



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1540.2E  
N889H  
01 July 1996

OPNAV INSTRUCTION 1540.2E

From: Chief of Naval Operations

Subj: NAVAL AVIATION MAINTENANCE TRAINING (NAMTRA) PROGRAM  
ADMINISTRATION AND OPERATION

Ref: (a) OPNAVINST 1500.11G (NOTAL)  
(b) OPNAVINST 4790.2F  
(c) NAVEDTRA 130-135 Series Manuals  
(d) MIL-STD 1379D  
(e) MIL-T-81821  
(f) Memorandum of Agreement between CNO and CMC of  
18 Aug 93 (NOTAL) (Subj: Fleet Replacement Enlisted  
Skills Training Concept)  
(g) NAVAIRINST 4130.1 (NOTAL)  
(h) DODINST 4000.19 of 9 Aug 95 (NOTAL)  
(i) NAVCOMPT Manual, Section 075365  
(j) OPNAVINST 1510.10A (NOTAL)

Encl: (1) NAMTRA Maintenance Trainers (MTs)  
(2) Standard Support Agreement for Naval Air Maintenance  
Training Group Detachments (NAMTRAGRUDETs) and Fleet  
Replacement Enlisted Skills Training (FREST)  
Activities  
(3) Terms, Definitions and Additional Amplifying  
Procedures

1. Purpose. To revise policies and procedures for the  
administration and operation of the Naval Aviation  
Maintenance Training (NAMTRA) Program. This instruction  
is a complete revision and should be read in its  
entirety.

2. Cancellation. OPNAVINST 1540.2D.

3. Background. The objective of the Naval Aviation Maintenance  
Training Program is to provide specialized aviation technical  
training for aviation maintenance personnel on specific aircraft  
weapon systems and related equipment, and to provide for such  
other training as directed by the Chief of Naval Operations



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(CNO) (N889H). The program is designed primarily to provide fleet activities with personnel trained to operate, maintain and support aircraft weapon systems and related equipment at the organizational ("O") and intermediate ("I") maintenance levels. Training programs are to be fully coordinated and standardized to the maximum extent consistent with operational requirements and capabilities. Prior to implementation, exceptions to this instruction must first be approved by CNO (N889H).

#### 4. Scope

a. This instruction applies primarily to training of active duty and reserve Navy and Marine Corps aviation maintenance personnel, and other activities or personnel as directed by CNO (N889H); Foreign National (FN) personnel, for example. Other specialized training, such as that provided by Fleet Aviation Specialized Operational Training Groups (FASOTRAGRU) or Naval Aeronautical Engineering Services Units (NAESU), is not governed by this instruction.

b. The NAMTRA Program now incorporates elements of the previous program, functions of the disestablished Fleet Readiness Aviation Maintenance Personnel (FRAMP) Program, and aspects of the Marine Corps' FRESTs. This program is an integral part of reference (a), the Naval Aviation Training Program. Reference (b) provides additional guidance regarding aviation maintenance training.

#### 5. Organizational Structures and Relationships

##### a. Naval Air Maintenance Training Group (NAMTRAGRU)

(1) Mission. The training organization primarily responsible for accomplishing the objectives of the Naval Aviation Maintenance Training Program is NAMTRAGRU, a shore activity of Chief of Naval Education and Training (CNET). NAMTRAGRU provides technical training in the operation, maintenance, and repair of aircraft systems and associated equipment in response to approved CNO (N889H) requirements. In addition, NAMTRAGRU provides technical support to Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) in training matters. This mission is accomplished through the NAMTRAGRU headquarters, numerous detachments (NAMTRADETS) and FRESTs located at most Navy and Marine Corps air stations (NAS/MCAS) in the United States.

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(2) Policy and Working Relationships. The NAMTRAGRU Headquarters provides command policy, guidance, and direction; curriculum and instructional support; technical coordination to resolve problems and maintain course standardization between teaching locations; Operational Target (OPTAR) funding; and other support to its' regional OICs, NAMTRAGRUDETS and FRESTs. In addition, NAMTRAGRU coordinates with CNO (N889H) and COMNAVAIRSYSCOM (PMA-205) as a technical advisor, and assists, as required, in all matters regarding maintenance training concepts, maintenance trainers, specifications for procurement of maintenance training hardware or software, development of factory training courses, and inspections and recommendations for acceptance of contractor manufactured trainers. For training matters, close liaison is also maintained with Commanders, Naval Air Forces Atlantic/ Pacific (COMNAVAIRLANT/COMNAVAIRPAC), the Commandant of the Marine Corps (CMC), Marine Corps Combat Development Center (MCCDC) and the Commander, Naval Air Reserve Forces (COMNAVAIRESFOR).

(3) NAMTRAGRUDET. An organizational subunit of NAMTRAGRU, composed of an officer in charge (OINC) or chief petty officer in charge (CPOINC)/noncommissioned officer in charge (NCOIC) and experienced Navy and/or Marine Corps aircraft maintenance instructors. NAMTRAGRUDETS are established and positioned to provide on-station, academic classroom (theory); laboratory (practical application); and practical job training (PJT), as applicable. They use operational aircraft as assigned by the fleet replacement squadron (FRS) or type wing, maintenance trainers (enclosure (1) applies), technical training equipment, training aids, curricula, lesson guides, technical publications, standard and special tools, supporting test equipment and other training material as may be required to effectively teach CNO (N889H) - approved courses of instruction.

(a) NAMTRAGRUDETS/FRESTs are normally collocated at the NAS/MCAS at which the specific model aircraft are based to facilitate on-site academic classroom, laboratory, and PJT. Training is also available for FN students, Department of Defense (DOD)/contractor civilian and other service personnel.

(b) Although NAMTRAGRUDETS are responsive to type commander (TYCOM) training requirements, they remain integral subunits under the command and control of the CO, NAMTRAGRU to ensure technical coordination, control, quality, and standardi-

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zation of approved aviation maintenance training. Command prerogatives rest with the Commanding Officer (CO), NAMTRAGRU for matters including but not limited to the assignment and utilization of NAMTRAGRU personnel and resources.

(c) NAMTRAGRUDETs are tasked to:

1. provide quality instruction to meet CNO (N889H)-approved training requirements.

2. ensure courses are staffed to authorized levels with the best available qualified instructors. Consolidated "O" level maintenance instructors should have completed at least one tour with the type/model aircraft/weapon system being taught.

3. ensure courseware is developed and maintained in accordance with applicable NAMTRAGRU instructions.

4. maintain assigned maintenance trainers (MTs) and related test equipment in the highest possible state of readiness.

5. use the NAMTRAGRU Training Deficiency Reporting (TDR) system to identify training deficiencies impacting assigned courses.

6. administer the internal evaluation system for assigned courses. Ensure that the most qualified/experienced individual (Master Training Specialist, if assigned) teaching the course conducts the review.

