

MARINE CORPS ORDER 1510.74A

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR AVIATION
SUPPLY (OCCFLD) 66

Ref: (a) MCO 3501 Series (MCCRES)
(b) MCO P1200.7P (MOS MANUAL)
(c) MCO 1510.34A
(d) MCO 1553.1B
(e) MCO 1553.2
(f) MCO 1553.3

Encl: (1) Components of an ITS
(2) ITS Management
(3) Index of Tasks by Training Location, Level of
Training, Sustainment, and Grade to Standard
(4) Common ITS Listing
(5) Training Support
(6) Individual Training Standards for Aviation Supply
(OccFld) 66

1. Purpose. To publish the ITS System for OccFld 66.
2. Cancellation. MCO 1510.74.
3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign responsibilities for applying the Systems Approach to Training (SAT).

b. ITSs establish training standards for all Marines in the same occupational field (OccFld). They are the foundation on which to build training. ITSs are identified qualitative training requirements that govern formal school training and provide rationale to establish courses of instruction. They are also used by unit commanders to provide training for individual Marines and to design training plans.

c. ITSs are derived from Mission Performance Standards which come from combat requirements of the Operating Forces. Changes to doctrine, force structure, and the introduction of new equipment and information systems will require revision of this Order on a regular basis.

4. Summary of Revision. Extensive changes have been made to this Order and it should be reviewed in its entirety.

5. Information

a. ITSs are used by school and unit commanders to design, develop, conduct, and evaluate the individual training of Marines. School directors will derive Terminal Learning Objectives (TLO) from the tasks, conditions, standards, and references set forth herein. Task lists reported by formal schools on Course Descriptive Data (CDD) submissions will consist of task titles contained in this Order that are designated for training at formal schools. Unit commanders can use the tasks contained in this Order as the basis of individual training in their long-range, mid-range, and short-range training plans.

b. The ITS system for OccFld 66 contains the following:

(1) Enclosure (1) contains the components of an ITS.

(2) Enclosure (2) sets forth the ITS management, as it relates to use and maintenance.

(3) Enclosure (3) is an index of tasks by training location, level of training, sustainment, and grade to standard.

(4) Enclosure (4) is a listing of tasks common to two or more MOSs in OccFld 66.

(5) Enclosure (5) lists training support in four categories:

(a) Appendix A, Training Devices, Simulators, and Training Aids.

(b) Appendix B, Training Equipment.

(c) Appendix C, Ammunition, Explosives, and Pyrotechnics.

(d) Appendix D, Training Materials.

(6) Enclosure (6) lists ITSs for each MOS in OccFld 66.

6. Action

a. Commanding General, Marine Corps Combat Development Command (MCCDC)

(1) Ensure that all schools use this Order to train personnel to the standards required of their grade and MOS.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Force and Supporting Establishment Commanders, and MOS/OccFld sponsors.

(4) Ensure coordination occurs with the Commander, Marine Corps Systems Command (MARCORSYSCOM).

b. Commanding Generals of the Marine Forces and Supporting Establishment Commands; and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual Aviation Supply MOS training.

(2) Conduct managed on-the-job training (MOJT) in command training plans for Aviation Supply support of unit mission requirements as follows:

(a) Initial training for tasks not previously trained to standard at formal school.

(b) Sustainment of previously taught tasks which require refresher training.

7. Submission of Recommendations and Requirements.

Recommendations concerning the contents of this Order are invited. Submit recommendations for change and recommended training requirements to the Commanding General, MCCDC (C 461) via the appropriate chain of command.

8. Mobilization. All ITSs in this Order will remain in effect during mobilization.

MCO 1510.74A

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

K. T. HOLCOMB
By direction

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COMPONENTS OF AN ITS

1. General. ITSs contain six components; task, condition(s), standard, performance steps, reference(s), and administrative instructions.

2. Alphanumeric System. Each ITS is identified by the MOS followed by a series of numbers which identify the Duty Area and Task.

a. The MOS is identified by four Arabic numbers. The four numbers are the ones assigned to the MOS in the MCO P1200.7 (MOS Manual). For the Aviation Supply Clerk MOS, the numeric designators would be 6672.X.X.

b. Duty areas are identified by ascending Arabic numerals and are numbered consecutively by MOS. The designator for the first duty area under MOS 6672 would be 6672.1.X.

c. Tasks within a duty area are numbered consecutively. The first task under the first duty area of MOS 6672 is numbered 6672.1.1. The second task under the third duty area of MOS 6672 is numbered 6672.3.2, and so forth.

3. ITS Components

a. Task. The task describes what a Marine has to do. It is a clearly stated, performance oriented action requiring a learned skill. Knowledge or enrichment topics which are required for the performance of a specific task are included in the administrative instructions. This type of information may very well comprise a separate class with its own TLO/ELO, but is not a separate task.

b. Condition(s). The conditions set forth the real world or wartime circumstances in which the tasks are to be performed. This element of an ITS underscores "realism" in training. When resources or safety requirements limit the conditions, this should be stated. It is important to understand that the conditions set forth in this Order are the minimum, and may be adjusted when applicable.

c. Standard. A standard is inviolate. It is not guidance, but a very carefully worded statement which sets the proficiency level expected when the task is performed. The standard should summarize the performance steps.

d. Performance Steps. There must be at least two performance steps for each task. Performance steps specify actions required to fulfill the proficiency established by the standard.

e. Reference(s). Reference(s) are doctrinal publications which provide the authority vested in the performance steps and references. References should be publications which are readily available.

f. Administrative Instructions. Administrative instructions provide the trainer/instructor with special circumstances relating to the ITS such as safety, real world limitations, and knowledge or enrichment topics which may be a prerequisite to successful accomplishment of the ITS.

ITS MANAGEMENT

1. ITS Use

a. ITSs are the basis for all individual training in units and formal schools. ITSs are written for every MOS and they specify critical skills that units require of Marines to achieve as individuals in support of the unit combat missions as defined in the unit Mission Essential Task List (METL).

b. Formal school commanders are responsible for providing instruction based on ITSs designated for formal school instruction. The formal school designated tasks are to be listed in item number 24 of the Course Descriptive Data.

c. ITSs provide measures of performance that can be used by unit commanders to both diagnose individual deficiencies and to design training. Noted deficiencies should be scheduled for remediation on future unit training plans or individual OJT as appropriate.

d. Marines should continue to receive instruction on ITSs that support their unit's METL until standards are met. Individual training cannot and should not cease upon graduation from a formal school in as much as the formal school cannot completely prepare Marines to serve in all the possible billets to which they may be assigned. Individuals should be given opportunities to gain experience and responsibilities as quickly as they are able.

2. ITS Maintenance

a. ITSs extend from the threat to Marine forces. Changes which occur in the threat (new weapons/equipment and doctrine) often affect Marines' jobs. This may require new or updated training standards. Revised ITSs occur as a team effort of the formal schools, the operating forces, Marine Corps Combat Development Command, and staff agencies at Headquarters, U.S. Marine Corps.

b. ITSs are ultimately validated as they are used by school directors and unit commanders. Changes can be initiated by units via the chain of command, schools, or higher headquarters. Course Content Review Boards (CCRB) conducted by the formal schools are particularly well suited for recommending revisions. Submitting findings as justification with a revised CDD is the preferred method for formal schools to obtain authority to depart from published ITS. ITSs will normally be revised at least every four years or as needed.

c. ITS users are invited and encouraged to criticize ITSs, regarding how well they support or fail to support a particular MOS. Specific components of an ITS should also be examined for realism and pertinence. ITS Management is dynamic. User maintenance is the key to refining standards which best serve unit missions.

INDEX OF TASKS BY TRAINING LOCATION, LEVEL OF TRAINING,
SUSTAINMENT, AND GRADE TO STANDARD

1. This enclosure identifies where ITSS are taught, Training Location; the Level of Training regarding proficiency, "P" for preliminary, not to standard, and "S" for trained to standard; and the lowest grade required to demonstrate proficiency in each ITS.
2. The Training Location is either Formal School (FS) or MOJT.
3. Sustainment training is always the responsibility of the unit commander. The number in the MOJT column represents the number of months between evaluation or retraining to maintain the proficiency required by the standard.

TASK NUMBER	TASK	FS	MOJT SUST	Grade
MOS 6602, AVIATION SUPPLY OFFICER				
6602.1.1	MONITOR THE MAINTENANCE OF APPLICABLE LETTERS OF RELIEF, APPOINTMENT, TURNOVER, AND REVOCAATION	P	S/01	2DLT
6602.1.2	MONITOR THE MANNING AND ASSIGNMENT PROCESS FOR THE MALS		S/06	MAJ
6602.1.3	REPRESENT THE MARFOR/MAG/ACE COMMANDING OFFICER FOR AVIATION LOGISTICS CONCERNS		S/06	MAJ
6602.1.4	DEMONSTRATE PROFICIENCY IN STAFF COMMUNICATIONS	P	S/12	2DLT
6602.1.5	USE STANDARD OFFICE AUTOMATION FOR WORD PROCESSING, GRAPHICS DISPLAYS, DATA BASE MANAGEMENT, AND SPREADSHEET REPORTS	P	S/12	2DLT
6602.2.1	ASSIST IN MONITORING THE OVERALL FUNCTIONING OF THE AVIATION SUPPLY DEPARTMENT (ASD)	P	S/12	2DLT
6602.2.2	MONITOR/REVIEW SPECIFIC OPLAN'S FOR AVIATION SUPPORT REQUIREMENTS	P	S/12	2DLT

TASK NUMBER	TASK	FS	MOJT SUST	Grade
6602.2.3	PROVIDE MARINE AVIATION LOGISTICS SUPPORT PLAN (MALSP) REQUIREMENTS INTO THE MAGTF II/LOGAIS SYSTEMS	P	S/03	2DLT
6602.2.4	PLAN INTEGRATION OF THE AVIATION LOGISTICS ELEMENTS	P	S/24	CAPT
6602.2.5	PROVIDE MAG COMMANDING OFFICER STATUS OF MALS LOGISTICS OPERATIONS		S/03	CAPT
6602.2.6	PREPARE UNIT FOR SUPPLY INSPECTIONS/ANALYSES/AUDITS	P	S/12	2DLT
6602.2.7	ENSURE THE ACCOUNTABILITY AND CONTROL OF AVIATION SUPPLY OFFICER STORES	P	S/12	CAPT
6602.3.1	MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY MANAGEMENT DIVISION (SMD)	S	12	2DLT
6602.3.2	ASSIST THE AVIATION SUPPLY OFFICER IN THE DEPLOYMENT OF AVIATION SUPPLY ELEMENTS	P	S/12	2DLT
6602.3.3	COORDINATE THE EMBARKATION PLAN FOR AVIATION SUPPLY DEPARTMENT	P	S/12	2DLT
6602.3.4	COORDINATE CORRECTIVE ACTIONS ON INTERNAL/EXTERNAL INSPECTIONS	S	12	2DLT
6602.4.1	ENSURE THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SQUADRON SUPPORT DIVISION (SSD)	S	12	2DLT
6602.4.2	ENSURE CUSTODY AND CONTROL OF ALL AVIATION-RELATED CUSTODIAL MATERIEL	S	12	2DLT
6602.5.1	ENSURE THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY ACCOUNTING DIVISION (SAD)	P	S/12	2DLT
6602.5.2	PREPARE, REVIEW, AND SUBMIT BUDGET REQUESTS (ANNUAL AND MID-YEAR)	P	S/12	2DLT

TASK NUMBER	TASK	FS	MOJT SUST	Grade
6602.5.3	CONDUCT MONTHLY/ANNUAL FINANCIAL CLOSE-OUT PROCESSES	P	S/12	2DLT
6602.5.4	BRIEF STATUS OF OPTAR ACCOUNTS TO MALS AVIATION SUPPLY OFFICER	P	S/6	2DLT
6602.5.5	PROVIDE FINANCIAL/FISCAL ACCOUNTING BRIEFS TO THE MAG/ACE COMMANDING OFFICER	P	S/12	2DLT
6602.6.1	MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY CONSUMABLE MANAGEMENT DIVISION (CMD)	P	S/12	2DLT
6602.7.1	MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY DATA PROCESSING DIVISION (DPD)	S	12	2DLT
6602.8.1	MANAGE THE FUNCTIONING OF THE MARINE AVIATION LOGISTICS SQUADRON	P	S/12	LTCOL
6602.8.2	DIRECT THE DEPLOYMENT, EMPLOYMENT, AND REDEPLOYMENT OF MARINE AVIATION LOGISTICS SUPPORT PACKAGES	P	S/24	2DLT
6602.8.3	COORDINATE THE DEPLOYMENT OF THE AVIATION LOGISTICS ELEMENTS OF THE MALS	P	S/24	MAJ
6602.8.4	MONITOR/REVIEW OPLANS FOR AVIATION LOGISTICS REQUIREMENTS	P	S/12	MAJ
6602.8.5	PLAN ORGANIZATION/UNIT PRIORITIES	S	12	2DLT
6602.8.6	OBTAIN/ALLOCATE RESOURCES FOR A UNIT	S	12	2DLT
6602.8.7	DEVELOP ORGANIZATIONAL MANAGEMENT STRATEGY TO SUPPORT CUSTOMERS	S	12	2DLT
6602.8.8	ASSIGN PERSONNEL WITHIN THE ORGANIZATION/UNIT	S	12	2DLT
6602.8.9	DELEGATE TASKS AND PROJECTS TO SUBORDINATE UNIT/JUNIOR MARINES	S	12	2DLT

TASK NUMBER	TASK	FS	MOJT SUST	Grade
6602.8.10	DETERMINE THE QUALITY, EFFECTIVENESS, AND EFFICIENCY OF LOGISTICS SUPPORT	S	12	2DLT
6602.8.11	ESTABLISH COMMUNICATION/COORDINATION THROUGHOUT THE ORGANIZATION	S	12	2DLT

MOS 6604, AVIATION SUPPLY OPERATIONS OFFICER

6604.1.1	MONITOR THE MAINTENANCE OF THE MASTER DIRECTIVES FILE	S/36		MAJ
6604.1.2	MONITOR THE MAINTENANCE OF OFFICIAL CORRESPONDENCE FILES	S/36		MAJ
6604.1.3	MONITOR THE MAINTENANCE OF APPLICABLE LETTERS OF RELIEF, APPOINTMENT, TURNOVER, AND REVOCATION	S/36		WO
6604.1.4	MONITOR THE MANNING AND ASSIGNMENT PROCESS FOR THE AVIATION SUPPLY DEPARTMENT	S/36		MAJ
6604.1.5	REPRESENT THE COMMANDING OFFICER FOR AVIATION SUPPLY CONCERNS	S/36		MAJ
6604.1.6	REPRESENT THE MAW COMMANDING GENERAL FOR AVIATION SUPPLY CONCERNS	S/36		MAJ
6604.2.1	MONITOR THE OVERALL FUNCTIONING OF THE AVIATION SUPPLY DEPARTMENT (ASD)	S/36		MAJ
6604.2.2	MONITOR/REVIEW SPECIFIC OPLAN'S FOR AVIATION SUPPORT REQUIREMENTS	S/36		MAJ
6604.2.3	MONITOR THE AVIATION SUPPLY REQUIREMENTS IN THE MAGTF II/LOGAIS	S/36		MAJ
6604.2.4	PLAN INTEGRATION OF THE AVIATION LOGISTICS ELEMENTS	S/36		MAJ

TASK NUMBER	TASK	FS	MOJT SUST	Grade
6604.2.5	INFORM COMMANDING OFFICER/MAW ALD OF STATUS OF SUPPLY OPERATIONS		S/36	CAPT
6604.2.6	PREPARE UNIT FOR SUPPLY INSPECTIONS/ANALYSES/AUDITS		S/12	WO
6604.2.7	MONITOR THE ACCOUNTABILITY AND CONTROL OF AVIATION SUPPLY STORES		S/12	WO
6604.3.1	ENSURE THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY REPAIRABLES MANAGEMENT DIVISION RMD)	P	S/12	CAPT
6604.3.2	ENSURE THE CONTROL OF CLASSIFIED MATERIEL	S	24	WO
6604.4.1	MONITOR THE OVERALL FUNCTIONING AND EFFICIENCY OF THE SUPPLY CONSUMABLE MANAGEMENT DIVISION (CMD)	P	S/12	CWO3
6604.5.1	MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY RESPONSE DIVISION (SRD)	P	S/24	CWO2
6604.5.2	PROVIDE INTENSIFIED MANAGEMENT OF NOT MISSION CAPABLE SUPPLY (NMCS)/PARTIAL MISSION CAPABLE SUPPLY (PMCS) REQUISITIONS AND OTHER HIGH PRIORITY REQUISITIONS AS REQUIRED	S	24	CWO2
MOS 6672, AVIATION SUPPLY CLERK				
6672.1.1	MAINTAIN THE MASTER DIRECTIVES FILE		S/12	PFC
6672.1.2	MAINTAIN NAVAL MESSAGE FILES	P	S/12	PFC
6672.1.3	MAINTAIN COMMANDING OFFICER AND SUPPLY OFFICER LETTERS OF RELIEF, APPOINTMENT, AND REVOCATION		S/12	PFC
6672.1.4	MAINTAIN FILE OF PERSONNEL AUTHORIZED TO RECEIPT FOR MATERIEL		S/12	PFC

TASK NUMBER	TASK	FS	MOJT SUST	Grade
6672.1.5	SUPERVISE THE OVERALL FUNCTIONING OF THE SUPPLY PERSONNEL ADMINISTRATIVE DIVISION (SPAD)		S/24	SSGT
6672.1.6	COORDINATE ADMINISTRATIVE CONTROL OF ALL PERSONNEL	P	S/24	SSGT
6672.2.1	MAINTAIN REPORTS OF INTERNAL/EXTERNAL AUDITS AND VERIFICATIONS	P	S/36	PFC
6672.2.2	VALIDATE AND LOAD MALSP ALLOWANCES IN SUADPS-RT/NALCOMIS DATA BASES	P	S/36	SSGT
6672.2.3	MONITOR AVIATION SUPPLY DEPARTMENT (ASD) TECHNICAL TRAINING		S/24	SSGT
6672.2.4	MONITOR COMPLIANCE OF THE ASD WITH ESTABLISHED PROCEDURES		S/24	SSGT
6672.2.5	MONITOR DEPLOYED/EXERCISE PACK-UP FILES		S/36	SSGT
6672.2.6	SUPERVISE THE OVERALL FUNCTIONING OF THE SUPPLY MANAGEMENT DIVISION (SMD)		S/24	MSGT
6672.3.1	PROCESS/MAINTAIN SQUADRON SUPPORT FILES	P	S/24	CPL
6672.3.2	CONDUCT UNIT DEPLOYMENT READINESS EVALUATIONS		S/36	SSGT
6672.3.3	PREPARE FORMS FOR OPEN PURCHASE	S	24	PFC
6672.3.4	PROCESS REQUIREMENTS FOR ORGANIZATIONAL AERONAUTICAL RELATED CUSTODIAL MATERIEL		S/12	PFC
6672.3.5	CONDUCT INVENTORIES OF ORGANIZATIONAL ALLOWANCE (NAVICP-RELATED) MATERIEL		S/12	CPL
6672.3.6	PREPARE CUSTODY RECORDS	P	S/24	CPL

TASK NUMBER	TASK	FS	MOJT SUST	Grade
6672.3.7	DIRECT THE OVERALL FUNCTIONING OF THE SQUADRON SUPPORT DIVISION (SSD)		S/24	GYSGT
6672.3.8	DIRECT THE CUSTODY AND CONTROL OF ALL ORGANIZATIONAL ALLOWANCE AND NAVICP-RELATED MATERIEL	P	S/12	GYSGT
6672.4.1	PROCESS/MAINTAIN SUPPLY ACCOUNTING FILES	S	12	CPL
6672.4.2	PROCESS FUEL TRANSACTIONS	S	12	PFC
6672.4.3	PROCESS IN-FLIGHT REFUELING TRANSACTIONS	S	12	PFC
6672.4.4	PREPARE FLIGHT PACKETS	P	S/12	CPL
6672.4.5	PROCESS REPORTS OF SURVEY	S	24	CPL
6672.4.6	PREPARE FINANCIAL REPORTS	P	S/12	SSGT
6672.4.7	OPERATE IMAGE RETRIEVAL SYSTEM	S	24	CPL
6672.4.8	SUPERVISE THE OVERALL FUNCTIONING OF THE SUPPLY ACCOUNTING DIVISION (SAD)		S/24	GYSGT
6672.4.9	ASSIST IN THE PREPARATION OF THE INITIAL BUDGET REQUEST FOR THE MAG AND SUPPORT UNITS		S/12	GYSGT
6672.4.10	ASSIST IN THE PREPARATION OF THE MID-YEAR BUDGET REVIEWS FOR THE MAG AND SUPPORTED UNITS		S/12	GYSGT
6672.4.11	SUPERVISE ANNUAL CLOSE-OUT		S/12	GYSGT
6672.5.1	MAINTAIN REPAIRABLE MANAGEMENT FILES	P	S/24	PFC
6672.5.2	MAINTAIN LOCATION/INVENTORY VALIDITY FOR ALL REPAIRABLES	P	S/12	CPL
6672.5.3	MAINTAIN ACCOUNTABILITY OF REPAIRABLES	P	S/6	PFC
6672.5.4	PROCESS REPAIRABLE RECEIPTS	P	S/24	PFC

TASK NUMBER	TASK	FS	MOJT SUST	Grade
6672.5.5	PROCESS REPAIRABLES RETURNED FROM THE INTERMEDIATE MAINTENANCE ACTIVITY (IMA)	P	S/6	PFC
6672.5.6	PROCESS REPAIRABLE REQUISITIONS AND RECEIPTS WITH EXCEPTIONS	P	S/12	CPL
6672.5.7	REVIEW OUTSTANDING REPAIRABLE STOCK REQUISITIONS	P	S/6	CPL
6672.5.8	MAINTAIN REPAIRABLE MANAGEMENT REPORTS		S/12	SSGT
6672.5.9	MAINTAIN REPAIRABLE RECORDS IN SUADPS-RT AND NALCOMIS DATA BASES		S/12	CPL
6672.5.10	INITIATE CORRECTIVE ACTION ON UNPROCESSED REPAIRABLE TRANSACTIONS		S/12	CPL
6672.5.11	REQUISITION REPAIRABLE MATERIEL FOR STOCK		S/12	SGT
6672.5.12	ESTABLISH AND MAINTAIN REPAIRABLE ALLOWANCES		S/18	SSGT
6672.5.13	DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY REPAIRABLES MANAGEMENT DIVISION (RMD)		S/24	MSGT
6672.5.14	DIRECT THE OVERALL FUNCTIONS OF THE SUPPLY AWAITING PARTS BRANCH (AWPB)	P	S/24	SSGT
6672.6.1	MAINTAIN CONSUMABLE MANAGEMENT FILES	P	S/24	PFC
6672.6.2	PROCESS/MAINTAIN CONSUMABLE MANAGEMENT REPORTS		S/12	CPL
6672.6.3	MAINTAIN THE PRE-EXPENDED BIN (PEB) PROGRAM	P	S/24	PFC
6672.6.4	PROCESS REQUESTS FOR CONSUMABLE MATERIEL	P	S/12	PFC
6672.6.5	PROCESS CONSUMABLE RECEIPTS	P	S/12	PFC

