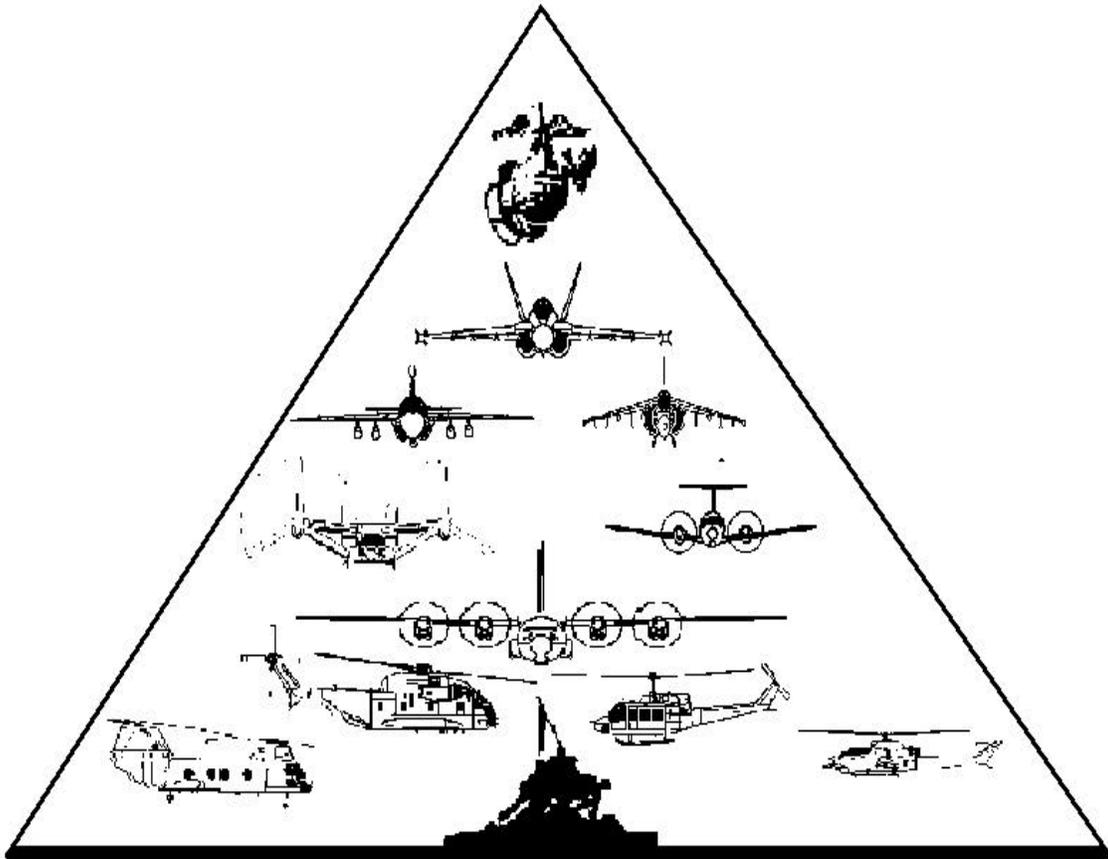


**ORGANIZATIONAL & INTERMEDIATE LEVEL  
MAINTENANCE FUNCTIONAL AREA TRAINING**

***DRAFT***



**OMA/IMA-CTPL LESSON GUIDES**

# ORGANIZATIONAL & INTERMEDIATE LEVEL MAINTENANCE FUNCTIONAL AREA TRAINING

- A.01 TECHNICAL MANUAL PROGRAM
- A.02 NUMBERING, INDEXING, & SECURITY CLASSIFICATION OF PUBLICATIONS
- A.03 REQUESTING & DISTRIBUTION OF PUBLICATIONS
- A.04 ESTABLISHING, MAINTAINING, & CONTROLLING A TECHNICAL PUBLICATION LIBRARY
- A.05 INVENTORY CONTROL
- A.06 AUDIT PROCEDURES
- A.07 TECHNICAL MANUAL DEFICIENCY REPORTING PROGRAMS

**DRAFT**

**OMA/IMA-CTPL LESSON GUIDES**



A. LECTURE NUMBER : OMA/IMA-CTPL A.01

B. TIME : 1.0 Hours

C. DATE PREPARED : 31 Mar 04

D. DATE REVIEWED : On separate sheet

E. TITLE : Technical Manual Program

F. OBJECTIVE : Student will be able to demonstrate/apply knowledge of the Naval Air Systems Command Technical Publication System.