7. conduct external evaluations of aviation maintenance training courses. Use data from Maintenance Training Requirements Review (MTRR) conferences, pre-MTRR conferences, Integrated Logistics Support Management Team (ILSMT) meetings, feedback from operational forces, and CNO (N889H) tasking to ensure courses of instruction meet fleet requirements.

8. administer the instructor qualification, certification and evaluation programs for all assigned instructors.

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9. administer the Student Critique Program for all assigned courses. Copies of student critiques will be routed to the host station when any student comments concern the host station's services/conditions, and to other commands/activities as appropriate.

10. perform the following student management:

a. Student Accounting and Reporting.

b. Student Quota Control and Administration. Function as quota control for assigned courses. Respond to identified priorities of the cognizant commanders. Develop and publish training schedules for organizational/intermediate (O/I) level and stand-alone courses; provide student scheduling and check-in/out services. All Navy Integrated Training Resources and Administration System (NITRAS) reporting functions are included in Quota Control and will be completed for both the Training Track and the individual segment course(s).

NOTE: Quota control for Marine Corps students will be exercised by the Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU).

c. Coordinate with other quota control activities as required to obtain quotas/seat assignments for courses in CNO (N889H) approved training tracks.

d. Provide for tailored instruction based on previous training/experience of students and ultimate duty station requirements within the confines of CNO (N889H) approved training tracks.

e. NAMTRAGRUDET Student Holding Company. Coordinates activities of students awaiting class convenings, port calls, and legal proceedings. Act as the single point of contact for facility maintenance.

f. Student Indoctrination Program. Provide required indoctrination for all student personnel.

g. Stand-Alone Training Programs. Stand-Alone Training Programs are maintenance courses of instruction required by community maintenance managers which do not normally

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lead to an NEC award, and are not part of the training track. Examples of stand-alone training are Corrosion Control and Turn Qualification courses.

h. U.S. Marine Corps Liaison. Consists of United States Marine Corps (USMC) personnel assigned to provide direct administrative support to all USMC students and staff personnel.

i. Maintenance Training Improvement Program (MTIP). Develop and maintain MTIP test question data banks in accordance with reference (b). Develop and distribute instructor lesson guides to support MTIP remediation programs.

j. Aviation Training Support System (ATSS). Provides automated data services for quota control, class scheduling and MTIP. The type wing shall be provided with direct ATSS support and equipment to continue ATSS operations within the community. (Standard Training Activity Support System (STASS) will begin replacing ATSS during Fiscal Year 1996.)

k. PJT Program. Conduct PJT training on operational aircraft (as assigned by the FRS or type wing) and naval air maintenance trainers.

11. Ensure enroute training is authorized and required by the receiving command, and accomplish the following:

a. Within 3 working days after receipt of advance Bureau of Naval Personnel (BUPERS) orders, NAMTRAGRUDET shall provide to the operating squadron/unit a "Report of Planned Readiness Maintenance Training". This report shall be provided to the operating squadron by the fastest available means including naval message, if necessary, to allow time for the activity to respond prior to the trainee's scheduled commencement of training. The report shall contain, as a minimum, the following information:

(1) the trainee's full name, social security number, rate/rating, and the planned NAMTRAGRUDET reporting and departure dates.

(2) a schedule of the trainee's planned maintenance training.

(3) the security clearance held by the trainee.

b. After screening the advance BUPERS orders and the Report of Planned Readiness Maintenance Training, the operating squadron/unit will reply to the NAMTRAGRUDET in a timely manner such that the reply will reach the NAMTRAGRUDET no later than 30 days prior to the NAMTRAGRUDET reporting date of the trainee. This reply shall give indication of concurrence or recommend changes to the planned training. Recommended changes are subject to the following constraints:

(1) Changes in the geographic location of training must be justified to and approved/funded by the type commander (TYCOM).

(2) In those instances where the required change to training results in the assignment of a Navy Enlisted Classification (NEC) to the trainee which differs from the Distribution Navy Enlisted Classification (DNEC) initially assigned, the NAMTRAGRUDET shall notify CHNAVPERS by appropriate means to reflect actual training received.

12. Provide Subject Matter Experts (SME), and related assistance, as required, to develop computer-based training (CBT).

13. Other such functions as may be tasked by the CO, NAMTRAGRU.

(4) NAMTRAGRUPAC/LANT. Regional OINC's NAMTRAGRUPAC/LANT are located at the Air TYCOMS' headquarters (Norfolk and North Island). The OINC serves as liaison with the TYCOM (in an additional duty status) in order to maintain a close working relationship concerning the conduct of the Naval Air Maintenance Training Program, particularly as it relates to support of fleet operational activities.

(5) OINC/CPOINC/NCOIC. An OINC, CPOINC, or NCOIC designated by the CO, NAMTRAGRU shall be assigned to manage and direct each NAMTRAGRUDET.

(6) Maintenance Training Unit (MTU). A NAMTRAGRUDET may consist of one or more MTUs which provide training for a specific weapon system such as F/A-18, P-3, H-53, etc., or for a specific grouping of equipment such as automatic test equipment (ATE), aviation support equipment (ASE), etc. Each MTU is identified by a four-digit number. The MTU officer is responsible for managing the training provided, and supervising the personnel assigned to the MTU. The MTU officer reports to the NAMTRAGRUDET OINC and is normally assigned additional duty (ADDU) to the associated type wing to provide liaison concerning matters related to training programs under the cognizance of NAMTRAGRU.

(7) Management. The CO, NAMTRAGRU exercises operational and administrative control of NAMTRAGRUDETs and assigned personnel. Inbound NAMTRAGRUDET personnel will report to the respective NAMTRAGRUDET OINC. In certain situations, Navy and Marine Corps personnel are administratively assigned to other commands/activities for support. The host air station Personnel Support Detachment (PSD) or the designated command/activity to which assigned is responsible for providing record keeping and personnel accounting services. NAMTRAGRU personnel are not to be assigned any duties, temporary additional duty, or collateral duties by other commands, unless the explicit concurrence of the CO, NAMTRAGRU is obtained. NAMTRAGRUDET commissioned OINCs, will exercise non-judicial punishment award authority in accordance with the Judge Advocate General (JAG) Manual. Courts-martial will be convened by the CO, NAMTRAGRU or by the applicable NAMTRAGRUDET OINC if granted courts-martial authority. In the absence of an OINC, the activity/host station where the NAMTRAGRUDET is located may exercise non-judicial punishment or courts-martial authority in accordance with the JAG Manual, through a support agreement. When a disciplinary case involving a locally assigned/TEMUINS student occurs, the student shall be returned to the parent command for legal disposition.