TASK NUMBER	TASK	FS	MOJT SUST	Grade
6672.6.6	MAINTAIN LOCATION/INVENTORY VALIDITY FOR ALL CONSUMABLES	P	S/12	CPL
6672.6.7	PROCESS CONSUMABLE REQUISITIONS AND RECEIPTS WITH EXCEPTIONS		S/12	PFC
6672.6.8	DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY CONSUMABLE MANAGEMENT DIVISION (CMD)		S/24	GYSGT
6672.7.1	PERFORM DATA BASE MANAGEMENT		S/36	GYSGT
6672.7.2	SCHEDULE COMPUTER JOBS FOR NALCOMIS/SUADPS-RT REQUIREMENTS		S/24	SSGT
6672.7.3	SUBMIT TROUBLE REPORTS (TR'S) AND CHANGE PROPOSALS (CP'S)		S/18	SSGT
6672.7.4	SCHEDULE COMPUTER OPERATIONS		S/18	SSGT
6672.7.5	DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY DATA PROCESSING DIVISION (DPD)		S/36	GYSGT
6672.8.1	MAINTAIN A LIBRARY OF MAINTENANCE AND SUPPLY PUBLICATIONS	P	S/12	CPL
6672.8.2	PERFORM TECHNICAL RESEARCH	P	S/12	PFC
6672.8.3	PERFORM RECONCILIATION OF OUTSTANDING DIRECT TURNOVER REQUISITIONS	P	S/12	PFC
6672.8.4	CONDUCT REQUISITION RESCREEN	P	S/12	CPL
6672.8.5	PROCESS/MAINTAIN SUPPLY RESPONSE FILES	P	S/12	PFC
6672.8.6	PROCESS/MAINTAIN SUPPLY RESPONSE REPORTS	P	S/12	CPL
6672.8.7	PROCESS QUARTERLY SUPPLY SYSTEM MATERIEL OBLIGATION VALIDATION (MOV)		S/24	SSGT
6672.8.8	DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY RESPONSE DIVISION (SRD)		S/24	GYSGT

TASK NUMBER	TASK	FS	MOJT SUST	Grade
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MOS 6673, AUTOMATED INFORMATION SYSTEMS COMPUTER OPERATOR

6673.1.1	PERFORM POWER UP/POWER DOWN ON THE HP-7000/HP-9000 TAC-3 COMPUTER SYSTEM	S	6	PFC
6673.1.2	PERFORM BASIC SYSTEM OPERATIONS	S	12	CPL
6673.1.3	PERFORM POWER UP/POWER DOWN ON THE SERVER(S) (NOVELL, FTCNFS, BANYAN, WINDOWS NT, ETC.)	S	6	PFC
6673.1.4	IDENTIFY SYSTEM/APPLICATION DIRECTORY STRUCTURE		S/6	CPL
6673.1.5	PERFORM INITIATION AND TERMINATION PROCEDURES FOR SUADPS	S	6	PFC
6673.1.6	PERFORM INITIATION AND TERMINATION PROCEDURES FOR NALCOMIS	S	6	PFC
6673.1.7	OPERATE DAT DRIVE UNIT(S)	S	6	PFC
6673.1.8	OPERATE PRINTER(S)	S	6	PFC
6673.1.9	PERFORM SUADPS OBE BATCH REQUEST JOBS	S	12	CPL
6673.1.10	PERFORM NALCOMIS BATCH REQUEST JOBS	S	12	CPL
6673.1.11	PERFORM TROUBLE SHOOTING AND ISOLATE PROBLEMS ON PRODUCTION RUNS	S	24	SGT
6673.1.12	PERFORM BACK-UPS ON APPROPRIATE BACK-UP SYSTEMS	S	12	CPL
6673.1.13	PERFORM BACKUPS ON NETWORK SERVER/CLIENT SYSTEMS	S	12	CPL
6673.1.14	MAINTAIN SYSTEM UTILIZATION LOGS	S	6	PFC
6673.1.15	PERFORM REQUISITIONING OF CONSUMABLE SUPPLIES	P	S/6	PFC
6673.1.16	OPERATE WORKSTATION PC	S	12	PFC

NUMBER	TASK	FS	MOJT	Grade SUST
6673.1.17	PERFORM FILE TRANSFER		S	12 CPL
6673.1.18	PERFORM MODEM DIAL-IN TROUBLE SHOOTING		P	S/12 SGT
6673.1.19	PERFORM PRINTER TROUBLE SHOOTING		P	S/12 SGT
6673.1.20	PERFORM GENERATOR OPERATIONS		P	S/6 PFC
6673.1.21	DIRECT DATA PROCESSING DIVISION OPERATIONS		P	S/36 SSGT
6673.1.22	SUPERVISE AND MAINTAIN DATA PROCESSING DIVISION TECHNICAL PUBLICATIONS		P	S/24 SGT
6673.1.23	PERFORM INTERFACE INITIATION AND TERMINATION		S	12 CPL
6673.1.24	SUPERVISE INTERFACE OPERATIONS		P	S/12 SGT
6673.2.1	SUPERVISE ADVANCED SYSTEM ADMINISTRATION FUNCTIONS		P	S/24 SSGT
6673.2.2	SUPERVISE LOADING OF COMPUTER SOFTWARE PROGRAM(S)/PROGRAM CHANGE(S)		P	S/24 SSGT
6673.2.3	SUBMIT TROUBLE REPORT (TR'S) AND CHANGE PROPOSAL (CP'S)		P	S/24 SSGT
6673.2.4	SUPERVISE/PERFORM PASS DOWN WITH RELIEVING SHIFT SUPERVISOR/OPERATORS		S	12 SSGT
6673.2.5	SUPERVISE SOFTWARE/DATA BACKUP MANAGEMENT SYSTEM		P	S/24 SSGT
6673.2.6	SUPERVISE A TIMELY VIRUS SCAN AND SIGNATURE UPGRADE		P	S/24 SSGT
6673.2.7	MAINTAIN DATA PROCESSING DIVISION SECURITY		P	S/36 SSGT
6673.3.1	PERFORM WORKSTATION OPERATING SYSTEM INSTALLATION		P	S/24 CPL
6673.3.2	SUPERVISE APPLICABLE WORKSTATION SOFTWARE LOAD		P	S/24 SSGT

ENCLOSURE (3)

TASK NUMBER	TASK	FS	MOJT SUST	Grade
6673.3.3	SUPERVISE NETWORK SERVER AND WORKSTATION CONFLICT RESOLUTIONS	P	S/24	SSGT
6673.3.4	PERFORM BASIC NETWORK OPERATIONS	P	S/24	CPL
6673.3.5	SUPERVISE ADVANCED NETWORK ADMINISTRATION	P	S/36	SSGT
6673.3.6	MAINTAIN AN UPDATED NETWORK MAP	P	S/24	SSGT
6673.3.7	CONFIGURE AND MONITOR CISCO INTERNET ROUTER	P	S/24	SSGT
6673.4.1	PERFORM VAN MAINTENANCE	P	S/12	PFC
6673.4.2	PERFORM OPERATOR PREVENTIVE MAINTENANCE (PM) ON PRINTERS	S	12	PFC
6673.4.3	PERFORM OPERATOR PREVENTIVE MAINTENANCE (PM) ON DAT DRIVES (8MM/4MM)	S	24	PFC
6673.5.1	CODE EXECUTION COMMAND (EC)/SCRIPT LANGUAGE STATEMENTS	P	S/24	SSGT
6673.5.2	UTILIZE THE AD HOC WRITER PROGRAM TO QUERY SYSTEM	P	S/24	CPL
6673.5.3	UTILIZE THE LINE EDITOR PROGRAM	S	24	CPL
6673.5.4	IDENTIFY AND REPAIR BROKEN CHAINS	P	S/36	SSGT

COMMON ITS LISTING

1. General. This enclosure provides a cross reference of ITSs common to more than one MOS within OccFld 66. It is designed to assist the trainer in consolidating training for common tasks. Essential subjects ITSs are not listed since all Marines, regardless of MOS or grade, must be able to achieve the standard for those tasks.

2. Format. The enclosure lists the Task Title for each common task within the OccFld. Common Task Numbers follow each Task Title.

TASK NUMBER EXAMPLE: 6672.2.1

- o 6672 refers to the applicable Aviation Supply Clerk.
- o .2 refers to the Duty Area within the MOS; in this case, "SUPPLY MANAGEMENT FUNCTIONS."
- o .1 refers to the Task; in this case, "MAINTAIN REPORTS OF INTERNAL/EXTERNAL AUDITS AND VERIFICATIONS."

<u>TASK TITLE</u>	<u>COMMON TASK NUMBERS</u>
MONITOR/REVIEW SPECIFIC OPLAN'S FOR AVIATION SUPPORT REQUIREMENTS	6602.2.2 6604.2.2
PLAN INTEGRATION OF THE AVIATION LOGISTICS ELEMENTS	6602.2.4 6604.2.4
PREPARE UNIT FOR SUPPLY INSPECTIONS/ANALYSES/AUDITS	6602.2.6 6604.2.6

TRAINING SUPPORT

1. This enclosure identifies training support in four categories for each MOS or the OccFld as a whole. Some of the support items are identified by tasks, groups of tasks, or for the entire task list as follows:

Appendix A: Training Devices, Simulators, and Training Aids

Appendix B: Training Equipment

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Training Materials

2. If support identified in any appendix does not apply, the appendix will be included stating: "DOES NOT APPLY TO THIS MOS/OCCFLD."

TRAINING DEVICES, SIMULATORS, AND TRAINING AIDS

DOES NOT APPLY TO THIS MOS/OCCELD

TRAINING EQUIPMENT

DOES NOT APPLY TO THIS MOS/OCCELD

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS MOS/OCCELD

TRAINING MATERIALS

COMMANDERS AND TRAINERS SHOULD CONTACT MARINE CORPS INSTITUTE AND LOCAL AUDIO VISUAL CENTERS FOR AVAILABILITY OF TRAINING MATERIAL.

INDIVIDUAL TRAINING STANDARDS FOR AVIATION SUPPLY (OCCFLD) 66

MOS 6602, AVIATION SUPPLY OFFICER

<u>DUTY AREA 1 - ADMINISTRATIVE FUNCTIONS</u>		
TASK 6602.1.1 MONITOR THE MAINTENANCE OF APPLICABLE LETTERS OF RELIEF, APPOINTMENT, TURNOVER, AND REVOCATION	6-A-1
TASK 6602.1.2 MONITOR THE MANNING AND ASSIGNMENT PROCESS FOR THE MALS	6-A-1
TASK 6602.1.3 REPRESENT THE MARFOR/MAG/ACE COMMANDING OFFICER FOR AVIATION LOGISTICS CONCERNS	6-A-2
TASK 6602.1.4 DEMONSTRATE PROFICIENCY IN STAFF COMMUNICATIONS	6-A-3
TASK 6602.1.5 USE STANDARD OFFICE AUTOMATION FOR WORD PROCESSING, GRAPHICS DISPLAYS, DATA BASE MANAGEMENT, AND SPREADSHEET REPORTS	6-A-3
<u>DUTY AREA 2 - OPERATIONAL FUNCTIONS</u>		
TASK 6602.2.1 ASSIST IN MONITORING THE OVERALL FUNCTIONING OF THE AVIATION SUPPLY DEPARTMENT (ASD)	6-A-4
TASK 6602.2.2 MONITOR/REVIEW SPECIFIC OPLAN'S FOR AVIATION SUPPORT REQUIREMENTS	6-A-5
TASK 6602.2.3 PROVIDE MARINE AVIATION LOGISTICS SUPPORT PLAN (MALSP) REQUIREMENTS INTO THE MAGTF II/LOGAIS SYSTEMS	6-A-6
TASK 6602.2.4 PLAN INTEGRATION OF THE AVIATION LOGISTICS ELEMENTS	6-A-6
TASK 6602.2.5 PROVIDE MAG COMMANDING OFFICER STATUS OF MALS LOGISTICS OPERATIONS	6-A-7
TASK 6602.2.6 PREPARE UNIT FOR SUPPLY INSPECTIONS/ANALYSES/AUDITS	6-A-7
TASK 6602.2.7 ENSURE THE ACCOUNTABILITY AND CONTROL OF AVIATION SUPPLY OFFICER STORES	6-A-8

<u>DUTY AREA 3 -</u>		<u>SUPPLY MANAGEMENT FUNCTIONS</u>	
TASK 6602.3.1	MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY MANAGEMENT DIVISION (SMD)	6-A-9
TASK 6602.3.2	ASSIST THE AVIATION SUPPLY OFFICER IN THE DEPLOYMENT OF AVIATION SUPPLY ELEMENTS	6-A-10
TASK 6602.3.3	COORDINATE THE EMBARKATION PLAN FOR AVIATION SUPPLY DEPARTMENT	6-A-11
TASK 6602.3.4	COORDINATE CORRECTIVE ACTIONS ON INTERNAL/EXTERNAL INSPECTIONS	6-A-11
<u>DUTY AREA 4 -</u>		<u>SQUADRON SUPPORT FUNCTIONS</u>	
TASK 6602.4.1	ENSURE THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SQUADRON SUPPORT DIVISION (SSD)	6-A-12
TASK 6602.4.2	ENSURE CUSTODY AND CONTROL OF ALL AVIATION-RELATED CUSTODIAL MATERIEL	6-A-13
<u>DUTY AREA 5 -</u>		<u>SUPPLY ACCOUNTING FUNCTIONS</u>	
TASK 6602.5.1	ENSURE THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY ACCOUNTING DIVISION (SAD)	6-A-14
TASK 6602.5.2	PREPARE, REVIEW, AND SUBMIT BUDGET REQUESTS (ANNUAL AND MID-YEAR)	6-A-15
TASK 6602.5.3	CONDUCT MONTHLY/ANNUAL FINANCIAL CLOSE-OUT PROCESSES	6-A-16
TASK 6602.5.4	BRIEF STATUS OF OPTAR ACCOUNTS TO MALS AVIATION SUPPLY OFFICER	6-A-18
TASK 6602.5.5	PROVIDE FINANCIAL/FISCAL ACCOUNTING BRIEFS TO THE MAG/ACE COMMANDING OFFICER	6-A-18
<u>DUTY AREA 6 -</u>		<u>CONSUMABLE MANAGEMENT FUNCTIONS</u>	
TASK 6602.6.1	MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY CONSUMABLE MANAGEMENT DIVISION (CMD)	6-A-19
<u>DUTY AREA 7 -</u>		<u>DATA PROCESSING FUNCTIONS</u>	

TASK 6602.7.1	6-A-20
	MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY DATA PROCESSING DIVISION (DPD)	
<u>DUTY AREA 8 - LOGISTICS COMMAND AND CONTROL</u>		
TASK 6602.8.1	6-A-21
	MANAGE THE FUNCTIONING OF THE MARINE AVIATION LOGISTICS SQUADRON	
TASK 6602.8.2	6-A-22
	DIRECT THE DEPLOYMENT, EMPLOYMENT, AND REDEPLOYMENT OF MARINE AVIATION LOGISTICS SUPPORT PACKAGES	
TASK 6602.8.3	6-A-23
	COORDINATE THE DEPLOYMENT OF THE AVIATION LOGISTICS ELEMENTS OF THE MALS	
TASK 6602.8.4	6-A-23
	MONITOR/REVIEW OPLANS FOR AVIATION LOGISTICS REQUIREMENTS	
TASK 6602.8.5	6-A-24
	PLAN ORGANIZATION/UNIT PRIORITIES	
TASK 6602.8.6	6-A-24
	OBTAIN/ALLOCATE RESOURCES FOR A UNIT	
TASK 6602.8.7	6-A-25
	DEVELOP ORGANIZATIONAL MANAGEMENT STRATEGY TO SUPPORT CUSTOMERS	
TASK 6602.8.8	6-A-26
	ASSIGN PERSONNEL WITHIN THE ORGANIZATION/UNIT	
TASK 6602.8.9	6-A-26
	DELEGATE TASKS AND PROJECTS TO SUBORDINATE UNIT/JUNIOR MARINES	
TASK 6602.8.10	6-A-27
	DETERMINE THE QUALITY, EFFECTIVENESS, AND EFFICIENCY OF LOGISTICS SUPPORT	
TASK 6602.8.11	6-A-27
	ESTABLISH COMMUNICATION/COORDINATION THROUGHOUT THE ORGANIZATION	

MOS 6604, AVIATION SUPPLY OPERATIONS OFFICER

<u>DUTY AREA 1 - ADMINISTRATIVE FUNCTIONS</u>		
TASK 6604.1.1	6-B-1
	MONITOR THE MAINTENANCE OF THE MASTER DIRECTIVES FILE	
TASK 6604.1.2	6-B-1
	MONITOR THE MAINTENANCE OF OFFICIAL CORRESPONDENCE FILES	
TASK 6604.1.3	6-B-2
	MONITOR THE MAINTENANCE OF APPLICABLE LETTERS OF RELIEF, APPOINTMENT, TURNOVER, AND REVOCATION	
TASK 6604.1.4	6-B-3
	MONITOR THE MANNING AND ASSIGNMENT PROCESS FOR THE AVIATION SUPPLY DEPARTMENT	
TASK 6604.1.5	6-B-3
	REPRESENT THE COMMANDING OFFICER FOR AVIATION SUPPLY CONCERNS	
TASK 6604.1.6	6-B-4
	REPRESENT THE MAW COMMANDING GENERAL FOR AVIATION SUPPLY CONCERNS	
<u>DUTY AREA 2 - OPERATIONAL FUNCTIONS</u>		
TASK 6604.2.1	6-B-5
	MONITOR THE OVERALL FUNCTIONING OF THE AVIATION SUPPLY DEPARTMENT (ASD)	
TASK 6604.2.2	6-B-6
	MONITOR/REVIEW SPECIFIC OPLAN'S FOR AVIATION SUPPORT REQUIREMENTS	
TASK 6604.2.3	6-B-7
	MONITOR THE AVIATION SUPPLY REQUIREMENTS IN THE MAGTF II/LOGAIS	
TASK 6604.2.4	6-B-7
	PLAN INTEGRATION OF THE AVIATION LOGISTICS ELEMENTS	
TASK 6604.2.5	6-B-8
	INFORM COMMANDING OFFICER/MAW ALD OF STATUS OF SUPPLY OPERATIONS	
TASK 6604.2.6	6-B-9
	PREPARE UNIT FOR SUPPLY INSPECTIONS/ANALYSES/AUDITS	
TASK 6604.2.7	6-B-9
	MONITOR THE ACCOUNTABILITY AND CONTROL OF AVIATION SUPPLY STORES	

<u>DUTY AREA 3 - REPAIRABLE MANAGEMENT FUNCTIONS</u>	
TASK 6604.3.1 6-B-10 ENSURE THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY REPAIRABLES MANAGEMENT DIVISION (RMD)
TASK 6604.3.2 6-B-11 ENSURE THE CONTROL OF CLASSIFIED MATERIEL
<u>DUTY AREA 4 - CONSUMABLE MANAGEMENT FUNCTIONS</u>	
TASK 6604.4.1 6-B-12 MONITOR THE OVERALL FUNCTIONING AND EFFICIENCY OF THE SUPPLY CONSUMABLE MANAGEMENT DIVISION (CMD)
<u>DUTY AREA 5 - SUPPLY RESPONSE FUNCTIONS</u>	
TASK 6604.5.1 6-B-13 MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY RESPONSE DIVISION (SRD)
TASK 6604.5.2 6-B-14 PROVIDE INTENSIFIED MANAGEMENT OF NOT MISSION CAPABLE SUPPLY (NMCS)/PARTIAL MISSION CAPABLE SUPPLY (PMCS) REQUISITIONS AND OTHER HIGH PRIORITY REQUISITIONS AS REQUIRED

MOS 6672, AVIATION SUPPLY CLERK

<u>DUTY AREA 1 - ADMINISTRATIVE FUNCTIONS</u>		
TASK 6672.1.1	6-C-1
	MAINTAIN THE MASTER DIRECTIVES FILE	
TASK 6672.1.2	6-C-1
	MAINTAIN NAVAL MESSAGE FILES	
TASK 6672.1.3	6-C-2
	MAINTAIN COMMANDING OFFICER AND SUPPLY OFFICER LETTERS OF RELIEF, APPOINTMENT, AND REVOCATION	
TASK 6672.1.4	6-C-3
	MAINTAIN FILE OF PERSONNEL AUTHORIZED TO RECEIPT FOR MATERIEL	
TASK 6672.1.5	6-C-3
	SUPERVISE THE OVERALL FUNCTIONING OF THE SUPPLY PERSONNEL ADMINISTRATIVE DIVISION (SPAD)	
TASK 6672.1.6	6-C-4
	COORDINATE ADMINISTRATIVE CONTROL OF ALL PERSONNEL	
<u>DUTY AREA 2 - SUPPLY MANAGEMENT FUNCTIONS</u>		
TASK 6672.2.1	6-C-5
	MAINTAIN REPORTS OF INTERNAL/EXTERNAL AUDITS AND VERIFICATIONS	
TASK 6672.2.2	6-C-6
	VALIDATE AND LOAD MALSP ALLOWANCES IN SUADPS-RT/NALCOMIS DATA BASES	
TASK 6672.2.3	6-C-7
	MONITOR AVIATION SUPPLY DEPARTMENT (ASD) TECHNICAL TRAINING	
TASK 6672.2.4	6-C-7
	MONITOR COMPLIANCE OF THE ASD WITH ESTABLISHED PROCEDURES	
TASK 6672.2.5	6-C-8
	MONITOR DEPLOYED/EXERCISE PACK-UP FILES	
TASK 6672.2.6	6-C-8
	SUPERVISE THE OVERALL FUNCTIONING OF THE SUPPLY MANAGEMENT DIVISION (SMD)	
<u>DUTY AREA 3 - SQUADRON SUPPORT FUNCTIONS</u>		
TASK 6672.3.1	6-C-10
	PROCESS/MAINTAIN SQUADRON SUPPORT FILES	
TASK 6672.3.2	6-C-11
	CONDUCT UNIT DEPLOYMENT READINESS EVALUATIONS	
TASK 6672.3.3	6-C-11
	PREPARE FORMS FOR OPEN PURCHASE	

TASK 6672.3.4	6-C-12
	PROCESS REQUIREMENTS FOR ORGANIZATIONAL AERONAUTICAL RELATED CUSTODIAL MATERIEL	
TASK 6672.3.5	6-C-13
	CONDUCT INVENTORIES OF ORGANIZATIONAL ALLOWANCE (NAVICP-RELATED) MATERIEL	
TASK 6672.3.6	6-C-14
	PREPARE CUSTODY RECORDS	
TASK 6672.3.7	6-C-15
	DIRECT THE OVERALL FUNCTIONING OF THE SQUADRON SUPPORT DIVISION (SSD)	
TASK 6672.3.8	6-C-16
	DIRECT THE CUSTODY AND CONTROL OF ALL ORGANIZATIONAL ALLOWANCE AND NAVICP- RELATED MATERIEL	
<u>DUTY AREA 4 - SUPPLY ACCOUNTING FUNCTIONS</u>		
TASK 6672.4.1	6-C-17
	PROCESS/MAINTAIN SUPPLY ACCOUNTING FILES	
TASK 6672.4.2	6-C-18
	PROCESS FUEL TRANSACTIONS	
TASK 6672.4.3	6-C-19
	PROCESS IN-FLIGHT REFUELING TRANSACTIONS	
TASK 6672.4.4	6-C-20
	PREPARE FLIGHT PACKETS	
TASK 6672.4.5	6-C-21
	PROCESS REPORTS OF SURVEY	
TASK 6672.4.6	6-C-22
	PREPARE FINANCIAL REPORTS	
TASK 6672.4.7	6-C-23
	OPERATE IMAGE RETRIEVAL SYSTEM	
TASK 6672.4.8	6-C-23
	SUPERVISE THE OVERALL FUNCTIONING OF THE SUPPLY ACCOUNTING DIVISION (SAD)	
TASK 6672.4.9	6-C-24
	ASSIST IN THE PREPARATION OF THE INITIAL BUDGET REQUEST FOR THE MAG AND SUPPORT UNITS	
TASK 6672.4.10	6-C-25
	ASSIST IN THE PREPARATION OF THE MID- YEAR BUDGET REVIEWS FOR THE MAG AND SUPPORTED UNITS	
TASK 6672.4.11	6-C-26
	SUPERVISE ANNUAL CLOSE-OUT	
<u>DUTY AREA 5 - REPAIRABLE MANAGEMENT FUNCTIONS</u>		
TASK 6672.5.1	6-C-27
	MAINTAIN REPAIRABLE MANAGEMENT FILES	
TASK 6672.5.2	6-C-28
	MAINTAIN LOCATION/INVENTORY VALIDITY FOR ALL REPAIRABLES	