G. INSTRUCTIONAL AIDES :

H. REFERENCES :

1. NAVAIR 00-25-100, Naval Air Systems Command Technical Publication System

I. PRESENTATION :

1. Discuss the types of technical manuals.
2. Discuss conventional technical manual formats.
3. Discuss the work package technical manual formats.

J. SUMMARY : During this period of instruction we covered the Naval Air Systems Command Technical Publication System.

K. QUESTION AND ANSWERS :

**DRAFT**



- A. LECTURE NUMBER:** OMA/IMA-CTPL A.02
- B. TIME:** 1.0 Hours
- C. DATE PREPARED:** 31 Mar 04
- D. DATE REVIEWED:** On separate sheet
- E. TITLE:** Numbering, Indexing, and Security  
Classification of Publications
- F. OBJECTIVE:** Student will be able to identify/apply knowledge of  
Numbering, Indexing, and Security Classification of  
Publications.
- G. INSTRUCTIONAL AIDES:**
- H. REFERENCES:**
1. NAVAIR 00-25-100, Naval Air Systems Command Technical Publication System
  2. NAVSUP 2002, Navy Stock List of Publications and Forms
  3. NAVAIR 00-500 Series, Applicability Manuals
  4. NAVAIR 00-700, Airborne Weapons/Stores Publication Index
  5. NAVAIR 00-25-501, Technical Manuals and Technical Directives Distribution Listing
  6. T.O. 00-5-1, Air Force Technical Order System
- I. PRESENTATION:**
1. Discuss the technical manual number identification system.
  2. Discuss the Naval Aeronautical Publication Index (NAPI).
  3. Discuss the Navy Stock List of Publications and Forms.
  4. Discuss the Equipment Applicability List.
  5. Discuss the Airborne Weapons/Stores Publication Index.
  6. Discuss the Technical Manuals and Technical Directives Distribution Listing.
  7. Discuss the safeguarding of classified technical manuals.
  8. Discuss identifying classified manuals.
  9. Discuss the security classification changes.
  10. Discuss the security classification management.
  11. Discuss numbering T.O. Manual.
- J. SUMMARY:** During this period of instruction we covered  
Numbering, Indexing, and Security Classification of  
Publications.
- K. QUESTION AND ANSWERS:**

**DRAFT**



- A. LECTURE NUMBER:** OMA/IMA-CTPL A.03
- B. TIME:** 1.0 Hours
- C. DATE PREPARED:** 31 Mar 04
- D. DATE REVIEWED:** On separate sheet
- E. TITLE:** Requesting and Distribution of Publications
- F. OBJECTIVE:** Student will be able to demonstrate/apply knowledge of Requesting and Distribution of Publications.
- G. INSTRUCTIONAL AIDES:** 
- H. REFERENCES:**
1. NAVAIR 00-25-100, Naval Air Systems Command Technical Publication System
  2. T.O. 00-5-2, Air Force Technical Order Distribution System
- I. PRESENTATION:**
1. Discuss the initial outfitting letter.
  2. Discuss the automatic distribution requirements list.
  3. Discuss the NATSF TPL Program.
  4. Discuss the packaging and distribution of classified materials.
  5. Discuss the ordering of technical directives and manuals.
  6. Discuss the MILSTRIP/DASS preparation.
  7. Discuss the follow-up request.
  8. Discuss the cancellation message.
  9. Discuss the Specification and Standards Requisition, DPSDO 4121.
  10. Discuss the USAF T.O. Publication Request, AFTO Form 22.
  11. Discuss the USAF T.O. Publication Request, AFTO Form 187.
  12. Discuss the USAF T.O. Code Assignment Request, AFTO Form 43.
  13. Discuss the USAF T.O. Change Request, AFTO Form 276.
- J. SUMMARY:** During this period of instruction we covered Requesting and Distribution of Publications.
- K. QUESTION AND ANSWERS :**