(8) Support. NAMTRAGRUDETs are organized and staffed to provide instructional services only, and are dependent on the host station/activity for logistical support. Host stations/activities required to convert to the Defense Business Operations Fund (DBOF) will continue this support until a budget base transfer is made to NAMTRAGRU. Enclosure (2) provides the standard NAMTRAGRUDET support agreement. This support shall include, but is not limited to, the following:

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(a) housing, berthing and messing of assigned instructors, support personnel, and students attending NAMTRAGRUDET courses.

(b) adequate instructional spaces including classrooms, laboratories, and requisite supporting spaces (i.e., instructor studies, offices, etc.).

(c) utilities and services required to support instructional spaces and trainers including hydraulic, pneumatic, and controlled frequency (400 Hertz) electrical power, climate controls, etc..

(d) maintenance of facilities, specialized secondary power supplies and environmental equipment used to operate MTs, including modifications to facilities due to changes in training requirements.

(e) housekeeping and janitorial services and supplies. Where appropriate, assigned students may be used (labor of opportunity) by the NAMTRAGRUDET to perform routine housekeeping functions (field days, classroom clean-up, etc.).

(f) supply support.

(g) personnel administrative support including personnel accounting for military and civilian personnel.

(h) intermediate level maintenance support of maintenance trainers, aircraft-common equipment, and technical training equipment in accordance with reference (b) and enclosure (2).

(9) Development/Review/Approval of Curriculum. For all courses under the purview of NAMTRAGRU, refer to reference (c).

(10) Contract Training. When a new weapon system or equipment is introduced, COMNAVAIRSYSCOM will procure a contract training package in support of aviation maintenance training in accordance with references (d) and (e). This package consists of initial training, various course materials, and appropriate trainers and equipment and maintenance support for the course of instruction. Training, trainers, and training equipment will be procured early enough in the acquisition

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process to ensure training programs are in place and operating at or before fleet introduction of the weapon system or equipment. In this function, NAMTRAGRU serves as the principal advisor to COMNAVAIRSYSCOM for contract training procurement and maintains liaison throughout the acquisition process, ensuring documentation of any deficiencies. In this capacity, NAMTRAGRU may be designated as the contracting officer's representative, chairperson or cochairperson of fleet project teams, training advisor on applicable teams/committees, etc. Close liaison via the local NAMTRAGRUDET OINC and MTU officer will also be maintained with the applicable training track model manager (TTMM) throughout the acquisition process.

b. FREST

(1) Per reference (f), FREST training will be conducted by personnel administratively assigned to the Marine FRS and will provide training previously performed by Marine personnel assigned to NAMTRAGRUDETs at Marine Corps Air Stations, the FRAMP training programs at Marine Corps FRSSs, the Enlisted Aviation Maintenance Trainee Management Elements (EAMTME), and the Aviation Weapons Training Units (AWTU). Operational control of FREST training will remain under NAMTRAGRU. The FREST will be structured as a department within the Marine Corps FRSSs. The officer in charge of the FREST will be dual-hatted as the FREST OIC and as the Marine Corps FRS Director of Maintenance Training.

(2) The CO, NAMTRAGRU provides direction to the CO of the Marine Corps FRS on aviation maintenance training matters and also provides logistics support to the Marine Corps FRS CO. This includes:

(a) setting aviation maintenance training policy and procedures for FRESTs per higher directives.

(b) development, implementation, and update of curricula.

(c) tasking and use of personnel assigned to the FREST's Monitored Command Code (MCC).

(d) standardized instructor qualification and certification.

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(e) configuration management, supply support, custody and maintenance of trainers and associated equipment assets.

(f) repair/replacement of maintenance trainers and trainer components.

(g) inspection, status and deficiency reporting requirements for maintenance trainers and other training deficiencies.

(h) management of support equipment in the equipment requirements list (ERL), tools, and publications associated with maintenance trainers.

(i) monitoring training effectiveness and conducting training-related inspections.

(j) performance evaluation of the FREST OIC.

(k) calculating FREST instructor/support personnel levels using procedures approved by CNET.

(l) use of facilities identified as aviation maintenance training spaces.

(m) retaining custody, cognizance and reporting for aviation maintenance trainers, training devices and related support equipment.

(3) The CO, Marine Corps FRS is responsible for:

(a) carrying out the directives of the CO, NAMTRAGRU in the areas listed in paragraph 5b(2).

(b) supporting the OPNAV "C" School Plan and CNO (N889H) approved training tracks for the "O" and "I" level maintenance training assigned.

(c) administration for all permanent personnel and students assigned, to include disciplinary action, performance evaluations and individual Marine Corps training requirements (e.g., battle skills training, physical fitness, marksmanship, swim qualification, professional military education, etc.).

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(d) logistics support (except for functions delineated in paragraph 5b(2)).

(e) enlisted aircrew training.

(f) designation and assignment of quality assurance representatives/collateral duty quality assurance representatives (QARs/CDQARs) and collateral duty inspectors (CDIs).

(g) availability of individual material readiness list (IMRL) items, tools, and publications required for maintenance/inspections on aircraft used in the performance of managed on-the-job training (MOJT).

(h) reporting requirements for aircraft.

(i) providing appropriate type/model/series aircraft in a suitable configuration to be used for MOJT in accordance with the applicable approved "O" level training syllabi.

(j) coordination of "I" level maintenance support in accordance with reference (b).

(k) providing the CO, NAMTRAGRU with a performance input for inclusion in the FREST OIC's fitness report.

(4) The FREST OIC/FRS director of maintenance training:

(a) is responsible to the CO, NAMTRAGRU, for the performance of instructors and operation of equipment as referenced in paragraph 5b(2).

(b) will have FRS department head status and shall be responsible to the FRS CO for the supervision and administration of enlisted maintenance training personnel assigned to the FREST.

(c) will be a billet with a rank equivalent to that of the senior FRS department head.

(d) will be the reporting senior or the reviewing officer for all personnel assigned to the FREST MCC.

NOTE: For administrative purposes, the FREST is a separate department within the FRS and will have a separate MCC. The FREST OIC billet is a NAMTRAGRU billet.

(5) The responsibility for ensuring that training plans/curricula are current and correct remains with the course curriculum model manager (CCMM).

(6) The FREST aviation maintenance training curriculum will be structured in accordance with applicable Naval Service standards as directed by the CO, NAMTRAGRU.

c. TTMM

(1) The TTMM is a type wing or activity designated by CNO (N889H) to review, evaluate, coordinate and monitor the application of an aviation maintenance training program for a particular type/model/series aircraft. The TTMM is responsible for:

(a) reviewing newly developed or revised NAMTRA courses to determine if they adequately meet the technical requirements of the billets for which the training is designed.

(b) coordinating and managing the MTIP within the type wing, establishing testing cycles, and maintaining oversight of subordinate activities. The TTMM will provide feedback to the local NAMTRAGRUDET as appropriate.