TASK 6672.5.3	6-C-29
	MAINTAIN ACCOUNTABILITY OF REPAIRABLES	
TASK 6672.5.4	6-C-30
	PROCESS REPAIRABLE RECEIPTS	
TASK 6672.5.5	6-C-31
	PROCESS REPAIRABLES RETURNED FROM THE INTERMEDIATE MAINTENANCE ACTIVITY (IMA)	
TASK 6672.5.6	6-C-32
	PROCESS REPAIRABLE REQUISITIONS AND RECEIPTS WITH EXCEPTIONS	
TASK 6672.5.7	6-C-33
	REVIEW OUTSTANDING REPAIRABLE STOCK REQUISITIONS	
TASK 6672.5.8	6-C-34
	MAINTAIN REPAIRABLE MANAGEMENT REPORTS	
TASK 6672.5.9	6-C-35
	MAINTAIN REPAIRABLE RECORDS IN SUADPS-RT AND NALCOMIS DATA BASES	
TASK 6672.5.10	6-C-36
	INITIATE CORRECTIVE ACTION ON UNPROCESSED REPAIRABLE TRANSACTIONS	
TASK 6672.5.11	6-C-37
	REQUISITION REPAIRABLE MATERIEL FOR STOCK	
TASK 6672.5.12	6-C-38
	ESTABLISH AND MAINTAIN REPAIRABLE ALLOWANCES	
TASK 6672.5.13	6-C-38
	DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY REPAIRABLES MANAGEMENT DIVISION (RMD)	
TASK 6672.5.14	6-C-39
	DIRECT THE OVERALL FUNCTIONS OF THE SUPPLY AWAITING PARTS BRANCH (AWPB)	
<u>DUTY AREA 6 - CONSUMABLE MANAGEMENT FUNCTIONS</u>		
TASK 6672.6.1	6-C-41
	MAINTAIN CONSUMABLE MANAGEMENT FILES	
TASK 6672.6.2	6-C-42
	PROCESS/MAINTAIN CONSUMABLE MANAGEMENT REPORTS	
TASK 6672.6.3	6-C-43
	MAINTAIN THE PRE-EXPENDED BIN (PEB) PROGRAM	
TASK 6672.6.4	6-C-44
	PROCESS REQUESTS FOR CONSUMABLE MATERIEL	
TASK 6672.6.5	6-C-45
	PROCESS CONSUMABLE RECEIPTS	
TASK 6672.6.6	6-C-46
	MAINTAIN LOCATION/INVENTORY VALIDITY FOR ALL CONSUMABLES	

TASK 6672.6.7	6-C-46
	PROCESS CONSUMABLE REQUISITIONS AND RECEIPTS WITH EXCEPTIONS	
TASK 6672.6.8	6-C-47
	DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY CONSUMABLE MANAGEMENT DIVISION (CMD)	
<u>DUTY AREA 7 - DATA PROCESSING FUNCTIONS</u>		
TASK 6672.7.1	6-C-48
	PERFORM DATA BASE MANAGEMENT	
TASK 6672.7.2	6-C-50
	SCHEDULE COMPUTER JOBS FOR NALCOMIS/SUADPS-RT REQUIREMENTS	
TASK 6672.7.3	6-C-51
	SUBMIT TROUBLE REPORTS (TR'S) AND CHANGE PROPOSALS (CP'S)	
TASK 6672.7.4	6-C-51
	SCHEDULE COMPUTER OPERATIONS	
TASK 6672.7.5	6-C-52
	DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY DATA PROCESSING DIVISION (DPD)	
<u>DUTY AREA 8 - SUPPLY RESPONSE FUNCTIONS</u>		
TASK 6672.8.1	6-C-53
	MAINTAIN A LIBRARY OF MAINTENANCE AND SUPPLY PUBLICATIONS	
TASK 6672.8.2	6-C-54
	PERFORM TECHNICAL RESEARCH	
TASK 6672.8.3	6-C-55
	PERFORM RECONCILIATION OF OUTSTANDING DIRECT TURNOVER REQUISITIONS	
TASK 6672.8.4	6-C-56
	CONDUCT REQUISITION RESCREEN	
TASK 6672.8.5	6-C-57
	PROCESS/MAINTAIN SUPPLY RESPONSE FILES	
TASK 6672.8.6	6-C-58
	PROCESS/MAINTAIN SUPPLY RESPONSE REPORTS	
TASK 6672.8.7	6-C-59
	PROCESS QUARTERLY SUPPLY SYSTEM MATERIEL OBLIGATION VALIDATION (MOV)	
TASK 6672.8.8	6-C-59
	DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY RESPONSE DIVISION (SRD)	

MOS 6673, AUTOMATED INFORMATION SYSTEMS COMPUTER OPERATOR

DUTY AREA 1 -	<u>ADP EQUIPMENT/SYSTEM OPERATIONS</u>	
TASK 6673.1.1	PERFORM POWER UP/POWER DOWN ON THE HP-7000/HP-9000 TAC-3 COMPUTER SYSTEM	6-D-1
TASK 6673.1.2	PERFORM BASIC SYSTEM OPERATIONS	6-D-1
TASK 6673.1.3	PERFORM POWER UP/POWER DOWN ON THE SERVER(S) (NOVELL, FTCNFS, BANYAN, WINDOWS NT, ETC.)	6-D-3
TASK 6673.1.4	IDENTIFY SYSTEM/APPLICATION DIRECTORY STRUCTURE	6-D-3
TASK 6673.1.5	PERFORM INITIATION AND TERMINATION PROCEDURES FOR SUADPS	6-D-4
TASK 6673.1.6	PERFORM INITIATION AND TERMINATION PROCEDURES FOR NALCOMIS	6-D-5
TASK 6673.1.7	OPERATE DAT DRIVE UNIT(S)	6-D-6
TASK 6673.1.8	OPERATE PRINTER(S)	6-D-6
TASK 6673.1.9	PERFORM SUADPS OBE BATCH REQUEST JOBS	6-D-7
TASK 6673.1.10	PERFORM NALCOMIS BATCH REQUEST JOBS	6-D-8
TASK 6673.1.11	PERFORM TROUBLE SHOOTING AND ISOLATE PROBLEMS ON PRODUCTION RUNS	6-D-8
TASK 6673.1.12	PERFORM BACK-UPS ON APPROPRIATE BACK-UP SYSTEMS	6-D-9
TASK 6673.1.13	PERFORM BACKUPS ON NETWORK SERVER/CLIENT SYSTEMS	6-D-10
TASK 6673.1.14	MAINTAIN SYSTEM UTILIZATION LOGS	6-D-11
TASK 6673.1.15	PERFORM REQUISITIONING OF CONSUMABLE SUPPLIES	6-D-11
TASK 6673.1.16	OPERATE WORKSTATION PC	6-D-12
TASK 6673.1.17	PERFORM FILE TRANSFER	6-D-13

TASK 6673.1.18	6-D-13
	PERFORM MODEM DIAL-IN TROUBLE SHOOTING	
TASK 6673.1.19	6-D-14
	PERFORM PRINTER TROUBLE SHOOTING	
TASK 6673.1.20	6-D-15
	PERFORM GENERATOR OPERATIONS	
TASK 6673.1.21	6-D-15
	DIRECT DATA PROCESSING DIVISION OPERATIONS	
TASK 6673.1.22	6-D-16
	SUPERVISE AND MAINTAIN DATA PROCESSING DIVISION TECHNICAL PUBLICATIONS	
TASK 6673.1.23	6-D-17
	PERFORM INTERFACE INITIATION AND TERMINATION	
TASK 6673.1.24	6-D-18
	SUPERVISE INTERFACE OPERATIONS	
<u>DUTY AREA 2 - ADP ADMINISTRATION</u>		
TASK 6673.2.1	6-D-18
	SUPERVISE ADVANCED SYSTEM ADMINISTRATION FUNCTIONS	
TASK 6673.2.2	6-D-20
	SUPERVISE LOADING OF COMPUTER SOFTWARE PROGRAM(S)/PROGRAM CHANGE(S)	
TASK 6673.2.3	6-D-20
	SUBMIT TROUBLE REPORT (TR'S) AND CHANGE PROPOSAL (CP'S)	
TASK 6673.2.4	6-D-21
	SUPERVISE/PERFORM PASS DOWN WITH RELIEVING SHIFT SUPERVISOR/OPERATORS	
TASK 6673.2.5	6-D-22
	SUPERVISE SOFTWARE/DATA BACKUP MANAGEMENT SYSTEM	
TASK 6673.2.6	6-D-23
	SUPERVISE A TIMELY VIRUS SCAN AND SIGNATURE UPGRADE	
TASK 6673.2.7	6-D-24
	MAINTAIN DATA PROCESSING DIVISION SECURITY	
<u>DUTY AREA 3 - NETWORK ADMINISTRATION</u>		
TASK 6673.3.1	6-D-25
	PERFORM WORKSTATION OPERATING SYSTEM INSTALLATION	
TASK 6673.3.2	6-D-26
	SUPERVISE APPLICABLE WORKSTATION SOFTWARE LOAD	
TASK 6673.3.3	6-D-26
	SUPERVISE NETWORK SERVER AND WORKSTATION CONFLICT RESOLUTIONS	

TASK 6673.3.4	6-D-27
	PERFORM BASIC NETWORK OPERATIONS	
TASK 6673.3.5	6-D-28
	SUPERVISE ADVANCED NETWORK ADMINISTRATION	
TASK 6673.3.6	6-D-28
	MAINTAIN AN UPDATED NETWORK MAP	
TASK 6673.3.7	6-D-29
	CONFIGURE AND MONITOR CISCO INTERNET ROUTER	
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MOS 6602, AVIATION SUPPLY OFFICER

DUTY AREA 1 - ADMINISTRATIVE FUNCTIONS

TASK: 6602.1.1 MONITOR THE MAINTENANCE OF APPLICABLE LETTERS OF RELIEF, APPOINTMENT, TURNOVER, AND REVOCATION

CONDITION(S): Given supply-related letters of relief, appointment, turnover, and revocation and the references.

STANDARD: Letters of relief, appointment, turnover, and revocation will be maintained as specified by the references.

PERFORMANCE STEPS:

1. Ensure letters are received and filed.
2. Ensure letters are maintained for the appropriate period of time from date of signature.
3. Ensure files are reviewed annually to purge letters no longer required.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A
3. MCO P5215.17

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.1.2 MONITOR THE MANNING AND ASSIGNMENT PROCESS FOR THE MALS

CONDITION(S): Given the assignment as a MALS commanding officer/executive officer and unit T/O.

STANDARD: The identification and control of the required number of MALS personnel will be maintained according to commander guidance and current directives.

PERFORMANCE STEPS:

1. Identify required number of personnel by MOS according to the Table of Organization (T/O).
2. Coordinate with the MALS S-1, the assignment of MALS aviation supply department rated MOS's.
3. Monitor administrative control over assigned personnel.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.1.3 REPRESENT THE MARFOR/MAG/ACE COMMANDING OFFICER FOR AVIATION LOGISTICS CONCERNS

CONDITION(S): Given the assignment as a MALS commanding officer, MAW/MAGTF guidance, and the references.

STANDARD: The personnel, materiel/parts, organizational allowances, deployment directives, financial requirements, logistics elements, and OPLANS concerns pertinent to the operation of the MALS will be represented to higher authority, supporting commands, and supported commands.

PERFORMANCE STEPS:

1. Determine the logistics support requirements.
2. Coordinate with the MAG/ACE S-3/G-3 for all OPLANS and deployment requirements.
3. Coordinate with the MAG/ACE S-4/G-4 for logistics requirements.
4. Coordinate with the MAG fiscal officer for financial requirements.

REFERENCE(S) :

1. COMNAVAIRLANTINST 4790.20C
2. COMNAVAIRPACINST 4790.21C
3. NAVSO Publication 3013.2
4. NAVSUP Publication 485
5. OPNAVINST 4790.2F
6. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.1.4 DEMONSTRATE PROFICIENCY IN STAFF COMMUNICATIONS

CONDITION(S): Given the billet of an aviation supply officer/division OIC, a MALS supply department, local command guidance, and the references.

STANDARD: Various required forms of naval correspondence will be appropriately formatted, written, and staffed to effectively support organizational goals and responsibilities.

PERFORMANCE STEPS:

1. Appropriately draft naval letters, messages, point papers, information papers, and decision papers.
2. Demonstrate an understanding of squadron, MAG, and MAW staff roles, responsibilities, and interrelationships.

REFERENCE(S) :

1. SECNAVINST 5216.7C
2. GPO Style Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.1.5 USE STANDARD OFFICE AUTOMATION FOR WORD PROCESSING, GRAPHICS DISPLAYS, DATA BASE MANAGEMENT, AND SPREADSHEET REPORTS

CONDITION(S): Given the assignment as a MALS supply section/division OIC, a MALS supply department, and appropriate software users' manuals.

STANDARD: Standardized office automation applications will be appropriately used to support administrative requirements of the MALS supply department.

PERFORMANCE STEPS:

1. Identify the appropriate application (word processing, graphics, spreadsheet, etc.) for the assigned task.
2. Produce the appropriate product/report/slide, etc.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 2 - OPERATIONAL FUNCTIONS

TASK: 6602.2.1 ASSIST IN MONITORING THE OVERALL FUNCTIONING OF THE AVIATION SUPPLY DEPARTMENT (ASD)

CONDITION(S): Given the billet of assistant aviation supply officer of a MALS aviation supply department (ASD), TYCOM instructions, MAW guidance, commanding officer direction, and the references.

STANDARD: ASD organization, policy, procedure, and training will be administered to ensure maximum supply effectiveness for supported units.

PERFORMANCE STEPS:

1. Assist in monitoring monthly audits of divisions.
2. Assist in monitoring supply performance indicators to meet type commander/MAW goals.

3. Assist in monitoring the personnel, materiel, and financial resources to ensure optimal readiness.
4. Perform other functions as assigned by the aviation supply officer.

REFERENCE(S) :

1. NAVSUP Publication 485
2. OPNAVINST 4790.2F
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.2.2 MONITOR/REVIEW SPECIFIC OPLAN'S FOR AVIATION SUPPORT REQUIREMENTS

CONDITION(S): Given specific OPLANs from higher headquarters to provide supply support for supported units, deployment directives, and the references.

STANDARD: OPLANs will be reviewed to ensure all Marine Aviation Logistics Support Plan (MALSP) supply support requirements are incorporated.

PERFORMANCE STEPS:

1. Ensure that MALSP supply support allowances are properly identified.
2. Assist in monitoring stock levels to ensure sufficient assets are available to execute the OPLAN.
3. Write/Review Aviation Logistics Support Annex for OPLANs.
4. Monitor/Review TPFDD for accuracy.

REFERENCE(S) :

1. NAVSUP Publication 437
2. NAVSUP Publication 485

MCO 1510.74A

3. MCO P4400.177A
4. MALSP Program Planning Document (PPD)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.2.3 PROVIDE MARINE AVIATION LOGISTICS SUPPORT PLAN (MALSP) REQUIREMENTS INTO THE MAGTF II/LOGAIS SYSTEMS

CONDITION(S): Given specific OPLAN's from higher headquarters, deployment directives, and the references.

STANDARD: The MALSP spare parts, support equipment, mobile facilities, and personnel will be incorporated into MAGTF II/LOGAIS to ensure that MALSP elements are packaged/labeled and transported with minimum transportation assets.

PERFORMANCE STEPS:

1. Identify the appropriate MALSP support packages.
2. Determine weight and cube for contingency support package embarkation.
3. Incorporate weight and cube into MAGTF II/LOGAIS.

REFERENCE(S):

1. MCO P4400.177A
2. MAGTF II/LOGAIS Users Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.2.4 PLAN INTEGRATION OF THE AVIATION LOGISTICS ELEMENTS

CONDITION(S): Given the requirement to integrate aviation logistics elements of a MALS into a MAGTF aviation combat element (MEU/MEB).

STANDARD: Personnel, materiel/parts, support equipment, and mobile facilities will be integrated into the aviation combat element (ACE) to ensure operational readiness of the MAGTF ACE for required aviation logistics support.

PERFORMANCE STEPS:

1. Ensure MALSP elements are properly identified.
2. Provide MALSP elements to ACE.
3. Review/monitor ACE OPLAN.

REFERENCE(S):

1. NAVSUP Publication 437
2. NAVSUP Publication 485
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.2.5 PROVIDE MAG COMMANDING OFFICER STATUS OF MALS LOGISTICS OPERATIONS

CONDITION(S): Given the requirement to appraise the commander on the status of aviation logistics operations and the references.

STANDARD: The MAG commanding officer will be informed of the status of aviation supply operations.

PERFORMANCE STEPS:

1. Monitor the required management information reports.
2. Conduct trend analysis on performance indicators.

REFERENCE(S):

1. COMNAVAIRLANTINST 4440.14
2. COMNAVAIRPACINST 4440.11
3. NAVSUP Publication 485

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.2.6 PREPARE UNIT FOR SUPPLY INSPECTIONS/ANALYSES/AUDITS

CONDITION(S): Given notification of an inspection/analysis/audit, an inspection checklist, applicable type commander/MAW instructions, and the reference.

STANDARD: The unit will be evaluated to ensure compliance with current directives, and corrective action implemented to correct any deficiencies.

PERFORMANCE STEPS:

1. Review the appropriate checklist.
2. Perform an internal audit utilizing checklist.
3. Initiate/monitor corrective action, as required.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.2.7 ENSURE THE ACCOUNTABILITY AND CONTROL OF AVIATION SUPPLY OFFICER STORES

CONDITION(S): Given assignment as a MALS assistant aviation supply officer of a MALS aviation supply department, and the references.

STANDARD: The daily operations of the aviation supply department will be monitored to ensure the accountability and control of aviation supply officer stores are maintained according to current directives.

PERFORMANCE STEPS:

1. Assist in the proper maintenance of repairable allowances.

2. Assist in the proper maintenance of consumable allowances.
3. Assist in the control of classified and fleet controlled material.
4. Assist in the proper maintenance of all organizational allowance lists.
5. Assist in the preparation of end of month reports for submission to type commander.

REFERENCE(S) :

1. FASOINST 4441.15
2. NAVSUP Publication 437
3. NAVSUP Publication 485
4. SPCCINST 4440.450
5. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 3 - SUPPLY MANAGEMENT FUNCTIONS

TASK: 6602.3.1 MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY MANAGEMENT DIVISION (SMD)

CONDITION(S): Given the billet of SM division officer, a working SM division, and the references.

STANDARD: The daily operations of the SM division will be monitored to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Monitor technical training conducted throughout the aviation supply department.

2. Review specific OPLAN's for aviation support requirements.
3. Ensure the validation and loading of MALSP allowances in SUADPS-RT and NALCOMIS data bases.
4. Ensure the maintenance of deployed/exercise pack-up files.
5. Ensure the aviation supply department complies with established procedures.
6. Ensure results of internal/external audits are conducted and maintained.
7. Perform any other functions directed by the Aviation Supply Officer.

REFERENCE(S) :

1. NAVSUP Publication 485
2. MCO P4400.177A
3. CNAL/CNAP INST 4440.11A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.3.2 ASSIST THE AVIATION SUPPLY OFFICER IN THE DEPLOYMENT OF AVIATION SUPPLY ELEMENTS

CONDITION(S): Given a requirement to coordinate the deployment of supply personnel, parts/materiel, mobile facilities, applicable type commander instructions, and the references.

STANDARD: Liaison will be conducted with the MALS headquarters to ensure the required supply support will be provided for deployment.

PERFORMANCE STEPS:

1. Identify deploying personnel to MALS headquarters.
2. Provide supply-related input to the MALS/MAG for the development of deployment SOP's/orders.

3. Review requirements and ensure pack-up is pulled to support deployed unit.
4. Establish and monitor pack-up replenishment procedures.

REFERENCE(S) :

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.3.3 COORDINATE THE EMBARKATION PLAN FOR AVIATION SUPPLY DEPARTMENT

CONDITION(S): Given the requirement to plan embarkation requirements for MALS aviation supply department and the references.

STANDARD: Embarkation requirements will be formulated and reviewed as required to facilitate a successful embark of the aviation supply department.

PERFORMANCE STEPS:

1. Review MALS/MAG orders governing deployments/pack-ups.
2. Determine the supply support requirements (personnel, spare parts, custodial material, etc.).
3. Determine the weight and cube of pack-up or MALSP support packages (i.e., FISP, PCSP, CCSP).
4. Coordinate with MALS S-4 officer to create embarkation plan/time-phased force deployment data (TPFDD) list.
5. Maintain file and update information as required to ensure proper embarkation of aviation supply MALSP elements.

REFERENCE(S) :

1. NAVSUP Publication 485
2. MCO P4400.177A

MCO 1510.74A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.3.4 COORDINATE CORRECTIVE ACTIONS ON
INTERNAL/EXTERNAL INSPECTIONS

CONDITION(S): Given inspection report findings and the
references.

STANDARD: All negative inspection report findings will be
corrected per the references.

PERFORMANCE STEPS:

1. Review findings of inspection.
2. Coordinate with division officers to formulate a plan and
timetable to correct deficiencies.
3. Monitor the progress of corrective actions.
4. Advise the supply officer on status of corrective actions
and report to higher headquarters, as required.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - SQUADRON SUPPORT FUNCTIONS

TASK: 6602.4.1 ENSURE THE OVERALL FUNCTIONING AND EFFECTIVENESS
OF THE SQUADRON SUPPORT DIVISION (SSD)

CONDITION(S): Given the assignment as the SS division officer
and the references.

Appendix A to
ENCLOSURE (6)

STANDARD: The daily operations of the SS division will be monitored to ensure all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure SS division files are properly maintained.
2. Ensure unit deployment readiness evaluations are properly conducted.
3. Ensure the requisitioning and issue of safety footwear is properly conducted.
4. Ensure the requisitioning of organizational allowance materiel is properly conducted.
5. Ensure that open purchase forms for the requisition of nonstandard materiel/services are properly prepared, signed, and forwarded to the local procurement office for processing.
6. Ensure the receiving, processing, and monitoring of requirements for aeronautical related custodial materiel are properly conducted.
7. Ensure inventories of organizational allowance materiel are properly conducted.
8. Ensure the custody and control of all organizational allowance materiel is properly maintained.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A
3. NAVICPINST 00-35T-37-4 (TBA)
4. NAVAIR 00-35-QH-2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.4.2 ENSURE CUSTODY AND CONTROL OF ALL AVIATION-RELATED CUSTODIAL MATERIEL

CONDITION(S): Given the assignment as the SS division officer, organizational allowance lists, and the references.

STANDARD: Custody and control of all custodial materiel will be maintained to ensure accountability, source documentation for budget submissions, and operational readiness of the MALS and supported units.

PERFORMANCE STEPS:

1. Ensure that the following allowance lists are maintained on hand and current.
 - a. Coordinated Shipboard Allowance List (COSAL).
 - b. Individual Materiel Readiness List (IMRL).
 - c. Maintenance Assist Modules (MAM)/Test Bench Installations (TBI).
 - d. NAVAIR 00-35QH.
 - e. Table of Basic Allowances (TBA).
2. Ensure all allowance revisions are posted to the appropriate allowance list by line item.
3. Ensure current letters of appointment of responsible officers (RO's) are maintained for each supported unit.
4. Ensure quarterly/annual inventories are conducted to establish/verify on-hand balances.
5. Ensure inventory of all allowance list line items are maintained (manual or mechanized).
6. Conduct unit deployment readiness evaluations for organizational allowance materiel.

REFERENCE(S):

1. MCO P4400.177A
2. NAVICPINST 00-35T-37-4 (TBA)
3. NAVAIRINST 00-35-QH-2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 5 - SUPPLY ACCOUNTING FUNCTIONS

TASK: 6602.5.1 ENSURE THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY ACCOUNTING DIVISION (SAD)

CONDITION(S): Given the assignment as the SA division officer and the references.

STANDARD: The daily operations of the SA division will be monitored to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure financial files are properly maintained.
2. Ensure the Financial Integrity Verification File is properly maintained.
3. Ensure the Completed Transaction File is properly maintained.
4. Ensure fuel transactions are properly processed.
5. Ensure flight packets are properly prepared and controlled.
6. Ensure surveys are properly prepared and processed.
7. Review and submit required monthly financial reports.