**DRAFT**

- A. **LECTURE NUMBER:** OMA/IMA-CTPL A.04
- B. **TIME:** 1.0 Hours
- C. **DATE PREPARED:** 31 Mar 04
- D. **DATE REVIEWED:** On separate sheet
- E. **TITLE:** Establishing, Maintaining, and Controlling a Technical Publications Library
- F. **OBJECTIVE:** Student will be able to demonstrate/apply knowledge of Establishing, Maintaining, and Controlling a Technical Publications Library.
- G. **INSTRUCTIONAL AIDES:**
- H. **REFERENCES:**
1. NAVAIR 00-25-100, Naval Air Systems Command Technical Publication System
  2. OPNAVINST 5510.1, The Department of the Navy Information Security Program Regulation Manual
- I. **PRESENTATION:**
1. Discuss the centralized library.
  2. Discuss the dispersed library.
  3. Discuss the control stamp.
  4. Discuss the publication binders.
  5. Discuss the dead file.
  6. Discuss the transaction file.
  7. Discuss the requisition file.
  8. Discuss the storage of binders.
  9. Discuss the storage of MRC Decks.
  10. Discuss the storage of non-standard sized manual.
  11. Discuss the numbering and identification of publication binders.
  12. Discuss the control of technical directives.
  13. Discuss the control of classified publications.
  14. Discuss the control of Local Command Procedures.
  15. Discuss the ATIS (CD-ROM).
- J. **SUMMARY:** During this period of instruction we covered Establishing, Maintaining, and Controlling a Technical Publications Library.
- K. **QUESTION AND ANSWERS:**



- A. LECTURE NUMBER:** OMA/IMA-CTPL A.05
- B. TIME:** 1.0 Hours
- C. DATE PREPARED:** 31 Mar 04
- D. DATE REVIEWED:** On separate sheet
- E. TITLE:** Inventory Control
- F. OBJECTIVE:** Student will be able to demonstrate/apply knowledge of Inventory Control.
- G. INSTRUCTIONAL AIDES:**
- H. REFERENCES:**
1. NAVAIR 00-25-100, Naval Air Systems Command Technical Publication System
  2. T.O. 00-5-1, Air Force Technical Order System
- I. PRESENTATION:**
1. Discuss the incorporation of changes.
  2. Discuss the incorporation of revisions.
  3. Discuss the incorporation of Rapid Action Changes.
  4. Discuss the Change Entry Certification Record (CECR).
  5. Discuss the CECR two/five day tickler files.
  6. Discuss the CECR follow up on Part 2.
- J. SUMMARY:** During this period of instruction we covered Inventory Control.
- K. QUESTION AND ANSWERS:**

**DRAFT**



- A. LECTURE NUMBER:** OMA/IMA-CTPL A.06
- B. TIME:** 1.0 Hours
- C. DATE PREPARED:** 31 Mar 04
- D. DATE REVIEWED:** On separate sheet
- E. TITLE:** Audit Procedures
- F. OBJECTIVE:** Student will be able to demonstrate/apply knowledge of Audit Procedures.
- G. INSTRUCTIONAL AIDES:**
- H. REFERENCES:**
1. NAVAIR 00-25-100, Naval Air Systems Command Technical Publication System
- I. PRESENTATION:**
1. Discuss the preliminary Central Library audit.
  2. Discuss the Central Library audit process.
  3. Discuss the Central Library post audit action.
  4. Discuss the Dispersed Library audit.
  5. Discuss the Dispersed Library publication storage.
  6. Discuss the Dispersed Library review of CECR Part 2.
  7. Discuss the Dispersed Library Type 1A, 1B and II Rapid Action Change proper annotations.
  8. Discuss the training and assistance of work center supervisors and the Dispersed Library control of assigned publications.
  9. Discuss the training and assistance of work center supervisors and the Dispersed Library storage identification of publications.
  10. Discuss the training and assistance of work center supervisors and the Dispersed Library CECR file.
  11. Discuss the training and assistance of work center supervisors and the Dispersed Library Dispersed Library Type 1A, 1B and II Rapid Action Change proper annotations.
- J. SUMMARY:** During this period of instruction we covered Audit Procedures
- K. QUESTION AND ANSWERS:**

**DRAFT**



- A. **LECTURE NUMBER:** OMA/IMA-CTPL A.07
- B. **TIME:** 1.0 Hours
- C. **DATE PREPARED:** 31 Mar 04
- D. **DATE REVIEWED:** On separate sheet
- E. **TITLE:** Technical Publication Deficiency Reporting (TPDR) System
- F. **OBJECTIVE:** Student will be able to demonstrate/apply knowledge of the Technical Publication Deficiency Reporting (TPDR) System.
- G. **INSTRUCTIONAL AIDES:**
- H. **REFERENCES:**
1. NAVAIR 00-25-100, Naval Air Systems Command Technical Publication System
  2. T.O. 00-5-1, Air Force Technical Order System
- I. **PRESENTATION:**
1. Discuss the Technical Publication Deficiency Reporting (TPDR) System.
  2. Discuss Technical Publication Deficiency Reporting (TPDR) System follow up action.
  3. Discuss the Air Force Technical Order System Publication Improvement Report and Reply Form.
- J. **SUMMARY:** During this period of instruction we covered the Technical Publication Deficiency Reporting (TPDR) System.
- K. **QUESTION AND ANSWERS:**

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