(c) coordinating the availability of operational aircraft and support required to provide the PJT portions of the applicable aviation maintenance training courses. Ensure that properly configured aircraft and required support equipment is available for scheduled PJT. Applicable systems must be full mission capable (FMC). Aviation maintenance training is to be accorded equal priority with flight crew training in the assignment of training equipment and other resources. Reference (a) defines training equipment as "any equipment, including ground instructional aircraft, required to support aviation instructional programs". The literal application of this definition is essential to the success of the training program. Maintenance of the designated PJT aircraft, not directly related to the accomplishment of maintenance training objectives, is the responsibility of the FRS (or applicable operational squadron's)

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maintenance department. Type wing commanders shall ensure adequate assets are made available to support the PJT syllabus. If there is no FRS under the type wing, the type wing shall assign an operational squadron to provide an aircraft to meet PJT requirements.

(d) establish the policy, if required, for collateral duty inspector (CDI) qualifications for maintenance training instructors involved in PJT.

(e) establish the policy, if required, for maintenance training instructors to qualify in aircraft programs required by reference (b) (eg, hydraulic contamination, tire and wheel, ordnance loading, etc.) to perform PJT.

(f) provide for courtesy instructor/program monitoring and auditing upon NAMTRAGRUDET request to support the intent and scope of reference (b).

(g) standardization of training and training tracks when dual-sited.

(h) evaluating maintenance training to determine if it is meeting the maintenance requirements of the operating squadrons/units as outlined in reference (b), and is providing the trainee with the knowledge and skills required of the specific tasks performed.

## 6. Responsibilities

a. CNO and CMC. The CNO and CMC are responsible for training active duty and reserve Navy and Marine Corps forces. Reference (g) describes the FREST concept and defines command relationships and responsibilities in support of FRESTs (as agreed to by the CNO and the CMC).

b. CNO. Within the context of this instruction, the Head, Aviation Manpower/Training Branch (N889), under the Director, Air Warfare Division (N88):

(1) establishes policies, determines training requirements, identifies priorities, programs resources and exercises overall control and direction of the NAMTRA program.

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(2) approves establishment, disestablishment, single-siting, etc. of NAMTRA programs.

(3) approves and disseminates initial planning information concerning future requirements for NAMTRA programs to support the introduction of new weapons systems and equipment. Such planning continues throughout the life cycle of the weapons system, including United States Naval Reserve/United States Marine Corps Reserve usage.

(4) verifies annual training requirements included in the 5-year training plan for forwarding to the Deputy CNO and BUPERS.

(5) reviews and approves training requirements for aviation training programs.

(6) functions as the warfare sponsor for the aviation maintenance training program.

c. COMNAVAIRSYSCOM will:

(1) develop the hardware and maintenance Training Planning Process Methodology (TRPPM) document, Navy Training Systems Plans, etc., which include future training requirements identified by CNET for NAMTRAGRU (Dets and FRESTs), and provide resources required to establish and implement aviation maintenance training.

(2) provide integrated logistic support to NAMTRAGRU to ensure that adequate aviation maintenance training is available to support the implementation of new weapon systems and equipment. This includes, but is not limited to:

(a) the timely acquisition and life-cycle support of aviation maintenance trainers, facilities, and equipment.

(b) providing depot level repair and rework, and other life cycle support of maintenance trainers in accordance with this directive and reference (b).

(c) providing initial or other specialized training required prior to fleet delivery of a weapon system and/or equipment.

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(d) providing technical review of maintenance training programs.

(e) providing technical assistance and support for the Naval Aviation Maintenance Training Program.

(f) ensuring that all Class I and II MTs, in service or under procurement, are configured to reflect current operational versions of weapons systems or equipments, and that the configuration status of Mts is maintained as per reference (g).

(g) maintaining inventory of all Class III MTs, and accepting custody and providing facilities for all Class III maintenance trainers designated for storage.

(h) disposing of Class IV maintenance trainers in accordance with current disposal instructions.

(i) providing other such support as identified in references (d) and (e) for the implementation of training programs for new weapons systems and equipment.

d. Chief of Naval Personnel (CHNAVPERS) and CMC (MMEA) will plan and coordinate the timely arrival of qualified instructor and student personnel to ensure that required personnel are available to train and support the operating forces.

e. MCCDC, COMNAVAIRLANT, COMNAVAIRPAC, COMNAVAIRESFOR will:

(1) submit new or revised aircraft maintenance/equipment training requirements to CNO (N889H).

(2) annually, provide CNO (N889H) with planned student throughput to aviation maintenance courses for the next 5 years to assist CNO with development of the Future Year Defense Plan (FYDP), and provide a copy to cognizant activities.

(3) recommend to CNO (N889H) aviation maintenance training location changes when necessary, and initiate movement requests for, with a copy to cognizant activities.

(4) function as curriculum control authority (CCA) for CNO (N889H) approved training tracks. These functions include

responsibility for training track master course reference file maintenance, track schedules, track quota allocation and assignment of track CDPs. Track schedules will be formulated by the NAMTRAGRUDETs and forwarded to the TYCOMs for review and entry into the NITRAS Data Base (enclosure (3) applies). NAMTRAGRU will function as CCA for individual courses of instruction.

(5) assign the appropriate NAMTRAGRUDETs as Quota Control Agent. Delegate responsibility for track management to the appropriate NAMTRAGRUDETs.

(6) manage the training track pipeline tables in NITRAS. NAMTRAGRUDET will monitor the pipeline tables applicable to their detachment and notify the appropriate TYCOM if revision to the training track pipeline management file is required.

(7) closely monitor pipeline reporting to ensure students receive the appropriate NEC upon graduation and minimize "awaiting training" status.

(8) enter the Catalog of Navy Training Courses (CANTRAC) training track data. CANTRAC entries for individual courses will be the responsibility of NAMTRAGRU.

(9) notify CNO (N889H), COMNAVAIRSYSCOM, CNET and affected operational activities as early as possible when aviation maintenance training at designated locations will no longer be required or should be single-sited, disestablished, or transferred.

(10) ensure resources are provided when operational aircraft are used to satisfy PJT portions of aviation maintenance training requirements (as established and approved by CNO (N889H)).

f. CNET will:

(1) exercise overall command and control of assigned Naval Aviation training commands.

(2) provide planning, programming, budget support and resources for NAMTRAGRU aviation maintenance training requirements as established and approved by CNO (N889H).

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(3) function as controlling custodian for Class II maintenance trainers reassigned to other training activities under CNET cognizance.

(4) establish training policy and procedures for instructor training, qualifications and certification.

(5) establish policy and procedures to ensure technical training is provided by NAMTRAGRU in response to aviation TYCOMs' operational requirements (approved by CNO (N889H)).