REFERENCE(S):

1. NAVSO Publication 3013.2
2. NAVSUP Publication 485
3. MCO P4400.177A
4. NAVCOMPT MANUAL

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.5.2 PREPARE, REVIEW, AND SUBMIT BUDGET REQUESTS
(ANNUAL AND MID-YEAR)

CONDITION(S): Given the billet of SA division officer, comptroller/MAG fiscal guidance, appropriate budget submission forms, appropriate accounting files, and the references.

STANDARD: Budget requests will be prepared and submitted to support the MALS' and supported units' operational requirements.

PERFORMANCE STEPS:

1. Determine the information required to formulate the budget.
2. Obtain and collate the required information from the appropriate accounting files.
3. Perform the basic steps to prepare the initial budget requests for the following OPTARS.
 - a. OFC 09.
 - b. OFC 01.
 - c. OFC 10.
 - d. AFM 50.
4. Complete the initial budget requests.
5. Submit the initial budget requests to the appropriate authority.

REFERENCE(S):

1. NAVSO Publication 3013.2
2. NAVSUP Publication 485
3. MCO P4400.177A
4. NAVCOMPT MANUAL
5. SUADPS-RT Support Procedures

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.5.3 CONDUCT MONTHLY/ANNUAL FINANCIAL CLOSE-OUT PROCESSES

CONDITION(S): Given the assignment as a SA division officer, current monthly and prior/current fiscal year COMNAVAIRLANT/COMNAVAIRPAC guidance, and the references.

STANDARD: Close-out of monthly and prior/current fiscal year financial accounts will be conducted per COMNAVAIRLANT/COMNAVAIRPAC guidance and the references.

PERFORMANCE STEPS:

1. Establish and publish a cut-off date to all supported units and divisions for the requisitioning of materiel/services.
2. Ensure that the following financial files are edited/reconciled prior to establishing the cut-off date.
 - a. Fuel File.
 - b. Holding File.
 - c. Transmittal File.
 - d. Budget OPTAR File.
 - e. DAO-CL Transaction Listing File (i.e., SFOEDL, AVOL, C&H/AAG).
 - f. Survey File.
3. Request dummy end-of-month/end-of-year reports (DI-100).
4. Review and correct the following end-of-month/end-of-year dummy reports.
 - a. Report 03 Financial Inventory Report.
 - b. Report 04 Monthly Receipt Report.
 - c. Report 05 Monthly OSO Transfer/Monthly Transfer to Property Disposal Report.
 - d. Report 06 Monthly NAVCOMPT Form 2074 Report for Charges.
 - (1) Monthly Listing of NSA Expenditures.

- (2) Monthly NAVCOMPT Form 2074 Report for Credits.
- (3) Monthly Listing of NSA Expenditures for Credits.
- e. Report 09 NAVCOMPT Form 2051 Message Report (SADVE).
- f. Report 34 Inventory Adjustments Report.
- g. SDVE Report (Stock Dollar Value Extension Report).
5. Ensure live end-of-month/end-of-year financial reports are processed.
6. Submit end-of-month/end-of-year reports to DAO on NAVCOMPT Form 2051, as required.

REFERENCE(S):

1. NAVSO Publication 3013.2
2. MCO P4400.177A
3. NAVSUP Publication 567

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.5.4 BRIEF STATUS OF OPTAR ACCOUNTS TO MALS AVIATION SUPPLY OFFICER

CONDITION(S): Given the billet of SA division officer, OFC accounts, and the references.

STANDARD: The MALS aviation supply officers will be briefed on the most current available balance of their OFC accounts, as directed.

PERFORMANCE STEPS:

1. Review the requisition/Optar log (ASKIT).
2. Ensure all pending transactions are processed.
3. Ensure the SPOEDL and DAO Transaction Listings are processed.
4. Ensure OFC requisitions are reconciled.

5. Ensure the totals of all columns are balanced out.
6. Prepare and give brief to MALS aviation supply officer.

REFERENCE(S) :

1. MCO P4400.177A
2. NAVSO Publication 3013.2
3. NAVSUP Publication 485

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.5.5 PROVIDE FINANCIAL/FISCAL ACCOUNTING BRIEFS TO THE MAG/ACE COMMANDING OFFICER

CONDITION(S): Given the assignment as the MAG fiscal officer, a MAG fiscal department, MARFOR/MAW guidance, commanding officer direction, and the references.

STANDARD: The financial concerns pertinent to the operations of the MAG/ACE will be presented to higher authority, supporting commands, and supported commands.

PERFORMANCE STEPS:

1. Monitor O&MN/MC funds.
2. Maintain appropriate fiscal reports and files.
3. Coordinate development of budget reviews and submissions to higher headquarters.
4. Monitor fiscal training.

REFERENCE(S) :

1. MCO P7300.19A (MAG Fiscal Handbook)
2. NAVCOMPT Manual
3. NAVSO Publication 3013.2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 6 - CONSUMABLE MANAGEMENT FUNCTIONS

TASK: 6602.6.1 MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY CONSUMABLE MANAGEMENT DIVISION (CMD)

CONDITION(S): Given the assignment as CMD officer, a CMD, and the references.

STANDARD: The daily operations of the CMD will be monitored to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure CMD files are properly maintained.
2. Ensure CMD reports are properly maintained.
3. Ensure the pre-expended bin, shelf-life, and hazmat programs are properly maintained.
4. Ensure the proper issue, storage, and receipt of consumable materiel.
5. Ensure consumable materiel location/inventory validity.
6. Ensure consumable records in SUADPS-RT/NALCOMIS data bases are properly maintained.
7. Review monthly maintenance plans to determine support requirements.
8. Ensure consumable materiel is properly requisitioned.
9. Upon receipt of pack-up request from SMD, monitor the preparation of consumable pack-up materiel.

REFERENCE(S):

1. NAVSUP Publication 437
2. NAVSUP Publication 485
3. SUADPS-RT Support Procedures Manuals
4. MCO P4400.177A

5. MCO P5090.2
6. DoD Directive 4160.21
7. DoD Directive 4140.27-M
8. MSDSs for Chemicals

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 7 - DATA PROCESSING FUNCTIONS

TASK: 6602.7.1 MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY DATA PROCESSING DIVISION (DPD)

CONDITION(S): Given the assignment as the DPD officer, a DPD, appropriate ADP application support manuals, and the references.

STANDARD: The daily operations of the DPD will be monitored to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure the proper operation and maintenance of application/system software and hardware.
2. Ensure system accessibility by supported customers is maintained.
3. Ensure data base integrity is maintained.
4. Ensure back-up files are maintained.
5. Ensure ADP security is maintained.
6. Ensure local area network is maintained.
7. Ensure that the automated information systems utilized on deployment are operational (i.e., IMARSAT, SALTS).

REFERENCE(S):

1. Functional Area Supervisor's Guide

MCO 1510.74A

2. NAVSUP Publication 485
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 8 - LOGISTICS COMMAND AND CONTROL

TASK: 6602.8.1 MANAGE THE FUNCTIONING OF THE MARINE AVIATION LOGISTICS SQUADRON

CONDITION(S): Given the assignment as the MALS Commanding Officer and the references.

STANDARD: The Marine Aviation Logistics Squadron will be managed such that organizational policies and procedures will be emplaced to ensure maximum logistics readiness of the MALS and supported units.

PERFORMANCE STEPS:

1. Monitor monthly audits of departments and direct necessary corrections.
2. Monitor personnel, equipment, financial, and material readiness of the MALS and direct necessary action.
3. Monitor supported unit aviation logistics requirements for training and deployments and direct necessary revisions.
4. Monitor Deliberate Planning process to establish Aviation Logistics Support Annex for all OPLANS.

REFERENCE(S):

1. MCO P4400.177A
2. OPNAVINST 4790.2F

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.2 DIRECT THE DEPLOYMENT, EMPLOYMENT, AND REDEPLOYMENT OF MARINE AVIATION LOGISTICS SUPPORT PACKAGES

CONDITION(S): Given the assignment as a MALS supply section/division OIC, MALS S-3, MALS X-0, or MALS CO and the reference.

STANDARD: Support packages will be properly deployed, employed and redeployed in support of MALS and supported unit operational objectives.

PERFORMANCE STEPS:

1. Employ the appropriate subsidiary programs of MALSP (i.e., FISP, PCSP, CCSP, FOSP, TAS, T-AVB, MPF).
2. Determine appropriate MALSP Support Packages based on their support capabilities and components (FISP, PCSP, CCSP, FOSP, TSA).
3. Ensure appropriate procedures for deployment, employment, and redeployment of MALSP packages are followed.

REFERENCE(S): MALSP PPD

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.3 COORDINATE THE DEPLOYMENT OF THE AVIATION LOGISTICS ELEMENTS OF THE MALS

CONDITION(S): Given the requirement to coordinate the deployment of personnel, parts/materiel, support equipment, mobile facilities, and the reference.

STANDARD: Aviation logistics elements of the MALS will be coordinated with supported units to ensure logistics elements are provided for deployment.

PERFORMANCE STEPS:

1. Determine aviation logistics support requirements.
2. Coordinate with MALS departments (supply and maintenance) to prepare logistics elements for deployment.
3. Coordinate logistics deployment data input to MAGTFII/LOGAIS.

MCO 1510.74A

4. Provide aviation logistics-related input to MAG deployment SOP/Order.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.4 MONITOR/REVIEW OPLANS FOR AVIATION LOGISTICS REQUIREMENTS

CONDITION(S): Given OPLANS from higher headquarters to provide aviation logistics support for contingency operations, and the references.

STANDARD: OPLANS for aviation logistics requirements will be monitored/reviewed to ensure all Marine Aviation Logistics Support Program (MALSP) support requirements are met.

PERFORMANCE STEPS:

1. Ensure that MALSP requirements are identified.
2. Monitor materiel, personnel, and support equipment readiness.
3. Coordinate with MAG S-3/S-4 to ensure integration of support.
4. Interface with MAGTF II/LOGAIS.

REFERENCE(S):

1. MCO P4400.177A
2. OPNAVINST 4790.2F
3. MALSP PPD
4. MAGTF II/LOGAIS User's Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.5 PLAN ORGANIZATION/UNIT PRIORITIES

CONDITION(S): Given a MALS, an Aviation Supply Division/Section or External Logistics Agency and operational requirements.

STANDARD: Organizational/unit priorities will be planned to meet the long term objectives.

PERFORMANCE STEPS:

1. Establish strategic (long-term) goals.
2. Develop a strategic plan to accomplish those goals.
3. Identify alternate courses of action to achieve goals, assess risks, and benefits of alternate COA's.
4. Prioritize goals.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.6 OBTAIN/ALLOCATE RESOURCES FOR A UNIT

CONDITION(S): Given a MALS, and Aviation Supply Division/Section, or an external Logistics Support Agency.

STANDARD: Fiscal, personnel, and materiel resources will be obtained/allocated to successfully accomplish the organization/unit mission.

PERFORMANCE STEPS:

1. Determine the range and scope of resources needed by the organization/unit to accomplish it's mission.
2. Obtain resources.
3. Allocate resources within the unit per mission priorities.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.7 DEVELOP ORGANIZATIONAL MANAGEMENT STRATEGY TO SUPPORT CUSTOMERS

CONDITION(S): Given a MALS, an Aviation Supply Division/Section, or external Logistics Support Agency.

STANDARD: The organizational management strategy will be developed to effectively and efficiently support customers.

PERFORMANCE STEPS:

1. Analyze the logistics support mission.
2. Develop organizational structures and logistics support processes.
3. Monitor the quality of support through feedback and analysis.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.8 ASSIGN PERSONNEL WITHIN THE ORGANIZATION/UNIT

CONDITION(S): Given a MALS, an Aviation Supply Division/Section, or external Logistics Support Agency.

STANDARD: Personnel will be assigned within the organization/unit through analysis of manpower requirements (Table of Organization) and staffing levels.

PERFORMANCE STEPS:

1. Review Table of Organization (T/O) requirements.
2. Review current staffing of organization/unit.
3. Make/adjust personnel assignments based on staffing levels and mission priorities.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.9 DELEGATE TASKS AND PROJECTS TO SUBORDINATE
UNIT/JUNIOR MARINES

CONDITION(S): Given a MALS, an Aviation Supply Division/Section,
or external Logistics Support Agency.

STANDARD: Tasks and projects will be delegated to subordinates
so that the mission will be effectively and efficiently
accomplished.

PERFORMANCE STEPS:

1. Perform mission analysis to determine roles, goals, and objectives for the organization/unit.
2. Delegate tasks and projects to subordinates per mission.
3. Implement feedback mechanisms to monitor task/project completion.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.10 DETERMINE THE QUALITY, EFFECTIVENESS, AND
EFFICIENCY OF LOGISTICS SUPPORT

CONDITION(S): Given a MALS, an Aviation Supply Division/Section,
or external Logistics Support Agency.

STANDARD: The quality, effectiveness, and efficiency of
logistics support will be determined by analyzing management
reports (personnel, financial, materiel, readiness, etc.) and
performance indicators.

PERFORMANCE STEPS:

1. Perform mission analysis to determine roles, goals, and objectives for the organization/unit.

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2. Delegate tasks and projects to subordinates in accordance with mission.
3. Implement feedback mechanisms to monitor task/project completion.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6602.8.11 ESTABLISH COMMUNICATION/COORDINATION THROUGHOUT THE ORGANIZATION

CONDITION(S): Given a MALS, an Aviation Supply Division/Section, or external Logistics Support Agency.

STANDARD: Communication/coordination will be established throughout the organization to provide timely information and unity of effort.

PERFORMANCE STEPS:

1. Establish clear, unobstructed communications channels throughout the organization/unit and encourage feedback.
2. Communicate and coordinate logistics support plans, customer needs, and courses of action.

REFERENCE(S): (NONE)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

MOS 6604, AVIATION SUPPLY OPERATIONS OFFICER

DUTY AREA 1 - ADMINISTRATIVE FUNCTIONS

TASK: 6604.1.1 MONITOR THE MAINTENANCE OF THE MASTER DIRECTIVES FILE

CONDITION(S): Given applicable directives, a working supply division, and the references.

STANDARD: The master directives file will be maintained in a current and accurate manner in SSIC sequence.

PERFORMANCE STEPS:

1. Ensure directives are filed in SSIC sequence.
2. Ensure applicable changes are made to directives.
3. Ensure missing directives/changes are requisitioned.
4. Ensure outdated and superseded directives are disposed of.
5. Ensure the directive's locator card file is maintained.

REFERENCE(S):

1. SECNAVINST 5210.11D
2. SECNAVINST 5216.5C
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.1.2 MONITOR THE MAINTENANCE OF OFFICIAL CORRESPONDENCE FILES

CONDITION(S): Given the requirement to initiate/process/file naval correspondence and the references.

STANDARD: Naval correspondence will be maintained per the requirements of the references.

PERFORMANCE STEPS:

1. Ensure naval messages are processed/filed in a daily file in DTG sequence segregated by incoming and outgoing messages.
2. Ensure naval messages are properly prepared.
3. Ensure general correspondence is prepared and filed per the references.

REFERENCE(S):

1. SECNAVINST 5216.5C
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.1.3 MONITOR THE MAINTENANCE OF APPLICABLE LETTERS OF RELIEF, APPOINTMENT, TURNOVER, AND REVOCATION

CONDITION(S): Given letters of relief, appointment, turnover, revocation and the references.

STANDARD: Letters of relief, appointment, turnover, and revocation will be maintained in sequential order for a period specified by the references.

PERFORMANCE STEPS:

1. Ensure letters are received and filed.
2. Ensure letters are maintained for appropriate length of time.
3. Ensure files are reviewed annually to purge letters no longer required to be maintained.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.1.4 MONITOR THE MANNING AND ASSIGNMENT PROCESS FOR THE AVIATION SUPPLY DEPARTMENT

CONDITION(S): Given the assignment as the MALS aviation supply officer and the references.

STANDARD: Authorized manning of the MALS supply personnel will be consistently monitored per the guidance of the MALS commanding officer and the references.

PERFORMANCE STEPS:

1. Identify required number of personnel by MOS per the unit T/O.
2. Coordinate with the MALS S-1 to assign the appropriate mix and number of aviation supply personnel to the Supply Department.
3. Monitor administrative control over assigned personnel.

REFERENCE(S):

1. OPNAVINST 4790.2
2. MCO P440.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.1.5 REPRESENT THE COMMANDING OFFICER FOR AVIATION SUPPLY CONCERNS

CONDITION(S): Given assignment as the MALS supply officer, commanding officer guidance, and the references.

STANDARD: Personnel, materiel/parts, organizational allowances, deployment directives, financial requirements, logistics elements, and OPLANs concerns pertinent to the operation of the aviation supply department and the MALS will be represented to higher authority, supporting commands, and supported commands.

PERFORMANCE STEPS:

1. Determine required Supply Department resources.
2. Coordinate with the MALS S-3 for all OPLAN and deployment requirements.

3. Coordinate with the MALS S-4 for logistics requirements.
4. Coordinate with the type commander and systems command for all organizational allowances and aviation allowance requirements.
5. Coordinate with the MAG fiscal officer and MAW comptroller for financial requirements.

REFERENCE(S):

1. NAVSO Publication 3013.2
2. NAVSUP Publication 485
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.1.6 REPRESENT THE MAW COMMANDING GENERAL FOR AVIATION SUPPLY CONCERNS

CONDITION(S): Given assignment as the MAW supply officer, MAW Commander guidance, and the references.

STANDARD: Supply information systems, personnel, equipment, directives, financial requirements, and policies/procedures of the MAW will be represented to higher headquarters, supporting commands, and supported commands.

PERFORMANCE STEPS:

1. Determine supply support requirements.
2. Coordinate with the MAW G-3, MEF G-3/G-4, and MarFor ALD for all OPLAN and deployment requirements.
3. Coordinate with the MAW G-4, MEF G-3/G-4, and MarFor ALD for logistics requirements.
4. Coordinate with the type commander and systems command for all allowance requirements for subordinate units.
5. Coordinate with the MAW comptroller and type commander for financial authorization for subordinate units.

REFERENCE(S):

1. NAVSO Publication 3013.2
2. NAVSUP Publication 485
3. OPNAVINST 4790.2F

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 2 - OPERATIONAL FUNCTIONS

TASK: 6604.2.1 MONITOR THE OVERALL FUNCTIONING OF THE AVIATION SUPPLY DEPARTMENT (ASD)

CONDITION(S): Given the assignment as the MALS supply officer, applicable type commander instruction, MAW staff guidance, MALS commanding officer direction, and the references.

STANDARD: The ASD organization policy and procedures will be administered to ensure maximum supply efficiency for supported units.

PERFORMANCE STEPS:

1. Monitor monthly audits of divisions.
2. Monitor personnel, materiel, and financial resources within the ASD to sustain operational readiness of supported customers.
3. Monitor performance management indicators established by higher headquarters to maximize operational readiness.

REFERENCE(S):

1. NAVSUP Publication 485
2. OPNAVINST 4790.2F
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.2.2 MONITOR/REVIEW SPECIFIC OPLAN'S FOR AVIATION SUPPORT REQUIREMENTS

CONDITION(S): Given specific OPLAN's from higher headquarters to provide supply support for supported units, deployment directives, and the references.

STANDARD: OPLAN's will be reviewed to ensure all Marine Aviation Logistics Support Plan (MALSP) supply support procedures are incorporated.

PERFORMANCE STEPS:

1. Ensure that MALSP supply support requirements are properly identified.
2. Monitor stock levels to ensure sufficient assets are available to execute the OPLAN.
3. Coordinate with MALS command element to provide amplifying data (e.g., personnel, weight/cube) related to OPLAN development.
4. Monitor Deliberate Planning process to establish Aviation Logistics Annex for all OPLANS.
5. Review TPFDD for accuracy.

REFERENCE(S):

1. NAVSUP Publication 437
2. NAVSUP Publication 485
3. MCO P4400.177A
4. MALSP Program Planning Document (PPD)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.2.3 MONITOR THE AVIATION SUPPLY REQUIREMENTS IN THE MAGTF II/LOGAIS

CONDITION(S): Given specific OPLAN's from higher headquarters, deployment directives, and the references.

STANDARD: The MALSP spare parts are incorporated into the USMC MAGTF II/LOG AIS to ensure that MALSP elements are packaged/labeled and transported with minimum transportation assets.

PERFORMANCE STEPS:

1. Identify spare parts/ADP requirements for MALSP support packages.
2. Validate weight and cube for spare parts/ADP requirements for contingency support package embarkation.
3. Provide weight and cube to MALS command element for incorporation into USMC MAGTF II/LOGAIS.

REFERENCE(S):

1. MCO P4400.177A
2. MAGTF II/LOGAIS User's Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.2.4 PLAN INTEGRATION OF THE AVIATION LOGISTICS ELEMENTS

CONDITION(S): Given the requirement to integrate aviation supply support for a MALS into a MAGTF aviation combat element (MEU/MEF).

STANDARD: Spare parts/ADP requirements will be integrated into the aviation combat element (ACE) to ensure operational readiness of the MAGTF ACE for required aviation logistics support.

PERFORMANCE STEPS:

1. Monitor spare parts/ADP requirements.
2. Identify supply department personnel for assignment.
3. Review/monitor ACE OPLAN.
4. Coordinate supported and supporting relationships between the host MALS and parent MALS.

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REFERENCE(S):

1. NAVSUP Publication 437
2. NAVSUP Publication 485
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.2.5 INFORM COMMANDING OFFICER/MAW ALD OF STATUS OF SUPPLY OPERATIONS

CONDITION(S): Given the requirement to appraise the commander of the status of supply operations.

STANDARD: The MALS commanding officer/MAW ALD will be informed of the status of aviation supply operations.

PERFORMANCE STEPS:

1. Monitor required management information reports.
2. Perform trend analysis on performance indicators.
3. Prepare end of month reports for submission to type commander.

REFERENCE(S):

1. COMNAVAIRLANTINST 4440.14
2. COMNAVAIRPACINST 4440.11
3. NAVSUP Publication 485

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.2.6 PREPARE UNIT FOR SUPPLY INSPECTIONS/ANALYSES/AUDITS

CONDITION(S): Given notification of an inspection/analysis/audit, an inspection checklist, applicable MAW/type commander directives, and the reference.

STANDARD: The unit will be evaluated to ensure optimal compliance with current directives and corrective action implemented to correct any deficiencies.

PERFORMANCE STEPS:

1. Review the appropriate checklist.
2. Perform an internal audit utilizing checklist.
3. Initiate/monitor corrective action, as required.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.2.7 MONITOR THE ACCOUNTABILITY AND CONTROL OF AVIATION SUPPLY STORES

CONDITION(S): Given assignment as the MALS aviation supply officer and the references.

STANDARD: The daily operations of the aviation supply department will be monitored to ensure the accountability and control of aviation supply officer stores are maintained according to current directives.

PERFORMANCE STEPS:

1. Ensure the proper maintenance of repairable allowances.
2. Ensure the proper maintenance of consumable allowances.
3. Ensure the control of classified and fleet controlled materiel.

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4. Ensure the proper maintenance of all organizational allowance lists.
5. Prepare end of month reports for submission to type commander.

REFERENCE(S) :

1. FASOINST 4441.15
2. NAVSUP Publication 437
3. NAVSUP Publication 485
4. SPCCINST 4440.450
5. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 3 - REPAIRABLE MANAGEMENT FUNCTIONS

TASK: 6604.3.1 ENSURE THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY REPAIRABLES MANAGEMENT DIVISION (RMD)

CONDITION(S): Given the billet of RMD division officer, a RMD, and the references.

STANDARD: The daily operations of the RMD division will be monitored to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure RMD division files are properly maintained.
2. Ensure RMD division reports are properly maintained.
3. Ensure repairable records in SUADPS-RT and NALCOMIS data bases are properly maintained.

