVENT | CODE | HOURS | PROFICIENCY INTERVAL | CRP | R | E | CONDITIONS & REMARKS |
|--------------|------|-------------|----------------------|------------|---|---|----------------------|
| MAN | 400 | 2.0 | 12 | 0.5 | X | | B |
| PUB | 401 | 1.0 | 12 | 0.5 | X | | B |
| FLD | 402 | 1.0 | 12 | 0.5 | X | | B |
| ATC | 403 | 1.0 | 12 | 0.5 | X | | B |
| ATC | 404 | 1.0 | 12 | 0.5 | X | | B |
| ATC | 405 | 1.0 | 12 | 0.5 | X | | B |
| ARM | 420 | 4.0 | 12 | .25 | X | | F |
| ARM | 421 | 1.0 | 12 | .25 | X | | F |
| ARM | 422 | 6.0 | 12 | 0.5 | X | | F |
| ARM | 423 | 1.0 | 12 | 0.5 | X | | F |
| ATC | 424 | 1.0 | 12 | 0.5 | X | | F |
| TOTAL | | 20.0 | | 5.0 | | | |

180. EVENT UPDATE CHAINING. Table 20 lists the event update chaining for the Aviation Operations Specialist, MOS 7041.

Table 20.--Aviation Operations Specialist Training Update Chaining.

| EVENTS | EVENTS UPDATED |
|--------|-------------------------|
| 209 | 208 |
| 210 | 209 |
| 211 | 210, 209, 208 |
| 212 | 211, 210, 209, 208 |
| 228 | 227 |
| 229 | 228, 228, 227 |
| 231 | 229, 228, 227 |
| 232 | 231, 229, 228, 227 |
| 233 | 232, 231, 229, 228, 227 |
| 235 | 234 |
| 236 | 234, 235, 234 |
| 251 | 250 |
| 252 | 251, 250 |
| 256 | 255 |
| 257 | 255, 256 |
| 258 | 257, 256, 255 |

| EVENTS | EVENTS UPDATED |
|---------------|---|
| 259 | 258, 257, 256, 255 |
| 260 | 252, 251, 250 |
| 261 | 260, 252, 251, 250 |
| 262 | 261 |
| 264 | 263 |
| 301 | 236, 235, 234, 212, 211, 209, 208 |
| 302 | 301, 235, 234, 212, 211, 209, 208 |
| 304 | 302, 301, 235, 234, 212, 211, 209, 208 |
| 306 | 229, 228, 227 |
| 308 | 307 |
| 309 | 308, 307 |
| 310 | 230 |
| 320 | 233, 232, 231, 229, 228, 227 |
| 321 | 214 |
| 325 | 237 |
| 340 | 252, 251, 250 |
| 345 | 264, 263 |
| 346 | 345, 264, 263 |
| 400 | 211, 210, 209, 208 |
| 401 | 400, 211, 210, 209, 208 |
| 402 | 309, 308, 307 |
| 404 | 403 |
| 420 | 325, 237 |
| 421 | 420, 325, 237 |
| 422 | 421, 420, 325, 237 |
| 423 | 323, 322 |
| 435 | 253 |
| 436 | 257, 256, 255 |
| 437 | 344, 301, 250, 251, 236, 235, 234, 212, 211, 209, 208 |