(6) review recommendations for NAMTRAGRUDET and maintenance trainer location and usage.

g. NAMTRAGRU will:

(1) function as an aviation maintenance training representative and take appropriate action to meet training requirements and tasking as approved by CNO (N889H); also, provide aviation technical training and support as prescribed by reference (a) and this instruction.

(2) upon receipt of requests for new or additional NAMTRAGRUDET/FREST courses or training requirements from appropriate commanders, submit instructor, equipment, facility and unfunded resource requirements to CNO (N889H) via the chain of command.

(3) publish instructor computation results and schedule/coordinate annual efficiency reviews.

(4) function as curriculum control authority for assigned courses of instruction.

h. Stations/activities supporting NAMTRAGRUDETs and FRESts. Standard support agreements shall be initiated between NAMTRAGRU and the host station/activity in accordance with reference (h). Enclosure (2) provides the minimum standard support agreement under which local agreements shall be initiated. Funding realignment to conform to the responsibilities in enclosure (2) shall be processed under functional transfer procedures at the earliest opportunity in the budget cycle.

8. Report and Forms

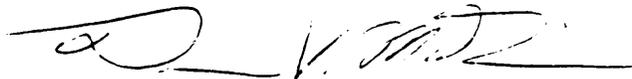
a. The reporting requirement contained in paragraph 5a(3) (c)11a is assigned symbol OPNAV 1540-7 and is approved/valid for 3 years from the date of this instruction.

b. SF 52 (7-91), Request for Personnel Action, S/N 7540-01-333-6239, is available from the General Services Administration.

c. The following forms are available from the Navy Supply System per CD ROM NAVSUP P-600 (NLL):

(1) NAVCOMPT 2193 (7-84), Status of Reimbursable Orders, S/N 0104-LF-702-1932.

(2) NAVCOMPT 2275 (8-81), Order for Work and Services, S/N 0104-LF-702-2751.



DENNIS V. MCGINN  
Director, Air Warfare

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**NAMTRA MAINTENANCE TRAINERS (MT)**

1. Maintenance Trainer Set (MTS). An MTS is an instructional set comprising an actual or related end item system representation providing training capability for organizational level maintenance, intermediate level maintenance, operational and special techniques for aircraft, missiles, specific equipment, related equipment and/or other items designated as related series items. The MTS encompasses displays, panels, actual systems, subsystems and equipment hardware items, parts and materials, equipment, audiovisual aids, publications, data and other items needed to provide training capability.
2. Maintenance Trainers (MT). An MT consists of one or more maintenance training subsets of the MTS. The MT contains actual weapon system or related hardware, simulated malfunctions, and the related support equipment. MTs provide organizational and/or intermediate level maintenance training capability for a single system, subsystem or related group of components within the weapon system. MTs are identified by the nomenclature of the system or component group (e.g., Communication, Navigation, and Identification MT, Main Landing Gear MT, Surface Control MT, AN/APN-159 MT, or Semi-Automatic Test Equipment Group MT). MTs may be grouped into a single unit (i.e., a composite maintenance trainer, which reflects the complete weapon system).
3. Maintenance Trainer Classification and Custody. MTs are classified for identification, configuration, and inventory control. CNO (N889H), based upon COMNAVAIRSYSCOM recommendations, assigns classifications as follows:
  - a. Class I - active MTs required to support NAMTRAGRU mission requirements, and assigned to NAMTRAGRU. NAMTRAGRU may subcustody these MTs to NAMTRAGRUDETS and FRESTs.
  - b. Class II - active MTs which are not required by NAMTRAGRU but are required for training support by other commands (to which these Mts are subcustodied).
  - c. Class III - MTs no longer required to support current Department of the Navy (DON) needs, but which may be required in the future. They are assigned to COMNAVAIRSYSCOM (PMA-205) for custody, storage and periodic status review.

Enclosure (1)

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d. Class IV - inactive MTs which have been approved by CNO (N889H) for disposition by COMNAVAIRSYSCOM. Class IV MTs may be disposed of as excess or salvage, or they may be transferred to non-training activities (e.g., Naval Recruiting Command for static display, or sold to allied foreign governments).

#### 4. MT Configuration

a. General. MTs are designed and configured to represent specific aircraft or equipment. MTs in Class I and II, except for certain Class II MTs designated by CNO (N889H), must be updated or replaced to match aircraft or equipment configuration. Updating shall include kits, training equipment, actual equipment, initial training of instructors, publications, audio-visual aids, curricula material, etc.. Acquisition by COMNAVAIRSYSCOM of additional MTs may be required to support instruction on more than one model or version of an aircraft (such as the S-3B and ES-3A), or when significant numbers of an older configuration or model aircraft will be retained in service.

b. Timeliness. Maintenance training equipment and training capability must be provided prior to the delivery of new or modified aircraft, missiles or equipment in accordance with CNO requirements and policies. To ensure that MTs retain instructional value, updating shall precede or occur concurrently with aircraft or equipment changes.

c. Configuration Control. Configuration changes to Class I and II MTs will be determined and provided to the custodians by COMNAVAIRSYSCOM, with consideration given to the recommendations of the respective custodian. Class III MTs will not normally be updated unless specifically directed by CNO (N889H). The CO of NAMTRAGRU shall function as the controlling custodian for all Class I MTs. CNET, COMNAVAIRESFOR, and cognizant Air TYCOMs will function as controlling custodians for Class II MTs assigned to their activities. User activities shall incorporate changes as directed by the controlling custodian. Requests for change incorporations beyond the user's capability shall be forwarded via the controlling custodian to COMNAVAIRSYSCOM. Trainer configuration management will be maintained by COMNAVAIRSYSCOM through the Technical Directive Status Accounting (TDSA) System. Reference (h) refers.

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5. Trainer Equipment Inventory Control. A centralized inventory control system at NAMTRAGRU headquarters is used to manage equipment requirements, location, shortages, proper allocation, overhaul and repair, planning and budgeting for new acquisitions, and the disposition of equipment which is no longer required.

6. Maintenance Trainer Management and Control. NAMTRAGRU will:

a. assist COMNAVAIRSYSCOM in evaluating aircraft engineering change proposals (ECPs) for applicability to maintenance trainers and in determining the required configuration control to maintain current technical training suitability of Class I MTs.

b. provide policy guidance to NAMTRAGRUDETs and FRESTs for maintenance, modification, update, accountability and physical integrity of all assigned Class I MTs.

c. in the event of MTs transfer from Class I to Class II, instruct the gaining custodian in operation and maintenance of the maintenance trainers.

d. request and coordinate contractor assistance in repair or update of Class I MTs as authorized.

e. assist host stations in the functional layout of training buildings, including power and environmental requirements, for MT support.