4. Ensure the proper maintenance of repairable allowances.
5. Ensure repairable stock is requisitioned and monitored properly.
6. Ensure the location/inventory validity of repairables.
7. Ensure the proper receipt, issue, and stowage of repairable materiel.
8. Ensure the accountability of repairable components in the repair cycle.
9. Ensure the accountability of sub-custodied materiel.
10. Monitor retrograde process for carcass tracking.
11. Review monthly maintenance plans to determine supply support requirements.

REFERENCE(S) :

1. FASOINST 4441.15
2. NALCOMIS User's Manual
3. NAVSUP Publication 485
4. SPCCINST 4440.450
5. SUADPS-RT Support Procedures Manuals
6. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.3.2 ENSURE THE CONTROL OF CLASSIFIED MATERIEL

CONDITION(S): Given the billet of classified materiel custodian, classified controlled materiel, classified materiel storage unit, and the references.

STANDARD: Classified materiel will be stowed in an approved secure area with accurate accountability maintained in SUADPS-RT and NALCOMIS data bases.

PERFORMANCE STEPS:

1. Designate a classified materiel storage area approved to stow classified materiel.
2. Establish and maintain an access list of personnel authorized in the classified materiel storage area.
3. Establish local procedures concerning the ordering, receiving, stowage, and issue of classified materiel.
4. Establish procedures to reconcile on hand quantities of classified materiel between SUADPS-RT and NALCOMIS data bases monthly.

REFERENCE (S):

1. NAVSUP Publication 485
2. OPNAVINST 5510.1
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - CONSUMABLE MANAGEMENT FUNCTIONS

TASK: 6604.4.1 MONITOR THE OVERALL FUNCTIONING AND EFFICIENCY OF THE SUPPLY CONSUMABLE MANAGEMENT DIVISION (CMD)

CONDITION(S): Given the billet of CMD officer, a CMD, and the references.

STANDARD: The daily operations of the CMD will be monitored to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure CMD files are properly maintained.
2. Ensure CMD reports are properly maintained.
3. Ensure the shelf-life, pre-expended bin, and hazmat programs are properly maintained.
4. Ensure the proper issue, storage, and receipt of consumable materiel.
5. Ensure consumable materiel location/inventory validity.
6. Review monthly maintenance plans to determine supply support requirements.
7. Ensure consumable stock is requisitioned and monitored properly.
8. Ensure consumable records in SUADPS-RT and NALCOMIS data bases are properly maintained.
9. Upon receipt of pack-up request from SMD, monitor the preparation of consumable pack-up materiel.

REFERENCE(S):

1. NAVSUP Publication 437
2. NAVSUP Publication 485
3. SUADPS-RT Support Procedures Manuals
4. MCO P4400.177A
5. MCO P5090.2
6. DoD Directive 4160.21
7. DoD Directive 4140.27-M
8. MSDSs for Chemicals

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 5 - SUPPLY RESPONSE FUNCTIONS

TASK: 6604.5.1 MONITOR THE OVERALL FUNCTIONING AND EFFECTIVENESS OF THE SUPPLY RESPONSE DIVISION (SRD)

CONDITION(S): Given the billet of SRD officer, a SRD, and the references.

STANDARD: The daily operations of the SRD will be monitored to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure current requisition status is maintained.
2. Ensure a rescreen program is worked and maintained.
3. Ensure a library of maintenance and supply publications is maintained.
4. Ensure supply response files and listings are maintained.
5. Ensure the internal/external reconciliation, monitoring, and expediting of all direct turnover requirements.
6. Ensure the initial screening, technical research, and referral of DTO requisitions.
7. Ensure NALCOMIS reports are reviewed, updated, and maintained.
8. Ensure overaged shipping status and surveys are prepared for DTO materiel lost in shipment.
9. Ensure reports of discrepancies are prepared and submitted as required.
10. Ensure SUADPS-RT to NALCOMIS reconciliations are processed.
11. Ensure that the procedures for the transmission of requisitions to the supply system and receipt of incoming status from the supply system are fully understood and utilized.

REFERENCE(S) :

1. NAVSUP Publication 437
2. NAVSUP Publication 485
3. NAVSUP Publication 568
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6604.5.2 PROVIDE INTENSIFIED MANAGEMENT OF NOT MISSION CAPABLE SUPPLY (NMCS)/PARTIAL MISSION CAPABLE SUPPLY (PMCS) REQUISITIONS AND OTHER HIGH PRIORITY REQUISITIONS AS REQUIRED

CONDITION(S): Given the billet of SRD officer, High Priority Requisition Report, and the reference.

STANDARD: High priority requisitions (NMCS/PMCS) will be intensely managed to meet readiness objectives of supported units.

PERFORMANCE STEPS:

1. Receive and review the High Priority Requisition Report.
2. Brief the status of all high priority requisitions to the ASO as required.
3. Forward the High Priority Requisition Report to the higher headquarters as required.

REFERENCE(S) :

1. MCO P4400.177A
2. NALCOMIS User's Manual
3. NAVSUP Publication 485

ADMINISTRATIVE INSTRUCTIONS: (NONE)

MOS 6672, AVIATION SUPPLY CLERK

DUTY AREA 1 - ADMINISTRATIVE FUNCTIONS

TASK: 6672.1.1 MAINTAIN THE MASTER DIRECTIVES FILE

CONDITION(S): Given applicable directives, locator cards, and the references.

STANDARD: The master directives file will be maintained in a current and accurate manner in SSIC sequence.

PERFORMANCE STEPS:

1. Review NAVMC 2761 and unit Publications Listing to determine required directives.
2. File directives in SSIC sequence.
3. Incorporate applicable changes to directives.
4. Requisition missing directives/changes.
5. Dispose of outdated and superseded directives.
6. Maintain the directives locator card file.

REFERENCE(S):

1. NAVMC 2761
2. SECNAVINST 5210.11D
3. SECNAVINST 5215.5
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.1.2 MAINTAIN NAVAL MESSAGE FILES

CONDITION(S): Given naval messages and the reference.

STANDARD: Naval messages will be maintained in date time group (DTG) sequence for a period of 1 year.

PERFORMANCE STEPS:

1. Receive messages from the communications center.
2. Distribute messages to appropriate divisions, as required.
3. File active naval messages in a daily file in DTG sequence segregated by incoming and outgoing messages.
4. Transfer completed messages to the completed file in DTG sequence segregated by incoming and outgoing messages.

REFERENCE(S): SECNAVINST 5210.11D

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.1.3 MAINTAIN COMMANDING OFFICER AND SUPPLY OFFICER LETTERS OF RELIEF, APPOINTMENT, AND REVOCATION

CONDITION(S): Given commanding officer and supply officer letters of relief, appointment, turnover, revocation and the references.

STANDARD: Commanding officer and supply officer letters of relief, appointment, turnover, and revocation will be maintained in sequential order for a period of 3 years from date of signature.

PERFORMANCE STEPS:

1. Receive letters from initiating authorities.
2. File letters in correspondence files.
3. Route letters to appropriate divisions, as required.
4. Maintain letters for a period of 3 years from date of signature.

5. Review files annually to purge letters more than 3 years old.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.1.4 MAINTAIN FILE OF PERSONNEL AUTHORIZED TO RECEIPT FOR MATERIEL

CONDITION(S): Given letters of personnel authorized to receipt for materiel and the reference.

STANDARD: The file of personnel authorized to receipt for materiel will be maintained current and accurate.

PERFORMANCE STEPS:

1. Request current authorization letters from supported units.
2. Provide and maintain authorization letters of supply personnel authorized to receipt for materiel from external units.
3. Distribute copies of authorization letters to appropriate drivers/delivery personnel.
4. Validate file, as required.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.1.5 SUPERVISE THE OVERALL FUNCTIONING OF THE SUPPLY PERSONNEL ADMINISTRATIVE DIVISION (SPAD)

CONDITION(S): Given the billet of SPAD division NCOIC, a working SPAD division, and the references.

STANDARD: The daily operations of the SPAD division will be supervised to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure division technical training is conducted.
2. Ensure master directives files are maintained.
3. Ensure naval message files are maintained.
4. Ensure commanding officer and supply officer letters of relief, appointment, and revocation are maintained.
5. Ensure file of personnel authorized to receipt for materiel is maintained.
6. Ensure recall rosters are prepared for all supply personnel.
7. Submit aviation logistics reports to higher headquarters.
8. Draft naval messages and correspondence.
9. Coordinate the administrative control of all personnel assigned.
10. Maintain files of personnel authorized to handle hazardous material.

REFERENCE(S):

1. SECNAVINST 5210.11D
2. SECNAVINST 5215.5
3. MCO P4400.177A
4. MCO P5090.2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.1.6 COORDINATE ADMINISTRATIVE CONTROL OF ALL PERSONNEL

CONDITION(S): Given the assignment as SNCOIC of Supply Personnel Division and the references.

STANDARD: Administrative personnel matters will be expeditiously and accurately controlled.

PERFORMANCE STEPS:

1. Maintain the following files and logs:
 - a. Aviation Supply Department Personnel Board.
 - b. Aviation Supply Department Personnel File.
 - c. Maintain Fitness Report Log.
2. Receive, consolidate, and submit morning muster.
3. Maintain and publish the ASD Recall Roster.
4. Maintain and publish Aviation Logistics Rosters.
5. Coordinate the administrative process for personnel going PCS, TAD, FAP, or on leave with the MALS S-1.
6. Record Division assignment of incoming personnel as directed by the Aviation Supply Officer/Chief.
7. Submit Training Reports/Schedules to MALS S-3.

REFERENCE(S):

1. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 2 - SUPPLY MANAGEMENT FUNCTIONS

TASK: 6672.2.1 MAINTAIN REPORTS OF INTERNAL/EXTERNAL AUDITS AND VERIFICATIONS

CONDITION(S): Given the results of audits and verifications and the references.

STANDARD: Internal/external results of audits and verifications will be maintained by type report for a period of 3 years from date of audit and verification.

PERFORMANCE STEPS:

1. Receive audit and verification reports from auditors/verifiers.
2. File reports by type.
3. Distribute copies of reports to appropriate divisions.
4. Review files to purge reports more than 3 years old.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.2.2 VALIDATE AND LOAD MALSP ALLOWANCES IN SUADPS-RT/NALCOMIS DATA BASES

CONDITION(S): Given the MALSP AVCAL/COSAL allowances on tape and/or listings and the references.

STANDARD: AVCAL/COSAL allowances will be validated and processed through SUADPS-RT/NALCOMIS data bases and maintained, as required.

PERFORMANCE STEPS:

1. Validate format and content of new AVCAL/COSAL allowances.
2. Process AVCAL/COSAL allowances through SUADPS-RT.
3. Verify output to ensure stock requisitions are on order for any deficiencies.
4. Maintain AVCAL/COSAL aids on file, as required.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.2.3 MONITOR AVIATION SUPPLY DEPARTMENT (ASD)
TECHNICAL TRAINING

CONDITION(S): Given assignment in the supply management division (SM), the requirement to monitor the technical training of the ASD, local directives, and the reference.

STANDARD: Technical training of supply operations for aviation supply personnel will be monitored to ensure the technical proficiency of the ASD.

PERFORMANCE STEPS:

1. Ensure compliance with the technical training schedule for each division in the ASD.
2. Review the lesson plans for each division in the ASD.
3. Review the individual technical training records of all supply personnel within the ASD for appropriate entries.
4. Review conduct of technical training for each division in the ASD.
5. Recommend updates to lesson plans, as required.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.2.4 MONITOR COMPLIANCE OF THE ASD WITH ESTABLISHED PROCEDURES

CONDITION(S): Given assignment in the SM division and the references.

STANDARD: All supply functions within the ASD will be monitored to ensure compliance with established procedures and the achievement of established goals.

PERFORMANCE STEPS:

1. Publish a schedule and conduct internal audits.
2. Publish a monthly internal audit report.
3. Review and respond to external audit reports.
4. Consolidate and submit all required external reports.
5. Review all change proposals to the ASDTP and automated systems.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.2.5 MONITOR DEPLOYED/EXERCISE PACK-UP FILES

CONDITION(S): Given a pack-up request, an OPLAN or Logistics Support Request (LSR), and the reference.

STANDARD: Pack-up files will be screened, changed, and/or established to ensure optimal quantities of repair parts are contained therein and deployment procedures established to provide support to deployed units.

PERFORMANCE STEPS:

1. Receive pack-up requests from the MALS S-3 officer.
2. Coordinate Supply FMF Unit Deployment Milestones with the MALS S-3 officer.
3. Adjust/update pack-up files, as necessary.
4. Maintain up-to-date publications for use during deployment operations.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.2.6 SUPERVISE THE OVERALL FUNCTIONING OF THE SUPPLY MANAGEMENT DIVISION (SMD)

CONDITION(S): Given the assignment of SM division NCOIC, a working SM division, and the references.

STANDARD: The daily operations of the SM division will be supervised to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure supply technical training is being conducted throughout the aviation supply department.
2. Review specific OPLAN or Logistics Support Request (LSR) for aviation support requirements.
3. Ensure the validation and loading of MALSP "Building Block" allowances in SUADPS-RT and NALCOMIS data bases.
4. Ensure the maintenance of deployed/exercise pack-up files.
5. Ensure the aviation supply department complies with established procedures.
6. Ensure the results of internal/external audits are maintained.
7. Draft naval messages and correspondence.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 3 - SQUADRON SUPPORT FUNCTIONS

TASK: 6672.3.1 PROCESS/MAINTAIN SQUADRON SUPPORT FILES

CONDITION(S): Given applicable squadron support files and the references.

STANDARD: Squadron support files will be processed and maintained per the references.

PERFORMANCE STEPS:

1. Process and maintain the following squadron support files.
 - a. Allowance Revision Files.
 - b. Assignment Letter File.
 - c. Budget File.
 - d. Custody Record File.
 - e. Custody Record History File.
 - f. Excess File.
 - g. Servmart Suspense File.
 - h. Open Purchase File.
 - i. Authorized Signature File.
 - j. Missing, Lost, Stolen, or Recovered Government Property (MLSR) File.
 - k. Outstanding Requisition File (ORF).
 - l. Defense Reutilization and Marketing Office Turn-In File.
 - m. Survey File.
2. Retain files for the period of time specified by the references.

REFERENCE(S) :

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.3.2 CONDUCT UNIT DEPLOYMENT READINESS EVALUATIONS

CONDITION(S): Given a list of custodial materiel and the references.

STANDARD: The custodial materiel list will be screened, all allowance shortages identified, and action taken to requisition deficiencies to ensure deployment readiness.

PERFORMANCE STEPS:

1. Compare on-hand custodial materiel quantities with allowance quantities.
2. Ensure that all deficiencies are on requisition and that the requisition documents are valid.
3. Submit a list of all custodial materiel deficiencies to the MALS S-3 officer.

REFERENCE(S) :

1. COMNAVAIRLANTINST 4790.20C
2. COMNAVAIRPACINST 4790.21C
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.3.3 PREPARE FORMS FOR OPEN PURCHASE

CONDITION(S): Given a requirement to requisition nonstandard materiel/services, DD Forms 1348-6 or 1149, and the references.

STANDARD: DD Forms 1348-6 or 1149 for the requisition of nonstandard materiel/services will be prepared, validated, and forwarded to the local procurement office for processing.

PERFORMANCE STEPS:

1. Receive requirement for nonstandard materiel/services from the supported unit.
2. Verify that the requirement and the source of supply are valid.
3. Prepare all DD Forms 1348-6 or 1149 (other than OFC-01) and forward to the squadron support division officer for review and signature.
4. Forward the prepared DD Form 1348-6 or 1149 to the accounting/fiscal officer and aviation supply officer for review and signature.
5. Forward the signed DD Form 1348-6 or 1149 to the local procurement office for processing.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A
3. Executive Order 12873
4. DoD Directive 4165.60 Collection, Disposal, Resource Recovery and Recycling Program
5. 40 CFR 247 & 40 CFR 248

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.3.4 PROCESS REQUIREMENTS FOR ORGANIZATIONAL AERONAUTICAL RELATED CUSTODIAL MATERIEL

CONDITION(S): Given a requirement for aeronautical-related custodial materiel (IMRL, TBA, and NAVICP-related material), applicable aeronautical allowance lists, and the reference.

STANDARD: Aeronautical-related custodial materiel deficiencies will be requisitioned through the designated point of entry (POE).

PERFORMANCE STEPS:

1. Screen current IMRL, COSAL, TBA, MAMs, and NAVICP-related allowance lists to identify any aeronautical-related custodial materiel deficiencies.
2. Prepare and submit requisitions for all aeronautical related custodial materiel deficiencies.
3. Process requisition through SUADPS-RT to create a financial obligation and load required information to the basic requisition file.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.3.5 CONDUCT INVENTORIES OF ORGANIZATIONAL ALLOWANCE (NAVICP-RELATED) MATERIEL

CONDITION(S): Given an organizational materiel allowance list, custody records, and the references.

STANDARD: Organizational allowance materiel will be inventoried as directed with 100 percent accuracy.

PERFORMANCE STEPS:

1. Prepare for inventory by processing and posting all unprocessed receipts and expenditures to the appropriate system.
2. Physically sight each item contained on the custody record and inspect for serviceability.
3. Validate the serial numbers of all serialized items against the custody records and reconcile any differences.
4. Annotate the custody cards with the date, quantity, and person performing the inventory.

5. Identify all shortages, losses, and unserviceable materiel.
6. Prepare and submit issue requests for the requisitioning of items requiring replacement.
7. Submit a report of completion of inventory to the commanding officer.
8. Post adjustments to the custody records.

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.3.6 PREPARE CUSTODY RECORDS

CONDITION(S): Given organizational allowance lists, custody records, and the reference.

STANDARD: Custody records will be maintained for all organizational allowance and NAVICP-related materiel/equipment to ensure accountability of all assets.

PERFORMANCE STEPS:

1. Establish/maintain master custody records for each line item contained on all organizational allowance lists. Master custody records will contain the following information.
 - a. Manufacturer (MFG) code.
 - b. Part number.
 - c. National stock number (NSN).
 - d. Nomenclature.
 - e. Unit of issue.
 - f. Authorized allowance.

- g. Page number.
 - h. Item number.
 - i. Serial number.
 - j. Cross-reference data.
 - k. On-hand balance.
 - l. Signature of the SSD officer.
2. Maintain subcustody records for each line item contained on master custody file that are assigned to and signed for by responsible officers.

REFERENCE(S):

- 1. NAVSUP Publication 485
- 2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.3.7 DIRECT THE OVERALL FUNCTIONING OF THE SQUADRON SUPPORT DIVISION (SSD)

CONDITION(S): Given the billet of SS division NCOIC and the references.

STANDARD: The daily operations of the SS division will be supervised to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

- 1. Ensure SS division files are properly maintained.
- 2. Ensure unit deployment readiness evaluations are properly conducted.
- 3. Ensure the requisitioning of organizational allowance materiel is properly conducted.
- 4. Ensure that open purchase forms for the requisition of nonstandard materiel/services are properly prepared,

signed, and forwarded to the local procurement office for processing.

5. Ensure the receiving, processing, and monitoring of requirements for aeronautical-related custodial materiel are properly conducted.
6. Ensure inventories of organizational allowance materiel are properly conducted.
7. Ensure the custody and control of all organizational allowance materiel is properly maintained.
8. Draft naval messages and correspondence.

REFERENCE(S):

1. COMNAVAIRLANTINST 4790.20C
2. COMNAVAIRPACINST 4790.21C
3. NAVSUP Publication 485
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.3.8 DIRECT THE CUSTODY AND CONTROL OF ALL ORGANIZATIONAL ALLOWANCE AND NAVICP-RELATED MATERIEL

CONDITION(S): Given the assignment as SS division NCOIC, organizational allowance lists, and the reference.

STANDARD: Custody and control of all organizational allowance materiel will be maintained to ensure accountability, source documentation for budget submissions, and operational readiness of the MALS and supported units.

PERFORMANCE STEPS:

1. Ensure that the following allowance lists are maintained on-hand and current.
 - a. Coordinated Shipboard Allowance List (COSAL).
 - b. Individual Materiel Readiness List (IMRL).

- c. Maintenance Assist Modules (MAM)/Test Bench Installations (TBI).
 - d. NAVAIR 00-35QH-2.
 - e. Table of Basic Allowances (NAVICP 00-35T-37-4).
2. Ensure all allowance revisions are posted to the appropriate allowance list by line item.
 3. Ensure current letters of appointment of responsible officer are maintained for each supported unit.
 4. Ensure quarterly/annual inventories are conducted to establish/verify on-hand balances.
 5. Ensure custody records are accurately maintained for all allowance list line items.
 6. Conduct unit deployment readiness evaluations for organizational allowance materiel.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - SUPPLY ACCOUNTING FUNCTIONS

TASK: 6672.4.1 PROCESS/MAINTAIN SUPPLY ACCOUNTING FILES

CONDITION(S): Given applicable supply accounting files and the references.

STANDARD: Supply accounting files will be processed and maintained per the references.

PERFORMANCE STEPS:

1. Process and maintain the following supply accounting files.
 - a. Completed Transaction File.
 - b. Financial Integrity Verification File.

- c. Allocation File.
 - d. Fuel Files.
 - e. Holding File.
 - f. Transmittal File.
 - g. Budget OPTAR File.
 - h. Inflight Refueling File.
 - i. Requisition Files.
 - j. SAC 207 Financial Files.
 - k. Survey Files.
 - l. DFAS Transaction Listing File.
2. Retain files for the period of time specified by the references.

REFERENCE(S) :

1. NAVSO Publication 3013.2
2. NAVSUP Publication 485
3. MCO P4400.177A
4. COMNAVAIRLANT 7310.1
5. COMNAVAIRPAC 7310.2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.2 PROCESS FUEL TRANSACTIONS

CONDITION(S): Given the Aviation Storekeeper Information Tracking System (ASKIT), fuel transaction source documents, Fuel Transaction File, SFO/EDL listing, and the references.

STANDARD: Fuel transactions will be processed in a timely and accurate manner.

PERFORMANCE STEPS:

1. Receive fuel chits from supported squadrons for the fuel received.
2. Process fuel chits by individual transactions using the requisition input process and file chit in the Completed Fuel Transaction File for a period of 3 years.
3. Receive the SFO/EDL listing from DFAS to review fuel charges.
 - a. Annotate any action taken.
 - b. Process fuel adjustments from the SFO/EDL.
 - c. Report all challenges to DFAS and retain an annotated copy on file for a period of 3 years.
4. Receive the AUOL from DFAS.
 - a. Research and verify charges/credits.
 - b. Annotate action taken.
 - c. Return annotated original and retain an annotated copy on file for a period of 3 years per the references.

REFERENCE (S) :

1. NAVSO Publication 3013.2
2. NAVSUP Publication 485
3. MCO P4400.177A
4. COMNAVAIRLANT 7310.1
5. COMNAVAIRPAC 7310.2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.3 PROCESS IN-FLIGHT REFUELING TRANSACTIONS

CONDITION(S): Given fuel transaction source documents and the references.

STANDARD: In-flight refueling transactions will be processed in a timely and accurate manner.

PERFORMANCE STEPS:

1. Receive source documents from VMGR for in-flight fuel received and issued.
2. Process fuel expenditures to supported and non-supported squadrons.
3. Issue remaining fuel to refueler squadron (VMGR).
4. Prepare/send naval message to all squadrons receiving in-flight refueling.
5. Review DFAS exception listing (C&H/A&G) for unmatched expenditures.

REFERENCE(S):

1. NAVSO Publication 3013.2
2. NAVSUP Publication 485
3. MCO P4400.177A
4. COMNAVAIRLANT 7310.1
5. COMNAVAIRPAC 7310.2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.4 PREPARE FLIGHT PACKETS

CONDITION(S): Given the requirement to provide flight packets, MAW/tycom guidance, and the reference.

STANDARD: Flight packets will be prepared to provide aircraft away from the supporting unit with the necessary documents and appropriation data to support operations.

PERFORMANCE STEPS:

1. Place the documents necessary to procure parts, fuel, lodging, and meals for both military and civilian personnel in the packet.

2. Ensure packets contain current fiscal year appropriation data.
3. When documents are used from a flight packet the following will occur.
 - a. Load requisitions to appropriate financial records.
 - b. Place a copy of the document in appropriate financial transaction file.