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## STANDARD SUPPORT AGREEMENT FOR NAMTRAGRUDETS/FRESTS

## SPECIFIC PROVISIONS:

1. General. This agreement between the Naval (or Marine Corps) Air Station, hereinafter called the SUPPLIER or HOST, and Commanding Officer, Naval Air Maintenance Training Group, Naval Air Station Memphis for the Naval Air Maintenance Training Detachment/FREST, hereinafter called the RECEIVER or TENANT, is negotiated in accordance with the following directives:

- a. NAVCOMPT Manual, Volume VII, Chapter 5
- b. OPNAVINST 1540.2E
- c. OPNAVINST 4000.84A

2. Space Allocations. The SUPPLIER agrees to allocate the following spaces for use of the RECEIVER, to include the following:

- a. building number, rooms, and approximate square footage.
- b. real property accounting will be in accordance with existing procedures under the cognizance of the SUPPLIER. The facilities used by the RECEIVER and subsequent improvements thereto will be carried on the SUPPLIER's real property inventory.

3. Review, Revisions, Modifications or Cancellation

a. This agreement will be reviewed only when changing conditions or circumstances may require a substantial revision or development of a new agreement. Minor changes may be made at any time by correcting the existing document or attaching a memorandum; changes must be signed by the relevant parties. ISA costs shall be reviewed annually.

b. This agreement is subject to modification or cancellation as mutually agreed in accordance with the following:

(1) Request for modification will be forwarded by one party to the other by written notice at least 120 days prior to the effective date of such modification.

(2) Notification of the intention of either party to cancel the agreement will be by written notice to the other party at least 180 days in advance of the proposed date of cancellation.

Enclosure (2)

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(3) This agreement shall continue in effect until it is canceled in accordance with paragraph 3b(2). In the event of mobilization or other emergency, this agreement will remain in force subject to normal cancellation or modification provisions.

4. Resources

a. Manpower. No additional manpower will be required by the SUPPLIER to perform support required in ANNEX I of this agreement.

b. Reimbursement. At the beginning of each fiscal quarter, the RECEIVER will provide the SUPPLIER with a work request (NAVCOMPT 2275) for services and supplies which are subject to reimbursement. The SUPPLIER will sign and return a copy of the NAVCOMPT 2275 within 5 working days of receipt. In addition, the SUPPLIER will provide quarterly NAVCOMPT 2193s to the RECEIVER during the first 3 quarters of the Fiscal Year, and monthly during the last quarter.

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SUPPORT FUNCTION

REQUIREMENTS

BASIS

A-001	Chapel and Chaplain	The HOST will provide religious and other related services to TENANT personnel.	Non-reimbursable
A-002	Command Element		
	1. Public Affairs	The TENANT liaison with the HOST Public Affairs Office and will be provided station newspapers for its personnel.	Non-reimbursable
	2. Social Services	The HOST will provide services, assistance or training to TENANT personnel on matters pertaining to alcohol and drug abuse, equal opportunity and human relations as requested by the RECEIVER.	Non-reimbursable
A-004	Disaster Preparedness	The HOST will provide for full disaster preparedness including training and equipment.	Non-reimbursable
A-006	Fire Protection	The HOST will provide structural fire protection services, including training in firefighting techniques, fire prevention measures and inspections. The TENANT will comply with applicable directives and provide assistance as required.	Non-reimbursable
A-008	Morale and Fitness Support	The HOST will provide Special Services programs, facilities and special expenditure funds to TENANT personnel on the same basis as for HOST personnel.	Non-reimbursable

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- |                               |  |                  |
|-------------------------------|--|------------------|
| A-009 Police Services         | The HOST will provide perimeter control and normal station security, identification card services, issue vehicle passes and access badges to TENANT personnel.   | Non-reimbursable |
| A-010 Safety                  | The HOST will provide assistance managing Navy (Marine Corps) Shore Safety. Program, conduct work place inspections, maintain safety and health work place deficiency abatement logs, safety records and other pertinent logs; provide training and convene quarterly NAVOSH meetings. | Non-reimbursable |
| B-001 Administrative Services |  |                  |
| 1. Spaces                     | In concert with the operational directives established by the HOST, the TENANT will exercise administrative and operational control over its assigned spaces.  | Non-reimbursable |
| 2. Guard Mail                 | The HOST will provide delivery/pick-up service within capability on the same basis as HOST Supporting departments.   | Non-reimbursable |
| 3. U. S. Mail                 | The HOST will ensure pickup and delivery from/to the main branch post office and forward to TENANT for distribution.   | Non-reimbursable |

Enclosure (2)

4. Military Personnel  
Services

The HOST will provide military personnel administration, including maintenance of personnel records and reports, conducting or coordinating military training and education programs, providing career counseling services, and conducting indoctrination courses for newly reporting personnel as requested by the RECEIVER.

Non-reimbursable

B-002 Photographic and  
Audio Visual Services

The HOST will provide these services in accordance with the provisions of the Intraservice Support Agreement with the local Base Visual Information Center.

Non-reimbursable

B-004 Civilian Personnel  
Services

The Civilian Personnel Department of the HOST will provide Civilian Personnel Management Services to the TENANT as follows:

1. Civilian Personnel  
Program

The HOST will provide staffing, employment, personnel processing and related support services, assist in recruitment and prepare and submit all required forms and reports. The HOST will maintain official personnel folders, prepare and direct Merit Promotion Programs, and provide information to the Navy Department's Central Data Bank (PADS), Navy Automated Civilian Manpower Information (NACMIS), and/or Navy Civilian Personnel Data

Non-reimbursable

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System (NCPDS). The TENANT will establish, prepare, and classify positions, initiate all SF 52 personnel Action Requests, and select applicants. The TENANT will conduct annual maintenance reviews, prepare performance ratings, and request within grade increases.

- 2. Equal Employment Opportunity (EEO) Non-reimbursable  
The HOST will provide technical guidance and assistance in preparing EEO Affirmative Action Plans, update reports and other program elements.
- 3. Equal Employment Opportunity Complaints Non-reimbursable  
The HOST provides counselors, processes formal complaints, and provides management/legal representation in all administrative hearings involving complaints.
- B-006 Communication Services Non-reimbursable  
The HOST will provide as common service, telephones to buildings including dedicated lines, if required, for facsimile machines and computers as required to conduct normal business
- B-009 Custodial Non-reimbursable  
The HOST will provide janitorial services or required custodial supplies. The HOST will provide grounds care, including mowing and drainage system maintenance.
- B-012 Plant Account Non-reimbursable  
The HOST will maintain plant account records for TENANT when applicable and within capabilities. The HOST will main-

tain, repair, and replace when applicable, office furniture and equipment.

- |       |                            |   |                  |
|-------|----------------------------|---|------------------|
| B-016 | Finance and Accounting     |   |                  |
|       | 1. Accounting              | The HOST will bill TENANT in accordance with Appendix I for actual cost incurred in conjunction with NAVCOMPT 2275.   | Non-reimbursable |
|       | 2. Disbursing              | The HOST will provide this service within his/her capability.   | Non-reimbursable |
| B-017 | Food Service               | The HOST will provide mess facilities and services to TENANT personnel on the same basis as to HOST personnel. The TENANT will provide an estimate of eligible personnel to be subsisted by the HOST mess.                    | Non-reimbursable |
| B-018 | Medical and Dental Service | The HOST will provide these services within capability for TENANT military personnel and dependents in accordance with the provisions of any Intraservice Support Agreements with the Resident Medical and Dental Activities. | Non-reimbursable |
| B-019 | Housing and Lodging        | The HOST will provide BOQ/BEQ and family housing to TENANT personnel on the same basis as to HOST personnel.  | Non-reimbursable |

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B-021	Supply and Storage Operations	The HOST will provide for receiving, storing inventorying and issuing supplies.	Non-reimbursable
B-023	Legal Services and Court Martial	The HOST will provide legal services within capabilities in accordance with the provisions of the Support Agreement with the appropriate Legal Services Office resident at the HOST Command. The TENANT will exercise, non-judicial and where authorized by the JAG, judicial punishment over its personnel.	Non-reimbursable
B-027	Printing and Reproduction	The HOST will provide these services.	Non-reimbursable
B-028	Purchasing/Contracting	The HOST will provide requested support in receiving, issuing, requisitioning, purchasing and warehousing.	Non-reimbursable
B-035	Other		
	1. Aircraft Equipment Components and Support Equipment	The HOST will provide repair services on equipment which is common to aircraft on the same basis as for HOST departments and attached squadrons. The TENANT shall not be required to provide TAD personnel to obtain this support.	Non-reimbursable
	2. Calibration of Precision Measuring Equipment	The HOST will provide inspection, maintenance, repair, calibration and certification of precision instruments,	Non-reimbursable

Enclosure (2)

precision measurement equipment, and test measurement and diagnostic equipment to ensure performance at established standards. Tenant shall not be required to provide TAD personnel to obtain this support. The HOST will provide the following Categories of support within capabilities:

A. Non-reimbursable

- |       |     |  |
|-------|-----|--|
| A-005 | 1.  | Control and disposal of hazardous materials and other forms of pollution |
| A-011 | 2.  | Taxi/Bus Service   |
| B-006 | 3.  | Common Telephone Services  |
| B-009 | 4.  | Cleaning supplies for facilities   |
| B-011 | 5.  | Engineering Services and Management Support                              |
| B-012 | 6.  | Vehicle Rental   |
| B-012 | 7.  | Vehicle Maintenance  |
| B-014 | 8.  | Improvement/Modifications to Support Instructional Requirements          |
| B-015 | 9.  | Cyclical Maintenance and Repair of Bldgs                                 |
| B-015 | 10. | Pest   |

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- B-015 11. Grounds Care including mowing and drainage system maintenance
  - B-015 12. Cyclical and Routine Road Maintenance
  - B-015 13. Exterior Lighting
  - B-015 14. Emergency Services
  - B-015 15. Air Conditioning Maintenance, Repair, and Replacement
  - B-019 16. Housing
  - B-029 17. Trash and Garbage Removal
  - B-033 18. Utilities, such as Electricity, Water, Sewage, and Steam Heat
- B. Reimbursable
- B-009 1. Janitorial Services
  - B-014 2. Improvements/Modifications to Administrative Spaces
  - B-015 3. Bldg Maintenance and Repair caused by willful damage or carelessness of TENANT personnel

Enclosure (2)

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### Terms, Definitions and Additional Amplifying Procedures

a. "O" level maintenance training: "O" level maintenance training was previously identified as Phase II NAMTRAGRUDET classroom and lab, and Phase III (FRAMP Practical Job Training (PJT)). The term "O" level maintenance training now encompasses both of these elements. The organizational structures of NAMTRAGRUDET and FRAMP have been combined and placed under the CO, NAMTRAGRU. This consolidation is an integral part of a track of instruction which includes classroom, lab and aircraft PJT. Instructors will normally be fully trained to teach any portion of a specific training track. Curricula materials such as training project plans (TPPs), curriculum outlines/training course control documents, instructor guides/lesson plans, student guides/trainee guides, transparencies/instructional media, etc., will be developed, funded and distributed to authorized activities by NAMTRAGRU who is also responsible for applying curriculum and instructional standards. Curriculum management comes under the purview of NAMTRAGRU. Technical content for these courses comes under the purview of the applicable Type Commander (TYCOM). Reference (c) provides additional guidance concerning the development and approval of courses.

b. "I" level maintenance training: Training for personnel performing "I" level maintenance at an Aircraft Intermediate Maintenance Department (AIMD) or Intermediate Maintenance Activity (IMA). Personnel assigned to perform "O" level maintenance normally will not be assigned to "I" level maintenance courses. "I" level maintenance courses are normally designed to teach repair of equipment which has been removed from an airframe. "I" level maintenance courses shall not require "O" level maintenance courses as prerequisites. Where practical, a single (common) "I" level maintenance course will be developed for equipment which is used in more than one type aircraft. Technical content for "I" level courses comes under the purview of the applicable TYCOM. Reference (c) provides additional guidance concerning the development and approval process for "I" level maintenance courses.

c. Practical Job Training (PJT): Supervised training in the practical application of theoretical knowledge. PJT shall be accomplished on aircraft or aircraft system(s) which accurately represent current fleet configuration.

d. On-the-Job Training (OJT): Training provided by the operational activity/squadron in the performance of a task or

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duty during daily operating and maintenance situations involving aircraft or associated equipment.

e. Maintenance Training Improvement Program (MTIP): A diagnostic means of evaluating the technical knowledge of aviation maintenance technicians. MTIP implementing directives are the responsibility of the TYCOMS and MCCDC, Code 461.

f. Maintenance Training Management and Evaluation Program (MATMEP): The Marine Corps' aviation maintenance training documentation program.

g. NAMTRA Maintenance Trainer (MT): See enclosure (1) for information regarding the classification, custody, configuration, etc., of MTs.

h. Instructor Staffing Requirements: The number of instructors required to conduct the tasked training. Staffing requirements for maintenance training shall be developed as follows:

(1) "O" Level Maintenance Training. Instructor and support billets for "O" level maintenance training will be computed using CNET Instructor Staffing Standards (based on requirements established in the Navy Enlisted Classification (NEC) "C" School Plan) or other methods approved by CNO N889H. Instructor manning for organizational level maintenance courses will be determined separately from all other courses to preclude nonavailability of instructors due to cross-utilization. Personnel assigned to fill "O" level maintenance training instructor billets should have completed at least one tour in the type/model/series of aircraft being taught.