REFERENCE(S) :

1. MCO P4400.177A
2. NAVSUP Publication 485
3. COMNAVAIRLANT 7310.1
4. COMNAVAIRPAC 7310.2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.5 PROCESS REPORTS OF SURVEY

CONDITION(S): Given completed reports of survey (DD Form 200) and the references.

STANDARD: Completed reports of survey will be processed and retained for a period of 5 years.

PERFORMANCE STEPS:

1. Receive completed reports of survey from supported units and divisions within the MAG.
2. Process survey (X43) per the references.
3. Verify the accuracy of the reports against report 34.
4. Maintain completed Survey File (Supply Officers Stores) per the references.
5. Maintain completed Survey File (Non-Supply Officers Stores) per the references.

MCO 1510.74A

REFERENCE(S):

1. NAVSUP Publication 485
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.6 PREPARE FINANCIAL REPORTS

CONDITION(S): Given source documents, financial reports, and the references.

STANDARD: Financial reports will be verified, corrected, and submitted per the references.

PERFORMANCE STEPS:

1. Verify and correct the monthly financial reports.
 - a. DI 100
 - (1) NSA/End Use Financial Inventory Report (Report 3).
 - (2) OSO Transfer Report (Report 5).
 - (3) NAVCOMPT Form 2074 for Charges/Credits/"JC" Credits (Report 6).
 - (4) Listing of NSA Expenditure/Credits/"JC" Credits (Report 6).
 - (5) NAVCOMPT 2051 Message Report (Report 9).
 - (6) NAVCOMPT 2156 OPTAR Message Report (Report 20).
 - (7) NAVCOMPT 2157 Budget OPTAR Message Report (Report 28).
 - b. Aged Unfilled Order Listing.
 - c. Summary Filled Order/Expenditure Listing.
 - d. Unmatched Expenditure Listing.
 - e. SAC-207 Exception Feedback Report.

2. Submit corrected report to the supply accounting officer for review and signature.

REFERENCE(S):

1. NAVSO Publication 3013.2
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.7 OPERATE IMAGE RETRIEVAL SYSTEM

CONDITION(S): Given completed financial impact source documents, image retrieval system, and the reference.

STANDARD: Archive an image of all source documents.

PERFORMANCE STEPS:

1. Sort documents by transaction type.
2. Scan/store document images.
3. Perform daily back-up of data.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.8 SUPERVISE THE OVERALL FUNCTIONING OF THE SUPPLY ACCOUNTING DIVISION (SAD)

CONDITION(S): Given the assignment as the SA division NCOIC and the references.

STANDARD: The daily operations of the SA division will be supervised to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure financial files are properly maintained.

2. Ensure fuel transactions are properly processed.
3. Ensure flight packets are properly prepared and controlled.
4. Ensure surveys are properly prepared and processed.
5. Review and submit required monthly financial reports.
6. Draft naval messages and naval correspondence.
7. Ensure Automated Stand-alone Accounting (ASKIT) programs are properly maintained.

REFERENCE(S):

1. NAVSO Publication 3013.2
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.9 ASSIST IN THE PREPARATION OF THE INITIAL BUDGET REQUEST FOR THE MAG AND SUPPORT UNITS

CONDITION(S): Given the assignment as the SA division NCOIC, SA division officer/comptroller guidance, appropriate budget submission forms, appropriate accounting files, and the references.

STANDARD: Required information to prepare the initial budget request for the MAG and supported units will be gathered, processed, and submitted as required to the SA division officer for budget preparation.

PERFORMANCE STEPS:

1. Obtain and collate the information required to formulate the budget.
2. Perform the basic steps to assist the SA division officer to prepare the initial budget requests for the following OPTARS.
 - a. OFC 09.

- b. OFC 01.
- c. OFC 10.
- d. OFC 50.

REFERENCE(S) :

- 1. NAVSO Publication 3013.2
- 2. NAVSUP Publication 485
- 3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.10 ASSIST IN THE PREPARATION OF THE MID-YEAR BUDGET REVIEWS FOR THE MAG AND SUPPORTED UNITS

CONDITION(S): Given the assignment as the SA division NCOIC, SA division officer/comptroller guidance, appropriate mid-year budget review submission forms, current fiscal year budget, appropriate accounting files, and the references.

STANDARD: Required information for the preparation of the mid-year budget review for the MAG and supporting units will be gathered, processed, and submitted as required to the SA division officer to determine mid-year budget status and remaining fiscal year requirements to support the MAG's and supported units' operational requirements.

PERFORMANCE STEPS:

- 1. Obtain and collate the information required to formulate the mid-year budget review.
- 2. Perform the basic steps to assist the SA division officer in preparing the mid-year budget reviews for the following OPTARS.
 - a. OFC 09.
 - b. OFC 01.
 - c. OFC 10.

d. OFC 50.

REFERENCE(S):

1. NAVSO Publication 3013.2
2. NAVSUP Publication 485
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.4.11 SUPERVISE ANNUAL CLOSE-OUT

CONDITION(S): Given the assignment as the SA division NCOIC, current fiscal year close-out guidance from the MAW comptroller and SA division officer, and the references.

STANDARD: Annual close-out of current fiscal year financial accounts will be conducted per the ASD officer guidance and the references.

PERFORMANCE STEPS:

1. Ensure that the established cut-off date is published to all supported units and divisions for the requisitioning of materiel/services.
2. Ensure that the following financial files are edited/reconciled prior to establishing the cut-off date.
 - a. Fuel File.
 - b. Holding File.
 - c. Transmittal File.
 - d. Budget OPTAR File.
 - e. DFAS Transaction Listing File.
 - f. Survey File.
3. Request dummy end of year reports (DI D-100).

4. Review and correct the dummy financial reports.
5. Ensure live end-of-year financial reports are processed and submitted to the SA division officer.

REFERENCE(S) :

1. NAVSO Publication 3013.2
2. MCO P4400.177A
3. NAVSUP Publication 485

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 5 - REPAIRABLE MANAGEMENT FUNCTIONS

TASK: 6672.5.1 MAINTAIN REPAIRABLE MANAGEMENT FILES

CONDITION(S): Given applicable repairable management files and the references.

STANDARD: Repairable management files will be processed and maintained per the references.

PERFORMANCE STEPS:

1. Process and maintain the following repairable management files.
 - a. Pending Data Entry File.
 - b. Survey File.
 - c. Pack-up Signature File.
 - d. Off Line Stock Requisition Log.
 - e. Allowance Change Request File.
 - f. Engineering Investigation/Quality Deficiency Report/Report of Discrepancy File.

- g. AVCAL/COSAL Allowance Documents File.
 - h. Repairable Completed Transaction File.
 - i. Security Access List File.
 - j. Document Serial Number Assignment Order File.
 - k. NALCOMIS Transaction Ledger Report.
 - l. NALCOMIS Repairable Items List.
 - m. SUADPS-RT Repairable Master Stock Status and Locator Listing.
 - n. Repairable Management Technical References.
 - o. Logbook of locally assigned Family Group Codes.
2. Retain files for the period of time specified by the references.

REFERENCE(S) :

- 1. NAVSUPINST 4440.1
- 2. NAVSUP Publication 485
- 3. SUADPS-RT Support Procedures Manual (Logistics Management)
- 4. MCO P4400.177A
- 5. NALCOMIS Users Manual
- 6. NAVSUP Publication 542

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.2 MAINTAIN LOCATION/INVENTORY VALIDITY FOR ALL REPAIRABLES

CONDITION(S): Given the requirement to validate repairables location/inventory, location/inventory validation aids, and the references.

STANDARD: The location/inventory validity for all repairables will be maintained to ensure inventory accuracy, timely issue processing, and supply effectiveness.

PERFORMANCE STEPS:

1. Conduct repairable inventories.
2. Process spot inventory requests.
3. Conduct location consolidation/reconciliation.
4. Perform location additions, changes, and deletions.

REFERENCE(S):

1. NAVSUP Publication 485
2. NAVSUP Publication 568
3. SUADPS-RT Support Procedures Manual (Inventory Management)
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.3 MAINTAIN ACCOUNTABILITY OF REPAIRABLES

CONDITION(S): Given repairable components, repairable listings, and the references.

STANDARD: Accountability of all repairable components will be maintained during repair cycle, issue processing, and while on the shelf.

PERFORMANCE STEPS:

1. Reconcile repairable components in the repair cycle against the NALCOMIS DIFM Status Report.
2. Annotate the report with the action taken and process within 24 hours.
3. Process Components in suspended stock status.
 - a. Customer refusal (CR).

- b. Inventory loss (IN).
 - c. Lost in shipment (LS).
 - d. Maintenance action (MA).
 - e. Receipt on board (ROB).
 - f. Supply officers asset (SO).
 - g. Warehouse refusal (WR).
- 4. Correct AMSU induction discrepancies daily.
 - 5. Process components for pack-ups and subcustody.
 - a. Process pack-ups for issue.
 - b. Replenish requirements for pack-ups.
 - c. Process pack-up returns.
 - d. Process components for subcustody.
 - 6. Process components for test and check.
 - 7. Process components for repair and return.
 - 8. Process repairable requisitions and receipt with exceptions.
 - 9. Process the Issue Pending File IPF-2.
 - 10. Maintain security control documents for access to classified materiel storage area.
 - a. Maintain access list of authorized personnel.
 - b. Maintain security log to document entry to secure spaces.

REFERENCE(S) :

- 1. NALCOMIS User's Manual
- 2. SUADPS-RT Support Procedures Manual (Inventory Management)
- 3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.4 PROCESS REPAIRABLE RECEIPTS

CONDITION(S): Given repairable materiel with receipt documents and the references.

STANDARD: Repairable receipts will be screened and processed to ensure that the materiel received is segregated into stock and direct turnover materiel, and that the data is posted to SUADPS-RT/NALCOMIS data bases.

PERFORMANCE STEPS:

1. Screen incoming materiel for type, condition, and quantity.
2. Segregate repairable materiel for stock and direct turnover.
3. Forward segregated materiel and receipts to the delivery or storage branch, as appropriate.
4. Post completed transaction data to the SUADPS-RT/NALCOMIS data bases.

REFERENCE(S):

1. NAVSUPINST 4440.1
2. NAVSUP Publication 485
3. SUADPS-RT Support Procedures Manual (Logistics Management)
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.5 PROCESS REPAIRABLES RETURNED FROM THE INTERMEDIATE MAINTENANCE ACTIVITY (IMA)

MCO 1510.74A

CONDITION(S): Given repairable components returned from the IMA, repairable listings and files, associated paperwork, and the references.

STANDARD: Repairable components and associated paperwork returned from the IMA will be screened and processed, and the data posted to SUADPS-RT/NALCOMIS data bases.

PERFORMANCE STEPS:

1. Screen incoming materiel to verify status.
2. Process RFI returns to fill outstanding customer requirements or return to stock.
3. Process BCM returns.
4. Process failed test and check returns.
5. Process close-out returns (E&I, D-Codes, etc.)

REFERENCE(S):

1. NALCOMIS User's Manual
2. SUADPS-RT Support Procedures Manual (Logistics Management)
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.6 PROCESS REPAIRABLE REQUISITIONS AND RECEIPTS WITH EXCEPTIONS

CONDITION(S): Given repairable component receipts and requisitions with exceptions, repairable listings, and the references.

STANDARD: Repairable receipts and requisitions with exceptions will be processed to ensure that they post to the appropriate inventory and financial records.

PERFORMANCE STEPS:

1. Process components for expeditious repair (Advice Code 5G, 5R, 5V).

2. Process requisitions with offline for manual processing (OFF MP) status, when advice code is:
 - a. 5A or 53.
 - b. 5D.
 - c. 5S or 52.
 - d. Matched set requisition.
3. Process requisitions with offline NIIN review (OFF AR) status.
4. Process warehouse refusals.
5. Process customer refusals.
6. Process rescreen issues.
 - a. Turn-ins still EX-REP.
 - b. DTO requisitions outstanding.
7. Process reorder DTO requisitions.
8. Process requisitions for aircraft engines and fleet controlled repairables.
9. Process backfitting requisitions.
10. Process requisitions from non-supported units.
11. Process requisitions for serial number controlled components.
12. Process problem stock and DTO receipts.
13. Process DTO receipts no longer required.
14. Process classified material.

REFERENCE(S) :

1. NALCOMIS User's Manual
2. NAVSUP Publication 485
3. NAVSUP Publication 2300

MCO 1510.74A

4. OPNAVINST 5218.7
5. OPNAVINST 5510.1
6. SUADPS-RT Support Procedures Manual (Logistics Management)
7. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.7 REVIEW OUTSTANDING REPAIRABLE STOCK REQUISITIONS

CONDITION(S): Given a listing of outstanding repairable stock requisitions and the references.

STANDARD: All outstanding repairable stock requisitions will be reviewed monthly to ensure stock deficiencies are filled.

PERFORMANCE STEPS:

1. Request a listing of outstanding repairable stock requisitions.
2. Review the listing to determine required follow-up action.
3. Annotate the listing with the action to be taken.
4. Post follow-up data to SUADPS-RT data base.
5. Submit follow-up action to the appropriate holding activity.

REFERENCE(S):

1. NAVSUP Publication 485
2. SUADPS-RT Support Procedures Manual (Logistics Management)
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.8 MAINTAIN REPAIRABLE MANAGEMENT REPORTS

CONDITION(S): Given repairable management reports and the references.

STANDARD: Repairable management reports will be processed and maintained per the references.

PERFORMANCE STEPS:

1. Process and maintain the following repairable management reports.
 - a. LSC-ISSIP Report.
 - b. NALCOMIS DTO ROB Report.
 - c. IOU Summary Report.
 - d. DIFM Status Report.
 - e. Issue Pending File IPF 2/3.
 - f. Storeroom Action Listing.
 - g. Suspended Transaction Report.
 - h. Interface Summary Report.
 - i. Stock Control Review Listing.
 - j. Stock Control Decision Listing.
 - k. Fixed Allowance Management Review (DI 101).
 - l. Automatic Reorder Review Report (DI 081).
 - m. RECAID Automatic MOV Report (DI 056).
 - n. Automatic Follow-up Report (DI 072).
 - o. Excess Stock Due Cancellation Report (DI 045).
 - p. Location Validation/Storeroom Audit Report (DI 051).
 - q. Mechanized Offload Report (DI 083).
 - r. EXREP Status Report.
 - s. NMCS/PMCS HI-PRI Report.

- t. DLR Print Report (DI 054).
 - u. Additional SUADPS-RT/NALCOMIS management reports.
2. Retain reports for the period of time specified by the references.

REFERENCE(S):

- 1. NALCOMIS User's Manual
- 2. NAVSUP Publication 485
- 3. SUADPS-RT Support Procedures Manual (Inventory Management)
- 4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.9 MAINTAIN REPAIRABLE RECORDS IN SUADPS-RT AND NALCOMIS DATA BASES

CONDITION(S): Given management data of repairable records from SUADPS-RT and NALCOMIS data bases and the references.

STANDARD: Repairable records in SUADPS-RT and NALCOMIS data bases will be accurately maintained to update allowance management, procurements, receipts, storage, issue, delivery, and inventory of all repairable materiel.

PERFORMANCE STEPS:

- 1. Process SUADPS-RT/NALCOMIS change notice listings.
- 2. Maintain Basic Master File (BMF).
- 3. Identify/forward request to correct NALCOMIS out of balance records to the DP division.
- 4. Assist maintenance personnel in maintaining the Individual Component Repair List (ICRL).

REFERENCE(S):

- 1. NALCOMIS User's Manual

2. SUADPS-RT Support Procedures Manuals (Logistics and Inventory Management)
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.10 INITIATE CORRECTIVE ACTION ON UNPROCESSED REPAIRABLE TRANSACTIONS

CONDITION(S): Given a listing of unprocessed repairable transactions and the references.

STANDARD: Repairable transactions that have not processed will be reviewed and corrected to ensure they post to the appropriate inventory and financial records.

PERFORMANCE STEPS:

1. Review suspended transactions on the listing.
2. Review Interface Summary Reports.
3. Research source documents in SUADPS-RT or NALCOMIS data bases.
4. Correct suspended transactions.
5. Enter corrected transactions in SUADPS-RT or NALCOMIS data bases.

REFERENCE(S):

1. NALCOMIS User's Manual
2. SUADPS-RT Support Procedures Manual (Inventory Management)
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.11 REQUISITION REPAIRABLE MATERIEL FOR STOCK

MCO 1510.74A

CONDITION(S): Given a listing of stock level deficiencies and the references.

STANDARD: Deficiencies of repairable stock will be requisitioned to replenish supply office stores shortages.

PERFORMANCE STEPS:

1. Request Automatic Reorder Review Listing (DI 081).
2. Review requisitions on the listing.
3. Request OIC/NCOIC approval for selected requisitions for release.
4. Process approved requisitions through SUADPS-RT data base.
5. Forward requisitions to supply system.

REFERENCE(S):

1. SUADPS-RT Support Procedures Manual (Logistics Management)
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.12 ESTABLISH AND MAINTAIN REPAIRABLE ALLOWANCES

CONDITION(S): Given repairable management data listings/reports, analysis reports, and the references.

STANDARD: Repairable allowances will be established and maintained to support authorized AVCALs and COSALs.

PERFORMANCE STEPS:

1. Process SUADPS-RT Fixed Allowance Management Review Report (FAMRR DI 101).
2. Determine new allowances based on type of aircraft, projected flying hours, and other contributing factors.

3. Submit allowance change requests (ACR).
4. Update records for approved ACR's.

REFERENCE(S) :

1. FASOINST 4441.2
2. SPCCINST 4440.2
3. SUADPS-RT Support Procedures Manual (Inventory Management)
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.13 DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY REPAIRABLES MANAGEMENT DIVISION (RMD)

CONDITION(S): Given the assignment as the RM division NCOIC and the references.

STANDARD: The daily operations of the RM division will be supervised to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure RM division files are properly maintained.
2. Ensure RM division reports are properly maintained.
3. Ensure repairable records in SUADPS-RT and NALCOMIS data bases are properly maintained.
4. Ensure the proper maintenance of repairable allowances.
5. Ensure repairable stock is requisitioned properly.
6. Ensure the location/inventory validity of repairables.
7. Ensure the proper receipt, issue, and stowage of repairable materiel.
8. Ensure the accountability of repairable components in the repair cycle.

9. Draft naval messages and correspondence.

REFERENCE(S):

1. FASOINST 4441.2
2. NALCOMIS User's Manual
3. NAVSUP Publication 485
4. SPCCINST 4440.2
5. SUADPS-RT Support Procedures Manuals
6. MCO P4400.177A
7. NAVSUP Publication 542

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.5.14 DIRECT THE OVERALL FUNCTIONS OF THE SUPPLY
AWAITING PARTS BRANCH (AWPB)

CONDITION(S): Given the assignment as the AWPB NCOIC and the references.

STANDARD: The daily operations of the AWP Branch will be supervised to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Process receipt and storage of repairable components through the repair cycle until repair parts are received.
2. Ensure receipt of repair parts and process materiel for AWPB components.
3. Ensure follow-up action is taken on AWPB requisitions.
4. Initiate and control transportation and cannibalization of AWPB components.
5. Conduct AWPB rescreens.
6. Conduct overage shipping status review/corrections.

7. Process and correct discrepancies between NALCOMIS/SUADPS-RT requisitions.
8. Review the Failed Parts/Parts Required Report (MDR-8).

REFERENCE(S) :

1. FASOINST 4441.2
2. NALCOMIS User's Manual
3. NAVSUP Publication 485
4. SPCCINST 4440.2
5. SUADPS-RT Support Procedures Manuals
6. MCO P4400.177A
7. NAVSUP Publication 542

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 6 - CONSUMABLE MANAGEMENT FUNCTIONS

TASK: 6672.6.1 MAINTAIN CONSUMABLE MANAGEMENT FILES

CONDITION(S): Given applicable consumable management files and the references.

STANDARD: Consumable management files will be processed and maintained per the references.

PERFORMANCE STEPS:

1. Process and maintain the following consumable management files.
 - a. Pending Data Entry File.
 - b. Survey File.
 - c. Pack-up Signature File.
 - d. Off Line Stock Requisition Log.

- e. Hazardous Material/Waste Appointment Letters File.
 - f. Hazardous Material Safety Data Sheets File.
 - g. Document Serial Number Assignment Order File.
 - h. Report of Discrepancy (ROD) File.
 - i. Not in Stock Research File (NISRF).
 - j. Letter of Authorization of Special Management Codes/Flags File.
 - k. Expense Item Management Data Report File.
2. Retain files for the period of time specified by the references.

REFERENCE(S) :

1. NAVSUP Publication 485
2. SUADPS-RT Support Procedures Manual (Logistics Management)
3. MCO P4400.177A
4. MCO P5090.2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.6.2 PROCESS/MAINTAIN CONSUMABLE MANAGEMENT REPORTS

CONDITION(S): Given applicable consumable management reports and the references.

STANDARD: Consumable management reports will be processed and maintained per the references.

PERFORMANCE STEPS:

1. Process and maintain the following consumable management reports.
 - a. LSC-ISSIP Report.
 - b. NALCOMIS DTO ROB Report.

- c. NALCOMIS OFROB/OFISS Discrepancy Report.
 - d. Delayed Receipt Report (DI 094).
 - e. Storeroom Action Listing.
 - f. Issue Pending File Report (IPF-2).
 - g. Suspended Transactions Report.
 - h. Stock Control Review Listing.
 - i. Stock Control Decision Listing.
 - j. Demand History Processing (DI 073).
 - k. Automatic Reorder Review (DI 081).
 - l. RECAID or MOV Report (DI 056).
 - m. Excess Stock Due Cancellation Request (DI 045).
 - n. Mechanized Offload (DI 083).
 - o. Repairable MCC Decision Listing.
 - p. Master Stock Status Locator Listing (DI 080).
 - q. Master PEB Listing.
 - r. Automatic Follow-up Report (DI 072).
 - s. LSC-INPRO Report.
2. Retain reports for the period of time specified by the references.

REFERENCE(S) :

- 1. NAVSUP Publication 485
- 2. SUADPS-RT Support Procedures Manual (Inventory Management)
- 3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.6.3 MAINTAIN THE PRE-EXPENDED BIN (PEB) PROGRAM

CONDITION(S): Given the responsibility to maintain the PEB program, a PEB, and the reference.

STANDARD: The PEB program will be maintained to ensure that required PEB items are on-hand and available for issue.

PERFORMANCE STEPS:

1. Maintain and process the following PEB files and listings.
 - a. PEB High Dollar Level File.
 - b. Master PEB Listing.
 - c. Squadron Work Center PEB Listing.
 - d. PEB Change Request File.
2. Screen PEB sites.
3. Screen PEB change requests.
4. Set PEB flags.
5. Requisition/issue PEB items.
6. Coordinate assembly of phase maintenance kits.
7. Conduct PEB reconciliation.
8. Submit PEB cancellation requests.
9. Monitor daily PEB processing.
10. Receipt for and deliver PEB materiel.
11. Conduct PEB requisition rescreens.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.6.4 PROCESS REQUESTS FOR CONSUMABLE MATERIEL

CONDITION(S): Given a request for consumable materiel and the references.

STANDARD: Requests for consumable materiel will be processed to ensure the materiel is issued to the requesting activity and the supply records are updated to reflect the transaction.

PERFORMANCE STEPS:

1. Receive the requirement from the customer.
2. Screen the requirement to verify all required data entries are properly completed.
3. Process the requirement for delivery.
4. Perform delivery of the consumable materiel.
5. Process proof of delivery transaction.
6. Update supply records.

REFERENCE(S):

1. NAVSUP publication 437
2. SUADPS-RT Support Procedures Manual (Logistics Management)
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.6.5 PROCESS CONSUMABLE RECEIPTS

CONDITION(S): Given consumable materiel with receipt documentation and the references.

STANDARD: Consumable receipts will be screened and processed to ensure that the materiel received is segregated into stock and direct turnover materiel, and that the data is posted to SUADPS-RT/NALCOMIS data bases.