(2) Intermediate Level Maintenance Training and all other aviation technical training. The CNET Instructor Staffing Standards shall be used to determine instructor and support billet requirements for these courses. Instructor manning for these maintenance courses will be determined separately from the organizational level maintenance courses to preclude nonavailability due to cross-utilization.

i. Computer-Based Training (CBT): an instructional method using computers to develop, deliver, and/or manage training materials and training processes. CBT materials may include forms of interactive courseware (ICW), computer assisted/aided instruction (CAI) courseware, computer managed instruction (CMI), or elements

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of all three depending on the application, presentation, and who controls the pace and direction of the training.

j. Support Agreements. Reference (h) provides guidance for the development of Interservice Support Agreements, Intraservice Support Agreements, and Memoranda of Agreement or Understanding between Host and Tenant (Supplier/Receiver) Activities. Enclosure (2) provides the minimal standard support agreement between host stations/activities, and NAMTRAGRUDETs and FRESTs under the operational control of NAMTRAGRU.

k. CNO Training Track. The OPNAV Training Management System (OTMS) identifies CNO(N889H) approved training tracks required to meet the qualifications for NECs and Marine Occupational Specialties (MOS) assigned to "O" and "I" level maintenance activity billets. The training tracks consist of three phases:

(1) Phase I - Indoctrination.

(2) Phase II - Applicable organizational or intermediate level maintenance courses, or other courses required to meet OPNAV (N889H) approved billet specific training requirements.

(3) Phase III - Applicable courses required to satisfy NEC training taught by activities other than NAMTRAGRU.

l. Cognizant Commander: Includes but is not limited to: Commander, Naval Air Force Pacific (COMNAVAIRPAC); Commander, Naval Air Force Atlantic (COMNAVAIRLANT); Commander, Naval Air Reserve Force (COMNAVAIRESFOR); and the Marine Corps Combat Development Command (MCCDC).

m. Training Track Model Manager (TTMM). A type wing or activity designated by CNO (N889H) to review, evaluate and advise on the application of an aviation maintenance training program for a specific type/model/series aircraft.

n. Course Curriculum Model Manager (CCMM): A NAMTRAGRUDET or FREST assigned responsibility by NAMTRAGRU Headquarters for curriculum development, implementation, and upkeep of a specific course. The CCMM will normally be colocated with the TTMM.

o. Interim Approval Authority: For interim organizational level maintenance courses, TYCOMs are designated the approval

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authority. For intermediate level maintenance and all NAMTRAGRU courses other than organizational level maintenance, the CO of NAMTRAGRU is the interim approval authority.

p. Training Project Plan (TPP). A document generated during initial course development or a major revision which identifies preliminary plans for the development and implementation of a course or major course revision, and requests approval from CNO to continue further course development and implementation. The TPP is submitted to CNO (N889H), via the chain of command, and includes course data, justification for course development/change/revision, a statement of the impact if development/implementation is not completed, a milestone chart and resource requirements list (to include an equipment requirements list (ERL) and equipment shortage list (ESL)). Reference (c) contains additional information on TPPs.

q. Training Deficiency Report (TDR). A system managed by NAMTRAGRU for reporting training deficiencies (equipment, personnel, facilities, technical publications) which impair the successful accomplishment of assigned courses. The applicable TTMM, TYCOM or CNET will be information addressees on all TDRs which impact aviation maintenance training courses. Other addressees may be added at the discretion of the CO, NAMTRAGRU.

r. Equipment Requirements List (ERL). A list of instructional equipment and material required to teach a course of instruction. The ERL shall include all hardware items required to teach the course (e.g., trainers, equipment, aircraft, special tools, audio/visual devices, hand tools, consumables, etc). Any shared equipment will be listed on the ERL of every course which uses that equipment. For organizational level maintenance courses, the ERL will identify separate resource requirements for the NAMTRAGRUDET /FREST and the supporting PJT squadron. Funding to support classroom and lab portions of organizational level maintenance courses shall be provided by CNO (N889H) via CNET claimancy. Funding to support the PJT portion of organizational level maintenance courses using operational aircraft shall be provided by CNO (N889H) via applicable TYCOM claimancy. Initial outfitting and acquisition of even Cog items, and all initial training items are the responsibility of COMNAVAIRSYSCOM per reference (i).

s. Student Training Requirements. The annual number of students that must receive training for a particular NEC/MOS, course of instruction, or CNO (N889H) training track.

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t. Navy Integrated Training Resources and Administration System (NITRAS). NITRAS is a Navy-wide automated information system designed to manage and support the Navy military training effort. CNET is the manager of NITRAS. The system contains comprehensive training information, such as student completions, course identification and lengths, teaching sites, and class convening schedules. NAMTRAGRUDETs and FRESts shall report all training for courses under their cognizance in accordance with reference (j). NITRAS also provides future class schedules, with planned student input by Student Organization Code (SOC). The SOC identifies the students' source (i.e., USN, USMC, Foreign Military, Reserve, etc.).

u. Funding/Resources for courses.

(1) Funding for materials, equipment, etc. identified in the various allowance documents (i.e., aircraft inventory records, individual material readiness list, ERL, etc.) will be resourced through the appropriate major claimant.

(2) Planning, programming, and budgeting for initial outfitting and for life-cycle support for trainers, training equipment, facilities, and training materials will be provided by the training support agent (TSA) (usually COMNAVAIRSYSCOM).

(3) Support for NAMTRAGRUDETs/FRESts will be provided by the host/supporting activity as specified by support agreements. Enclosure (2) provides minimal requirements to be addressed by support agreements.

(4) Planning, programming, and budget support for curriculum materials (curriculum outlines, instructor guides, student guides, etc.) is the responsibility of the CNET aviation maintenance training representative (NAMTRAGRU).

(5) Planning, programming, and budget support for the classroom and lab portions of a course will be provided by CNET.

(6) Planning, programming, and budget support for PJT portions of courses requiring operational aircraft will be provided by the applicable TYCOM/cognizant commander.

v. Curriculum Approval Process. CNO (N889H) is approval authority for all TPPs and all course curricula which change course mission, increase course length, or require additional

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unprogrammed resources. The curriculum control authority (CCA) is approval authority for those TPPs and course curricula which do not require a change in course mission, course length or additional resources. Final approval is granted when all required elements of training are in place and course trials have been successfully completed. Interim approval authority rests with the TYCOMs for all "O" level maintenance courses. Interim approval authority for "I" level and all other courses rests with the CO, NAMTRAGRU. Interim approval will be granted only when sufficient required elements of training are in place and are of a quality level so as to be ready for course trials to commence. TYCOMs should consult with the CO, NAMTRAGRU to assess the adequacy of elements of training prior to granting interim approval.