PERFORMANCE STEPS:

1. Screen incoming materiel for type, condition, and quantity.
2. Segregate consumable materiel for stock and direct turnover.
3. Forward segregated materiel and receipts to the delivery or storage branch, as appropriate.
4. Post completed transaction data to the SUADPS-RT/NALCOMIS data bases.

REFERENCE(S):

1. NAVSUPINST 4440.1
2. NAVSUP Publication 485
3. SUADPS-RT Support Procedures Manual (Logistics Management)
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.6.6 MAINTAIN LOCATION/INVENTORY VALIDITY FOR ALL CONSUMABLES

CONDITION(S): Given the requirement to validate consumables location/inventory, location/inventory validation aids, and the references.

STANDARD: The location/inventory validity for all consumables will be maintained to ensure inventory accuracy, timely issue processing, and supply effectiveness.

PERFORMANCE STEPS:

1. Conduct consumable inventories.
2. Process spot inventory requests.
3. Conduct location consolidation/reconciliation.
4. Perform location additions, changes, and deletions.

REFERENCE(S) :

1. NAVSUP Publication 485
2. NAVSUP Publication 568
3. SUADPS-RT Support Procedures Manual (Inventory Management)
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.6.7 PROCESS CONSUMABLE REQUISITIONS AND RECEIPTS WITH EXCEPTIONS

CONDITION(S): Given consumable requisitions and receipts with exceptions and the references.

STANDARD: Consumable requisitions and receipts with exceptions will be processed to ensure that they post to the appropriate inventory and financial records.

PERFORMANCE STEPS:

1. Process rescreen issues to satisfy customer requirements.
2. Process requisitions from non-supported units.
3. Process problem stock and DTO receipts.
4. Process DTO receipts no longer required to determine if materiel will be placed in stock or excessed.
5. Process warehouse refusals.

REFERENCE(S) :

1. NAVSUP Publication 437
2. SUADPS-RT Support Procedures Manual (Logistics Management)
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.6.8 DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY CONSUMABLE MANAGEMENT DIVISION (CMD)

CONDITION(S): Given the assignment as the CM division NCOIC and the references.

STANDARD: The daily operations of the CM division will be supervised to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure CM division files are properly maintained.
2. Ensure CM division reports are properly maintained.
3. Ensure the pre-expended bin program is properly maintained.
4. Ensure the proper issue, storage, and receipt of consumable materiel.
5. Ensure consumable materiel location/inventory validity.
6. Ensure shelf life review program is conducted.
7. Assist in management and coordination of the ASD Hazardous Material/Waste Program.
8. Draft naval messages and correspondence.

REFERENCE(S):

1. NAVSUP Publication 437
2. NAVSUP Publication 485
3. SUADPS-RT Support Procedures Manuals
4. MCO P4400.177A
5. MCO P5090.2
6. Local Hazardous Waste SOP
7. DoD Directive 4140.27-M

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 7 - DATA PROCESSING FUNCTIONSTASK: 6672.7.1 PERFORM DATA BASE MANAGEMENT

CONDITION(S): Given a computer system, NALCOMIS/SUADPS-RT data bases, computer workstation, and the references.

STANDARD: The NALCOMIS/SUADPS-RT supply data bases will be maintained by the supply/maintenance data base manager to ensure timely and accurate support of supply/maintenance operations.

PERFORMANCE STEPS:

1. Maintain SUADPS-RT and NALCOMIS table files.
2. Maintain SUADPS-RT and NALCOMIS registration files.
3. Maintain SUADPS-RT and NALCOMIS configuration files.
4. Maintain data base integrity.
 - a. Review DBSTAT Report.
 - b. Review DBCLAN Report.
 - c. Assist with data base pointer repair (DBREPR).
5. Monitor and analyze SUADPS-RT and NALCOMIS data bases.
6. Record historical data base problems.
7. Troubleshoot SUADPS-RT and NALCOMIS data base problems.
8. Instruct functional computer users on application features.
9. Maintain security of SUADPS-RT and NALCOMIS data bases.
 - a. Maintain a list of authorized on-line access users.
 - b. Periodically screen and update list of authorized users.
 - c. Restrict application access through password and access right assignments.
10. Maintain applicable current publications and all changes.

REFERENCE(S):

1. Functional Area Supervisor's Guide
2. UNIX Commands Manual
3. NALCOMIS Administration Manual
4. NALCOMIS Host and Front-End Data Base Specification Manual
5. NALCOMIS Interface Design Specification Manual
6. SUADPS-RT Computer Operator's Manual
7. SUADPS-RT Support Procedures Manuals
8. MCO P4400.177A
9. MCO 5510.14
10. OPNAVINST 5239.1A

ADMINISTRATIVE INSTRUCTIONS:

1. Required to have extensive working knowledge of SUADPS-RT and NALCOMIS applications.
 2. Security will be maintained in conjunction with assigned MOS 5573 personnel.
-

TASK: 6672.7.2 SCHEDULE COMPUTER JOBS FOR NALCOMIS/SUADPS-RT REQUIREMENTS

CONDITION(S): Given a computer system, user requirement(s), and the references.

STANDARD: Computer jobs for NALCOMIS and SUADPS-RT requirements will be scheduled to respond in an accurate and timely manner to user demands.

PERFORMANCE STEPS:

1. Evaluate users' monthly requests.
2. Prepare monthly schedules.

3. Evaluate and approve users' daily requests.
 - a. Make entries on run sheets.
 - b. Prepare run sheets.
 - c. Forward run sheets to data processing operations.
4. Receive completed run sheets and output from data processing operations.
5. Distribute output products to applicable sections.
6. Maintain completed run sheets on file for the period of 1 year.

REFERENCE(S):

1. NALCOMIS Computer Operations Manual
2. NALCOMIS User's Manual
3. SUADPS-RT Support Procedures Manuals
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.7.3 SUBMIT TROUBLE REPORTS (TR'S) AND CHANGE PROPOSALS (CP'S)

CONDITION(S): Given application or system software problems and the references.

STANDARD: Trouble reports and/or change proposals will be submitted to resolve software problems or recommend software changes to ensure continued computer operations.

PERFORMANCE STEPS:

1. Investigate the software problem and determine if a TR and/or a CP should be submitted.
2. Submit the TR and/or CP, as required.
3. Maintain TR's and CP's in separate files.

4. Monitor the status of the TR's and CP's.

REFERENCE(S):

1. NALCOMIS Administration Manual
2. SUADPS-RT Support Procedures Manuals
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS:

1. This task will also be performed by the MOS 6673 Automated Information Systems Computer Operator.
-

TASK: 6672.7.4 SCHEDULE COMPUTER OPERATIONS

CONDITION(S): Given a computer system, requirements for computer operations, and the references.

STANDARD: Computer operations will be scheduled to provide continual computer availability for supply/maintenance operations.

PERFORMANCE STEPS:

1. Coordinate all scheduled computer down-time with the users.
2. Evaluate ADP run schedules.
 - a. Determine program run times.
 - b. Modify ADP run schedule for priority runs, as required.
3. Coordinate scheduled preventive maintenance.
4. Recommend changes to ADP operating procedures.

REFERENCE(S):

1. UNIX Commands Manual
2. SUADPS-RT Computer Operator's Manual
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.7.5 DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY DATA PROCESSING DIVISION (DPD)

CONDITION(S): Given the assignment as the DP division NCOIC and the references.

STANDARD: The daily operations of the DP division will be supervised to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure the proper operation and maintenance of the mini computer micro computer, and network systems.
2. Ensure the proper operation and maintenance of related peripheral equipment, on-line mediums, and off-line mediums.
3. Ensure maximum system availability of the NALCOMIS and SUADPS-RT applications.
4. Ensure data base integrity is maintained.
5. Ensure data processing files are maintained.
6. Ensure security of the MALS network and all related peripherals.
7. Draft naval messages and correspondence.
8. Ensure personnel receive maximum applicable training.
9. Ensure that the IMARSAT system is brought online monthly to ensure it is operational.

REFERENCE(S):

1. Functional Area Supervisor's Guide
2. NALCOMIS Administration Manual
3. SUADPS-RT Support Procedures Manuals
4. MCO P4400.177A

MCO 1510.74A

5. MCO 5501.14

6. OPNAVINST 5239.1A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 8 - SUPPLY RESPONSE FUNCTIONS

TASK: 6672.8.1 MAINTAIN A LIBRARY OF MAINTENANCE AND SUPPLY PUBLICATIONS

CONDITION(S): Given maintenance and supply publications and the references.

STANDARD: A library of maintenance and supply publications for aircraft and equipment assigned to the MAG will be maintained to provide detailed information on supported equipment.

PERFORMANCE STEPS:

1. Maintain Publication Locator File.
2. File publications in appropriate binder.
3. Incorporate applicable changes, as required.

REFERENCE(S):

1. NAVICP Publication CN-01
2. NAVAIRINST 00-25-DRT-1
3. NAVAIRINST 00-25-100
4. NAVSUP Publication 4000
5. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.8.2 PERFORM TECHNICAL RESEARCH

CONDITION(S): Given a requisition for materiel, maintenance and supply publications, and the references.

STANDARD: Technical research will be performed on those requisitions that cannot be automatically processed through NALCOMIS and SUADPS-RT data bases to ensure the customer receives the required materiel.

PERFORMANCE STEPS:

1. Process NALCOMIS off-line for technical research (OFFTR) requisitions.
 - a. Validate and update requisition data elements.
 - b. Cancel requisition as invalid requirement.
 - c. Establish materiel file records.
2. Process SUADPS-RT requisitions without a BMF record.
3. Utilize SALTS as the transmission system for submitting requisitions to the supply system and receiving status from the supply system.
4. Process NALCOMIS off-line for validation (OFVAL) requisitions.
5. Process SUADPS-RT/NALCOMIS NIS/NC requisitions.
6. Process "MD" source coded part number requisitions.
7. Process all other P/N requisitions.
8. Process requirements for technical directive compliance kit.
9. Draft naval message correspondence.

REFERENCE(S) :

1. NALCOMIS User's Manual
2. NAVAIRINST 4720.1
3. Appropriate NAVSUP Publications
4. SUADPS-RT Support Procedures Manual (Logistics Management)

MCO 1510.74A

5. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.8.3 PERFORM RECONCILIATION OF OUTSTANDING DIRECT
TURNOVER REQUISITIONS

CONDITION(S): Given a listing of outstanding requisitions and
the references.

STANDARD: Requisition reconciliation listings will be reviewed
and appropriate action taken to ensure that the customer receives
the required materiel.

PERFORMANCE STEPS:

1. Prepare and publish a monthly reconciliation schedule.
2. Initiate requisition cancellation, as required.
3. Initiate requisition follow-ups, as required.
4. Initiate supply assist, as required.
5. Update SUADPS-RT/NALCOMIS data bases as required.
6. Request monthly SUADPS-RT/NALCOMIS reconciliation
 - a. Process supply requisitions not on NALCOMIS (N6R60680).
 - b. Process NALCOMIS requisitions not on supply (N6R60681).
7. Draft naval message correspondence.

REFERENCE(S):

1. NAVSUP Publication 437
2. NAVSUP Publication 485
3. SUADPS-RT Support Procedures Manual (Logistics Management)
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.8.4 CONDUCT REQUISITION RESCREEN

CONDITION(S): Given an outstanding direct turnover (DTO) requisition, annotated report of outstanding requisitions with on-hand quantities, and the references.

STANDARD: Outstanding DTO requisitions will be filled from newly received stock materiel to satisfy customer requirements.

PERFORMANCE STEPS:

1. Run DI071 Rescreen to produce rescreen listing of outstanding DTO w/on-hand quantities.
2. Distribute listing to CMD/RMD for verification of on-hand quantities.
3. Issue materiel to customer if on-hand quantity is valid.

REFERENCE(S):

1. NALCOMIS User's Manual
2. SUADPS-RT Support Procedures Manual (Inventory Management)
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.8.5 PROCESS/MAINTAIN SUPPLY RESPONSE FILES

CONDITION(S): Given supply response files and the references.

STANDARD: Supply response files will be processed and maintained per the references.

PERFORMANCE STEPS:

1. Process and maintain the following supply response files.
 - a. Pending Data Entry File.

- b. Survey File.
 - c. Supply Assist File.
 - d. Report of Discrepancy File.
 - e. External MOV File.
 - f. NMCS/PMCS High Priority Requisition Report File.
 - g. Monthly Reconciliation File.
 - h. SUADPS-RT/NALCOMIS Batch Report File.
2. Retain files for the period of time specified by the references.

REFERENCE(S):

1. NAVSUP Publication 485
2. NALCOMIS User's Manual
3. SUADPS-RT Support Procedures Manuals
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.8.6 PROCESS/MAINTAIN SUPPLY RESPONSE REPORTS

CONDITION(S): Given supply response reports and the references.

STANDARD: Supply response reports will be processed and maintained per the references.

PERFORMANCE STEPS:

1. Process and maintain the following supply response reports.
 - a. Part Number File Listing.
 - b. Master Stock Status Locator Listing (DI 080).

- c. Suspended Transaction Report.
 - d. NALCOMIS NMCS/PMCS Requisition Report.
 - e. MOV for Overaged Due DTO Report (DI 056).
 - f. O/S DTO with On-Hand Quantity Report (DI 071).
 - g. Aircraft Materiel Readiness Report.
 - h. Reconciliation Listings.
 - i. Stock Control Review Listing.
2. Retain reports for the period of time specified by the references.

REFERENCE(S):

1. NAVSUP Publication 485
2. NALCOMIS User's Manual
3. SUADPS-RT Support Procedures Manual (Logistics Management)
4. MCO P4400.177A
5. MCO 5442.1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.8.7 PROCESS QUARTERLY SUPPLY SYSTEM MATERIEL OBLIGATION VALIDATION (MOV)

CONDITION(S): Given an MOV request, listings of outstanding requisitions, and the references.

STANDARD: Supply system MOV's will be processed to validate requisitions on backorder files held by the inventory control points (ICP's).

PERFORMANCE STEPS:

1. Notify DAAS of non-receipt of MOV request.
2. Notify DAAS of partial receipt of MOV request.

MCO 1510.74A

3. Notify ICP's that MOV requests were received.
4. Process MOV request.
 - a. Process MOV request in SUADPS-RT data base.
 - b. Process listings generated by SUADPS-RT.
 - c. Return MOV request to DAAS.
5. Post MOV responses to SUADPS-RT data base.

REFERENCE(S) :

1. NAVSUP Publication 485
2. SUADPS-RT Support Procedures Manual (Logistics Management)
3. MCO P4400.177A
4. NAVSUP Publication 437

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6672.8.8 DIRECT THE OVERALL FUNCTIONING OF THE SUPPLY RESPONSE DIVISION (SRD)

CONDITION(S): Given the assignment as the SR division NCOIC and the references.

STANDARD: The daily operations of the SR division will be supervised to ensure that all functions are performed according to current directives.

PERFORMANCE STEPS:

1. Ensure current requisition status is maintained.
2. Ensure SUADPS-RT DI 071 program is worked and maintained.
3. Ensure a library of maintenance and supply publications is maintained.
4. Ensure a current Master Stock Status Locator Listing is maintained.

5. Ensure the Suspended Transaction Report is maintained.
6. Ensure supply response files are maintained.
7. Ensure the internal/external reconciliation, monitoring, and expediting of all direct turnover requirements.
8. Ensure the initial screening, technical research, and referral of requisitions for consumables not filled from local sources.
9. Ensure NALCOMIS reports are reviewed, updated, and maintained.
10. Ensure overaged shipping status and surveys are prepared for DTO materiel lost in shipment.
11. Ensure SUADPS-RT to NALCOMIS reconciliations are processed.
12. Draft naval messages and correspondence.

REFERENCE(S) :

1. NAVSUP Publication 437
2. NAVSUP Publication 485
3. NAVSUP Publication 568
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

MOS 6673, AUTOMATED INFORMATION SYSTEMS COMPUTER OPERATOR

DUTY AREA 1 - ADP EQUIPMENT/SYSTEM OPERATIONS

TASK: 6673.1.1 PERFORM POWER UP/POWER DOWN ON THE
HP-7000/HP-9000 TAC-3 COMPUTER SYSTEM

CONDITION(S): Given the computer system, the applicable
peripheral devices, and the references.

STANDARD: The computer system will be operational to provide
timely and accurate support to supply/maintenance operations.

PERFORMANCE STEPS:

1. Perform power up, restart, and bootstrap procedures.
2. Monitor, analyze and review console and system messages
or printouts, as applicable.
3. Respond to computer messages, as applicable.
4. Operate keyboard, monitor, as applicable.
5. Perform power down and emergency power off procedures, as
applicable.

REFERENCE(S):

1. Applicable Computer Operations Manual
2. Basic UNIX, Commands Manual
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.2 PERFORM BASIC SYSTEM OPERATIONS

CONDITION(S): Given a functional computer system, and the
references.

STANDARD: Computer System must be operational.

PERFORMANCE STEPS:

1. Perform and execute basic UNIX system commands.
 - a. Basic Commands (ex. man, help, clear).
 - b. System Commands (ex. date, sync, shutdown, lp, lpstat, cancel).
 - c. Directory Commands (ex. pwd, cd, ls, mkdir, rmdir, mv, rm).
 - d. File Commands (ex. cp, cat, touch, more, page, pg, head, tail, wc).
2. Perform and Execute Basic MSDOS System Commands.
 - a. Basic Commands (ex. help).
 - b. System Commands (ex. date, print, format).
 - c. Directory Commands (ex. cd, dir, mkdir, rmdir, move).
 - d. File Commands (ex. copy, type, more, rename, undelete).
3. Perform and Execute Basic Windows Commands.
 - a. Basic Commands (ex. F1(help)).
 - b. Directory/File Commands (ex. File Manager).
4. Perform and execute basic GCOS emulator commands.
 - a. System Commands (ex. dp, date, lqr, cqr).
 - b. Directory Commands (ex. ls, lwd, cd, dd).
 - c. File Commands (ex. pf, cr, cp, dl).

REFERENCE(S):

1. Applicable System Commands Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.3 PERFORM POWER UP/POWER DOWN ON THE SERVER(S)
(NOVELL, FTCSFS, BANYAN, WINDOWS NT, ETC.)

CONDITION(S): Given the computer system, applicable peripheral devices, and the references.

STANDARD: The server(s) will be operational and connected to all applicable devices.

PERFORMANCE STEPS:

1. Perform power up and bootstrap procedures.
2. Perform restart procedures on the server(s), as applicable.
3. Operate keyboard, monitor, as applicable.
4. Execute applicable server(s) bring up procedure.
5. Monitor, analyze, and review console and system messages, as applicable.
6. Perform power down and emergency power off procedures, as applicable.

REFERENCE(S):

1. System Administrator's Manual
2. Applicable Computer Operations Manual
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.4 IDENTIFY SYSTEM/APPLICATION DIRECTORY STRUCTURE

CONDITION(S): Given a functional computer system, and the references.

STANDARD: Computer system and server(s) must be operational.

PERFORMANCE STEPS:

1. Identify system (UNIX) directories.

- a. System Binary (Executable) Directories (ex. /etc/bin).
 - b. Device Configuration Files (ex. /dev).
 - c. Operating System Directories (ex. /lib).
2. Identify SUADPS Application Directories.
 3. Identify NALCOMIS Application Directories.

REFERENCE(S):

1. Computer Operations Manual
2. NALCOMIS Operator's Manual
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.5 PERFORM INITIATION AND TERMINATION PROCEDURES FOR SUADPS

CONDITION(S): Given a functional computer system, and the references.

STANDARD: Computer system and server(s) must be operational.

PERFORMANCE STEPS:

1. Perform the distributed gen initiative procedures (STARTBGEN.EC), as applicable.
 - a. Execute M GEN commands, as applicable.
 - b. Enable users.
 - c. Ensuring SUADPS GEN is up properly (ex. mongen).
2. Perform the distributed gen termination procedures (STOPBGEN.EC), as applicable.
 - a. Disable users.
 - b. Execute M BATCH commands, as applicable.

- c. Ensuring SUADPS GEN is brought down properly (ex. mongen).

REFERENCE(S) :

1. Computer Operations Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.6 PERFORM INITIATION AND TERMINATION PROCEDURES FOR NALCOMIS

CONDITION(S): Given a functional computer system, and the references.

STANDARD: Computer system and server(s) must be operational.

PERFORMANCE STEPS:

1. Perform HVX Initiation.
2. Perform Journal Initiation/Termination, as applicable.
3. Perform the distributed gen initiative procedures (BRING UP), as applicable.
 - a. Enable users.
 - b. Ensuring NALCOMIS GEN is up properly (ex. video).
4. Perform the distributed gen termination procedures, as applicable.
 - a. Generate system message (SHOUT, EC), as applicable.
 - b. Disable users.
 - c. Execute M GEN commands, as applicable.
 - d. Ensuring NALCOMIS GEN is brought down properly (video).

REFERENCE(S) :

1. Applicable computer operations manuals.

MCO 1510.74A

2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.7 OPERATE DAT DRIVE UNIT(S)

CONDITION(S): Given a functional computer system, a dat drive unit, and the references.

STANDARD: Dat drive units will be operated by the computer operator as required to support supply/maintenance operations.

PERFORMANCE STEPS:

1. Identify tape media (ex. 8mm, 4mm).
2. Perform power up procedures.
3. Operate dat drive unit, as applicable.
4. Perform power down procedures.

REFERENCE(S):

1. Applicable computer operations manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.8 OPERATE PRINTER(S)

CONDITION(S): Given a functional computer, various printers (ex. Dot Matrix, Laser Jet, and High Speed Printers (B300, B600 & B1200)), and the references.

STANDARD: Printer(s) will be operated by the computer operator as required to complete assigned printing tasks in support of supply/maintenance operations.

PERFORMANCE STEPS:

1. Load paper into printer.

2. Perform power up procedures.
3. Interpret Indicating lights, as applicable.
4. Ready printer for output.
5. Perform remote print procedures.
6. Decollate/Assemble printed output, as required.
7. Perform power down procedures.

REFERENCE(S) :

1. Applicable computer operator's manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.9 PERFORM SUADPS OBE BATCH REQUEST JOBS

CONDITION(S): Given a functional computer, batch job request(s), and the references.

STANDARD: Computer jobs will be run by the computer operator to provide supply personnel with requested output/database changes in a timely manner.

PERFORMANCE STEPS:

1. Receive run requests from Data Base Administrator.
2. Initiate job processing via OBE.
3. Monitor computer for job status.
4. Upon completion of job run, forward the output to or notify database administrator that job has completed.
5. Forward output tapes to Software/Data Librarian, as applicable.

REFERENCE(S) :

1. SNAP Computer Operators Manual

MCO 1510.74A

2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.10 PERFORM NALCOMIS BATCH REQUEST JOBS

CONDITION(S): Given a functional computer, a request to release a queued batch request, and the references.

STANDARD: All batch processing of NALCOMIS applications will be performed in an accurate and timely manner by the computer operator, in support of Supply/Maintenance requirements.

PERFORMANCE STEPS:

1. Select required NALCOMIS application options, UTIL.
2. Monitor PB batch group via video until PB state is dormant (D).
3. Upon completion of job run, forward the output to or notify database administrator that job has been completed.
4. Forward output tapes to Software/Data Librarian, as applicable.

REFERENCE(S):

1. NALCOMIS Computer Operators Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.11 PERFORM TROUBLE SHOOTING AND ISOLATE PROBLEMS ON PRODUCTION RUNS

CONDITION(S): Given a functional computer system, batch job absentee out file (.AO) or operator interface manager (OIM) logs, and the references.

STANDARD: Problems on production runs will be investigated to attempt to isolate the problem and determine the appropriate solution or work around with as little computer downtime as possible for supply/maintenance users.

PERFORMANCE STEPS:

1. Analyze absentee out (.AO) files or Operator interface manager (OIM) logs.
2. Determine causes of program halts/abnormal end.
 - a. Determine impact of system errors.
 - b. Maintain list of recurring system errors.
3. Notify applicable data base manager of production problems.
4. Resolve production problems with data base manager.
5. Refer unresolved production problems to NAVMASSO.

REFERENCE(S):

1. Applicable System User's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.12 PERFORM BACK-UPS ON APPROPRIATE BACK-UP SYSTEMS

CONDITION(S): Given a functional computer, dat drive, applicable tape media (8mm/4mm), and the references.

STANDARD: Backups will be conducted on all systems to provide accurate file backups.

PERFORMANCE STEPS:

1. Identify system to be saved.
2. Execute applicable script/EC.
 - a. Daily Save
 - b. Weekly Save

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- c. Journal Save
 - d. Full System Save
 - e. Customized Save
3. Label and forward backup media to Software/Data Librarian.

REFERENCE(S):

1. Applicable Systems User's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.13 PERFORM BACKUPS ON NETWORK SERVER/CLIENT SYSTEMS

CONDITION(S): Given a functional computer, dat drive, applicable tape media (8mm), and the references.

STANDARD: Backups will be conducted on all systems to provide accurate file backups.

PERFORMANCE STEPS:

1. Identify Server/Client(Work Station) to be backed up.
2. Format tapes.
3. Invoke applicable server backup software (ARCSERVE).
4. Label and forward backup media to Software/Data Librarian.

REFERENCE(S):

1. Applicable System User's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.14 MAINTAIN SYSTEM UTILIZATION LOGS

CONDITION(S): Given a billet in the supply data processing division, a computer system, and the reference.

STANDARD: System Utilization log will be maintained to accurately document all system usage.

PERFORMANCE STEPS:

1. Maintain a data processing division functional log.
2. Make log book entries for:
 - a. Start and finish all jobs.
 - b. GEN initialization and termination.
 - c. All backups.
 - d. Reboot and all power outages.
 - e. Interface activities.
 - f. NALCOMIS Journal activity.
 - g. Operator's preventive maintenance.
 - h. Document of system problems/solutions.
3. Maintain logs as per reference.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.15 PERFORM REQUISITIONING OF CONSUMABLE SUPPLIES

CONDITION(S): Given a functional computer system, SNAP log on/password, and the references.

STANDARD: Computer related consumable supplies will be requisitioned as required by the computer operator to ensure operational readiness.

PERFORMANCE STEPS:

1. Log on to SNAP system.

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2. Navigate to applicable requisitioning screen.
3. Enter required data.
4. Monitor the status of the requisition utilizing the appropriate SNAP screens until supplies are received by the supply system and delivered.

REFERENCE(S) :

1. SNAP Support Procedure Manuals
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.16 OPERATE WORKSTATION PC

CONDITION(S): Given a functional workstation and the references.

STANDARD: The workstation will be operated to provide timely and accurate support to supply/maintenance operations.

PERFORMANCE STEPS:

1. Power up workstation PC, and applicable devices as required.
2. Activate Windows.
3. Perform various SNAP/NALCOMIS tasks.
4. Deactivate Windows.
5. Power down workstation PC, and applicable devices as required.

REFERENCE(S) :

1. Workstation Manual
2. SNAP/NALCOMIS User's Manual
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.17 PERFORM FILE TRANSFER

CONDITION(S): Given a functional workstation, access to TAC system, and the references.

STANDARD: File transfer will be performed to provided capability to upload and download applicable files/reports in support/maintenance operations.

PERFORMANCE STEPS:

1. Log into appropriate system.
2. Activate file transfer protocol (ftp/MS KERMIT).
3. Deactivate file transfer protocol (ftp/MS KERMIT).
4. Logout when done.

REFERENCE(S):

1. Using UNIX
2. SuperTCP User Manual
3. MCO P4400.177A
4. M.S.KERMIT Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.18 PERFORM MODEM DIAL-IN TROUBLE SHOOTING

CONDITION(S): Given a functional modem, a computer system, and the references.

STANDARD: The modem will be operated to provide timely and accurate support to other supported squadrons.

PERFORMANCE STEPS:

1. Identify the modem.
2. Verify all connections are properly made to appropriate connectors.

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- a. Power up a modem or reset the modem, as appropriate.
- b. Check DTR/CTS Signals.
3. Ensure communication software is configured appropriately.
4. Perform a local dial-in check.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.19 PERFORM PRINTER TROUBLE SHOOTING

CONDITION(S): Given any type of printer device, and the references.

STANDARD: Upon notification of inoperable printing device, trouble shoot and restore printers to operable condition.

PERFORMANCE STEPS:

1. Verify connections to printer and ensure power to printer is on and printer is on-line.
2. Check and reset Network print server, if required.
3. Validate workstation printer software setup, modify if applicable.
4. Check and enable Network server print queue.
5. Check and activate SNAP/NALCOMIS print driver groups.
6. Recycle power on all applicable hardware, as a last resort.

REFERENCE(S):

1. Using UNIX
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.20 PERFORM GENERATOR OPERATIONS

CONDITION(S): Given a generator and a functional power interface to TAC system, and the reference.

STANDARD: Computer operators will operate generator to power data processing complex during power outages and when commercial power sources are not available.

PERFORMANCE STEPS:

1. Perform required PM's prior to powering up generator.
2. Perform emergency power down procedures on computer system(s).
3. Power up generator.
4. Restore power to data processing complex.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.21 DIRECT DATA PROCESSING DIVISION OPERATIONS

CONDITION(S): Given a data processing division, local SOP, and the reference.

STANDARD: Coordination between Data Base Administrator and Data Processing Division is paramount.

PERFORMANCE STEPS:

1. Develop and maintain an SOP.
 - a. Include daily, weekly, and monthly operations.
 - b. Data Base purge schedule, daily, weekly, and monthly.
 - c. Ensure current and up-to-date technical publications are being maintained.
 - d. Monitor interface operations.
2. Develop and monitor technical training.
3. Monitor data processing division logbook.

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- a. Ensure all phases of daily, weekly, and monthly functions are logged.
- b. All out of ordinary operations are documented.
4. Monitor File Manager.
 - a. Conduct monthly random inventory.
 - b. Ensure all listings are being maintained.
 - c. Ensure off-site storage is being maintained.
5. Monitor overall system performance and security.
 - a. Ensure fragmentation is minimal.
 - b. Ensure unauthorized access is controlled.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.22 SUPERVISE AND MAINTAIN DATA PROCESSING DIVISION
TECHNICAL PUBLICATIONS

CONDITION(S): Given a technical publication, updates and the references.

STANDARD: Maintain technical publications so that DPD functions to its full capability.

PERFORMANCE STEPS:

1. Ensure all applicable technical publications are maintained.
 - a. Review all references and procure any missing publications.
 - b. Ensure all publications are up-to-date with the latest changes.
 - c. Maintain an inventory list.
2. Maintain duplicate copy of all technical publications in off-site location.

3. Establish a local SOP for tracking all publications sent off-site.

REFERENCE(S) :

1. Applicable Hardware/Software Instructions
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.23 PERFORM INTERFACE INITIATION AND TERMINATION

CONDITION(S): Given an interface PC and the references.

STANDARD: Interface allows transactions to flow from one system to another, updating both data bases simultaneously.

PERFORMANCE STEPS:

1. Power up interface PC.
2. Initiate interface processing.
 - a. Execute interface program.
 - b. Activate interface.
3. Terminate interface processing.
 - a. Deactivate interface.
 - b. Exit interface program.
4. Power down interface PC.

REFERENCE(S) :

1. Application Specific Interface User's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.1.24 SUPERVISE INTERFACE OPERATIONS

CONDITION(S): Given a functional interface processing environment, and the references.

STANDARD: Interface allows transactions to flow from one system to another, updating both data bases simultaneously.

PERFORMANCE STEPS:

1. Ensure interface is up and operational.
 - a. Monitor interface for transaction processing.
 - b. Ensure transactions are flowing from and to both systems.
2. Establish daily, weekly and monthly backup procedures.
3. Ensure interface is backed up.
4. Trouble shoot interface system errors, as required.

REFERENCE(S):

1. Application Specific Interface User's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 2 - ADP ADMINISTRATION

TASK: 6673.2.1 SUPERVISE ADVANCED SYSTEM ADMINISTRATION FUNCTIONS

CONDITION(S): Given a functional computer system and the references.

STANDARD: Computer system must be operational.

PERFORMANCE STEPS:

1. Supervise and execute advanced UNIX system commands.

- a. System commands (ex. chown, chmod, mount, unmount, ps, kill, shell).
 - b. User commands (ex. who, newgrp, passwd, chgrp, ping).
 - c. File commands (ex. grep, egrep, find, tee, cut, sed, fcheck, bcheck, vi).
 - d. File transfer (ex. telnet, ftp, mail).
 - e. Backup commands (ex. mt, tar, cpio).
2. Supervise and execute advanced MSDOS system commands.
- a. System commands (ex. memmaker, mem, chkdisk/scandisk, unformat, xcopy, deltree, diskcopy, fdisk, defrag, sys).
 - b. Config files (ex. CONFIG.SYS, AUTOEXEC.BAT).
 - c. File commands (ex. edit, find, attrib, msav (virus scanner)).
 - d. File transfer (ex. mskernit, ftp, telnet).
 - e. Backup commands (ex. msbackup, pkzip, pzunzip).
3. Supervise and execute advanced windows commands.
- a. System commands (ex. memmaker, mem, chkdisk/scandisk, unformat, xcopy, deltree, diskcopy, fdisk, defrag, sys).
 - b. Config Files (ex. CONFIG.SYS, AUTOEXEC.BAT).
 - c. File Commands (ex. edit, find, attrib).
 - d. File Transfer (ex. mskernit, ftp, telnet).
 - e. Backup commands (ex. msbackup, pkzip, pkunzip).

REFERENCE(S):

1. Applicable System Commands Manual.
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.2.2 SUPERVISE LOADING OF COMPUTER SOFTWARE PROGRAM(S)/PROGRAM CHANGE(S)

CONDITION(S): Given a functional computer system, computer program(s)/program change(s) to load, and the references.

STANDARD: Computer software program(s)/program change(s) will be loaded in the computer in an accurate and timely manner following the load instructions provided with the software.

PERFORMANCE STEPS:

1. Review load instructions provided with the software.
2. Load software into the computer following the instructions provided.
 - a. Perform pre-load software backup.
 - b. Perform any cleanup requirement(s), as applicable.
 - c. Verify load completion status.
 - d. Perform post-load utilities, as applicable.

REFERENCE(S):

1. Applicable Computer User's Manual
2. Load Procedures
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.2.3 SUBMIT TROUBLE REPORT (TR's) AND CHANGE PROPOSAL (CP's)

CONDITION(S): Given an application or subsystem software and the reference.

STANDARD: Trouble reports and/or change proposals will be submitted to resolve software problems or recommend software changes to ensure continued computer operations/enhancements.

PERFORMANCE STEPS:

1. Investigate the software problem and determine if a TR and/or a CP should be submitted.
2. Submit the TR and/or CP, as required.
3. Maintain TR's and CP's in separate files.
4. Monitor the status of the TR's and CP's.

REFERENCE(S):

1. Applicable Systems User's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.2.4 SUPERVISE/PERFORM PASS DOWN WITH RELIEVING SHIFT SUPERVISOR/OPERATORS

CONDITION(S): Given the position as the off-going shift supervisor, and oncoming shift supervisor, and the reference.

STANDARD: Off-going shift supervisor will conduct PASS DOWN with the oncoming shift supervisor to ensure accurate continuation of operations.

PERFORMANCE STEPS:

1. Off-going shift supervisor will conduct verbal and written PASS DOWN with oncoming shift supervisor.
2. Oncoming shift supervisor will review system utilization logbook.
3. Oncoming shift supervisor will assume responsibility for computer operations.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.2.5 SUPERVISE SOFTWARE/DATA BACKUP MANAGEMENT SYSTEM

CONDITION(S): Given a functional system, dat drive, applicable media, and the reference.

STANDARD: The software/data management system will be maintained to ensure accurate and continued computer operations.

PERFORMANCE STEPS:

1. Maintain magnetic media library.
 - a. Establish media retention procedure.
 - b. Scratch magnetic media, as applicable.
2. Establish inventory procedures.
3. Maintain inventory history file.
4. Maintain magnetic media history file.
 - a. File history listing.
 - b. Reel history listing.
 - c. Mail history listing.
5. Maintain off-site/remote storage of magnetic media.
6. Establish tape maintenance procedures.
 - a. Certify/clean magnetic media.
 - b. Place load point/end-of-file markers on magnetic tape, as applicable.
 - c. Affix tape maintenance labels, as applicable.
 - d. Create a standard labeling procedures.
7. Maintain a run sheet file.
 - a. Daily Run Sheet.
 - b. Weekly Run Sheet.
 - c. Monthly Run Sheet.

- d. Compare file name tape label with run sheet file name for agreement.
8. Check for systems fragmentation.
 - a. Defragment files.
 - b. Purge applicable files.
9. Establish procedures for maintaining/upgrading Site Software License.
 - a. Maintain original and copy of Site Software Licensing.
 - b. Upgrade Site Software License as necessary.
10. Maintain a duplicate copy of all software install disks.

REFERENCE(S): MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.2.6 SUPERVISE A TIMELY VIRUS SCAN AND SIGNATURE UPGRADE

CONDITION(S): Given a functional workstation, a Network Server, and the reference.

STANDARD: Virus Scan is performed to ensure the data will not be lost and to provide accurate and time support for supply/maintenance.

PERFORMANCE STEPS:

1. Identify appropriate DoD approved virus scanning software.
2. Initiate virus scan.
3. Respond to any user input.
 - a. Fix any files that are corrupt.
 - b. Delete virus files.
4. Ensure antiviral detection software is active.

REFERENCE(S):

1. Virus Scan Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.2.7 MAINTAIN DATA PROCESSING DIVISION SECURITY

CONDITION(S): Given the MCO 1510.74, OPNAVINST 5239.1A, and the reference.

STANDARD: Security is utmost, any unauthorized access should be stopped, to provide a timely and accurate support for supply/maintenance.

PERFORMANCE STEPS:

1. Become familiar with the MCO 1510.14.
2. Become familiar with OPNAVINST 5239.1A.
3. Develop and oversee data processing division security.
 - a. Identify and categorize all data processing access equipment.
 - b. Nominate Security Officer, and Assistant Security Officer.
 - c. Identify a Division/Section Security Officer for each division and section.
4. Control access to DPD facility.
 - a. Maintain a security access roster.
 - b. Periodically change combinations to locks and safes, as required.
5. Maintain security of the computer system.
 - a. Maintain a list of authorized on-line access users.
 - b. Periodically screen and update the list of authorized users, as required.

6. Prepare/review the security procedures checklist.

REFERENCE(S):

1. MCO 1510.74
2. OPNAVINST 5239.1A
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS:

1. DPD security will be maintained by the MOS 6673 Aviation Information Systems Computer Operator in conjunction with the MOS 6672 Aviation Supply Clerk.

DUTY AREA 3 - NETWORK ADMINISTRATION

TASK: 6673.3.1 PERFORM WORKSTATION OPERATING SYSTEM INSTALLATION

CONDITION(S): Given a functional workstation, and the references.

STANDARD: Workstation must be loaded with operating system to be a functional part of the TAC system, to provide timely and accurate support to supply/maintenance.

PERFORMANCE STEPS:

1. Identify Operating System Boot Diskette's Installation Set.
2. Install Operating System.
3. Configure Operating System.

REFERENCE(S):

1. Applicable Operating System Reference.
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.3.2 SUPERVISE APPLICABLE WORKSTATION SOFTWARE LOAD

CONDITION(S): Given a functional workstation, operating system loaded, and the references.

STANDARD: Workstation must be loaded with applicable application software to be a functional part of the TAC system, to provide timely and accurate support to supply/maintenance.

PERFORMANCE STEPS:

1. Identify application software installation disks.
2. Install application software.
3. Configure application software.

REFERENCE(S):

1. Application System Software Load Procedures.
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.3.3 SUPERVISE NETWORK SERVER AND WORKSTATION CONFLICT RESOLUTIONS

CONDITION(S): Given a workstation, a network server, and the references.

STANDARD: Workstations and network servers should communicate with each other to provide accurate and time access to supply/maintenance divisions.

PERFORMANCE STEPS:

1. Identify applicable server involved (ex. Banyan, Novell, Unix).

2. Ensure applicable network software is installed and configured on workstation.
3. Verify network drivers are activated.
4. Review applicable host and system configuration files.

REFERENCE(S):

1. Applicable Network Administration Manual
2. Using UNIX
3. Banyan Vines Network Administration Manual
4. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.3.4 PERFORM BASIC NETWORK OPERATIONS

CONDITION(S): Given a network server and the references.

STANDARD: A network server is required to be in an operational condition to ensure a timely and accurate support to supply/maintenance sections.

PERFORMANCE STEPS:

1. Identify server hardware (repeaters, bridges, routers, gateways, file server).
2. Initiate/bring up network server.
3. Verify network is up.
4. Backup network software.
5. Disconnect appropriate network users.
6. Terminate/shutdown network server.

REFERENCE(S):

1. Applicable Network User's Manual
2. Using UNIX

MCO 1510.74A

3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.3.5 SUPERVISE ADVANCED NETWORK ADMINISTRATION

CONDITION(S): Given a network server and the references.

STANDARD: A network server is required to be in an operational condition to ensure a timely and accurate support to supply/maintenance sections.

PERFORMANCE STEPS:

1. Control Access to network server.
 - a. Log in management.
 - b. Random password assignment.
2. Purge old files.
3. Restore network server.
4. List and describe key directories on network server.
5. Connect/Disconnect peripheral devices to existing network topology.
6. Assign unique address to each network device.
7. Identify and fix/repair volumes.
8. Redirect peripheral devices as required.
9. Configure applicable network card.

REFERENCE(S):

1. Applicable Network User's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.3.6 MAINTAIN AN UPDATED NETWORK MAP

CONDITION(S): Given a Network Topology and the references.

STANDARD: A network map enables data processing division to accurately and quickly identify hardware location and configuration requirements.

PERFORMANCE STEPS:

1. Identify all network segments and servers.
 - a. Identify all hardware connected to each segment and server.
 - b. Annotate network node addresses to each peripheral locations.
 - c. Maintain a list of all addresses assigned.
2. Create a flow chart/map for the physical networked peripheral locations.
3. Periodically verify location of network peripheral locations.

REFERENCE(S):

1. Applicable Network User's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.3.7 CONFIGURE AND MONITOR CISCO INTERNET ROUTER

CONDITION(S): Given a functional CISCO Internet Router, all applicable hardware and software, and the references.

STANDARD: Internet Router's are utilized by activities to connect to other external activities, enables Central Design Activity (CDA), NAVMASSO, to trouble shoot problems via a remote connection.

PERFORMANCE STEPS:

1. Configure Internet Router.

MCO 1510.74A

- a. Assign IP addresses.
 - b. Setup/configure firewall.
2. Monitor Internet Router.

REFERENCE(S):

1. Applicable Network User's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - PREVENTIVE MAINTENANCE

TASK: 6673.4.1 PERFORM VAN MAINTENANCE

CONDITION(S): Given authorized van maintenance gear and the references.

STANDARD: Maintenance of data processing division van complex is utmost. This prevents van complex to be maintained in a high state of readiness for deployability purposes.

PERFORMANCE STEPS:

1. Conduct good outside scrubbing for rust removal.
 - a. Utilize appropriate protection.
 - b. Attain rust removal gear and primer from supply.
2. Treat all rusted spots with primer and repaint.
3. Notify van maintenance division of area beyond repair.
4. Clean air conditioning filter's as mandated by local SOP.

REFERENCE(S):

1. Van Maintenance Division SOP.
2. MCO P4400.177A

3. MCO P5090.2
4. MSDSs for Chemicals Used
5. MSDSs for Chemicals Used
6. Local Hazardous Waste Management SOP

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.4.2 PERFORM OPERATOR PREVENTIVE MAINTENANCE (PM) ON PRINTERS

CONDITION(S): Given a printer and the references.

STANDARD: Operator preventive maintenance (PM) will be performed on the printer as required to ensure continued printing operations.

PERFORMANCE STEPS:

1. Vacuum cooling fan.
2. Vacuum print head area.
3. Inspect print head area and ribbon for ink build up.
4. Perform printer self-test.

REFERENCE(S):

1. Appropriate Printer User's/Operator's Manual.
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.4.3 PERFORM OPERATOR PREVENTIVE MAINTENANCE (PM) ON DAT DRIVES (8MM/4MM)

CONDITION(S): Given a dat drive, dat drive media (8mm/4mm) and the references.

STANDARD: Operator preventive maintenance (PM) will be performed on the dat drive unit and dat drive media as required to ensure continued operation.

PERFORMANCE STEPS:

1. Insert dat drive cleaning tape.
 - a. When cleaning tape ejects, remove.
 - b. If End-of-Tape (EOT) is reached, discard and use new tape.
2. Use appropriate dat drive media cleaner.
3. Use appropriate dat drive media reconditioned.

REFERENCE(S):

1. Dat Drive Operator's Manual
2. Dat Drive Cleaner/Reconditioned's Manual
3. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 5 - SQL/INTERACTIVE QUERY/PROGRAMMING

TASK: 6673.5.1 CODE EXECUTION COMMAND (EC)/SCRIPT LANGUAGE STATEMENTS

CONDITION(S): Given a computer system and the references.

STANDARD: An execution command (EC)/Scrip statement will be coded to execute applicable system functions.

PERFORMANCE STEPS:

1. Invoke the line editor program (VI).
2. Enter desired editor command(s).
3. Enter desired function the EC/Script is to perform.
4. Instruct the line editor to write the file.
5. Instruct the line editor to exit the program.

REFERENCE(S): VI Editor User's/Operator's Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.5.2 UTILIZE THE AD HOC WRITER PROGRAM TO QUERY SYSTEM

CONDITION(S): Given a computer system, a SUADPS-RT data base, Ad Hoc writer program, and the references.

STANDARD: The Ad Hoc writer program will be used to query SUADPS-RT data base.

PERFORMANCE STEPS:

1. Invoke the Ad Hoc writer program.
2. Reserve the Ad Hoc query to be performed.
3. Run the stored query.
4. Defer print the output report file.
5. Forward output to SUADPS-RT data base manager.

REFERENCE(S):

1. Ad Hoc User's/Operator's Manual
2. MCO P4400.177A

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.5.3 UTILIZE THE LINE EDITOR PROGRAM

CONDITION(S): Given a computer system, a file, and the references.

STANDARD: The line editor program will be utilized to create and modify a file.

PERFORMANCE STEPS:

1. Invoke the line editor program.

2. Instruct the line editor program to read or create the file to be modified.
3. Make additions, updates, or deletes to file, as applicable.
4. Instruct line editor program to write the file.
5. Exit line editor program.

REFERENCE(S): VI Editors User's/Operator's Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: 6673.5.4 IDENTIFY AND REPAIR BROKEN CHAINS

CONDITION(S): Given a computer system, a NALCOMIS data base, data base cluster analysis (DBCLAN) listing, and the references.

STANDARD: Broken chains will be identified and repaired in a timely manner to minimize the amount of computer downtime for supply/maintenance users.

PERFORMANCE STEPS:

1. Utilize applicable NALCOMIS utility options to process desired area of data base via cluster analysis program (DBCLAN).
2. Analyze output DBCLAN listing and determine data base key in error.
3. Invoke data base repair program (DBREPR).
 - a. Specify set to be processed.
 - b. Instruct DBREPR to position on owner data base key (PO) or to position on member data base key (PM).
 - c. Instruct DBREPR to walk set chain forward or backward. When error is encountered, walk will stop on faulty record.
 - d. Determine if next pointer, prior pointer, or owner pointer needs to be corrected.

- e. Position on original data base key entered and walk set either forward or backward.
 - (1) If walk stops on faulty record, repeat steps D and E until successful walk of set is accomplished.
 - (2) If walk forward or backward is successful, commit the changes made and exit the DPREPR program.
 - f. Repeat steps (1) and (2) to ensure no other errors are encountered.
- 4. Perform save on data base.
 - 5. Bring system up and let system users on.

REFERENCE(S):

- 1. IDS-II Data Base Manager's Guide
- 2. NALCOMIS Administration Manual
- 3. NALCOMIS Host Data Base Specification Manual
- 4. NALCOMIS Computer Operation's Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)
