



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

IN REPLY REFER TO:

OPNAVINST 1542.5C

N88  
MAR 09 2010

OPNAV INSTRUCTION 1542.5C

From: Chief Of Naval Operations

Subj: NAVAL AVIATION SUPPLY OFFICER PROGRAM

Ref: (a) OPNAVINST 1412.6D

Encl: (1) Authorized Ashore and Overseas Qualifying Billets  
(2) Authorized Full Time Support (FTS) Reserve Billets  
and Authorized Selected Reserve Billets  
(3) Instruction to Senior Supply Officers  
(4) Instruction to Candidates

1. Purpose. To publish revised policy and procedure for administering the Naval Aviation Supply Officer (NASO) Program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1542.5B.

3. Background

a. The Chief of Naval Operations (CNO) approved the NASO Program per CNO letter (ltr) serial number (ser) 09/3U300716 of 15 September 1983.

b. The objective of the NASO Program is to develop a cadre of dedicated, cohesive and uniquely qualified Naval Supply Corps officers who bring the highest level of competence in managing naval aviation supply support. Officers with this skill set enhance the Navy's ability to achieve optimum levels of operational deployed and non-deployed aviation readiness objectives. The NASO Program:

(1) Establishes, educates and formally recognizes a cadre of Supply Corps officers who have uniquely qualified themselves to support naval aviation at the highest levels of readiness.

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(2) Establishes a qualification path that prepares highly trained and experienced Supply Corps officers to fill demanding aviation supply billets such as supply officer of major aviation combatants, air stations and supporting shore activities.

(3) Qualifies Supply Corps officers to wear the NASO warfare designation insignia.

4. Program Description. The NASO Program qualifies select Supply Corps officers to provide professional logistics management in support of naval aviation. NASOs are trained to support naval weapons systems and associated logistics support requirements, and have a firm understanding of their impact on mission capability. The NASO-qualified officer has "hands-on" fleet operational aviation knowledge and experience in designated operational aviation supply billets. The NASO Program operates under the following guidelines:

a. Resource Sponsor. The Director, Air Warfare Division (OPNAV (N88)) for the Deputy Chief of Naval Operations, Integration of Capabilities and Resources (CNO (N8)) is designated as the resource sponsor for this program.

b. Program Sponsor. Commander, Naval Air Forces Force Supply Officer (COMNAVAIRFOR N41) is designated overall program sponsor and will coordinate with the CNO and Chief of Naval Personnel (CHNAVPERS) in joint areas of program management, establishment of responsibilities that include, but are not limited to, program development, establishment of NASO qualifications, review of and compliance with reference (a), monitoring of duty assignments of NASOs to achieve maximum program benefit, and the identification and provision of subsequent specialized training as necessary to fulfill program requirements.

c. Approving Authority. Commanding officers will have final approval authority for determining NASO designation and wearing of the NASO warfare insignia. Commanding officers shall thoroughly review the NASO candidate(s) personnel qualification standards (PQS) and practical factors (PF) and all documentation to determine candidate(s) eligibility. After reviewing and determining that the candidate meets all qualifications set forth by this instruction, the commanding officer will present

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the designation certificate and ensure a service jacket entry is made. Copies of the designation certificate are to be provided to CHNAVPERS for inclusion in the service record. Commanding officers, with delegated authority, shall thoroughly review the candidates PQS and PF to ensure all qualifications set forth by this instruction are properly met; in addition to a distribution copy above, COMNAVAIRFOR N41 will maintain a copy of the designation certificate. The requirements listed in paragraphs 6, 7, and 8 cannot be waived.

5. Eligibility. Active duty and Drilling Reserve Supply Corps officers assigned to authorized billets designated in enclosures (1) and (2) are eligible for participation in the NASO Program.

6. Qualification Requirements. Candidates must obtain and display specific technical knowledge and gain afloat/ashore aviation supply experience. The knowledge must be the result of "hands-on" fleet operational aviation experience in one of the designated aviation logistics related billets and completion of OPNAV 3502/4 NASO Program - Personnel Qualification Standard (PQS). The afloat/ashore aviation supply experience qualification requires outstanding performance in at least one of the aviation related billets listed in paragraph 7.

7. Qualifying Billets. For active duty personnel, the afloat/ashore supply experience qualification requires at least 6 months in an operational aviation readiness environment (i.e., surge, emergency surge, or composite training unit exercise) or 1 year in a non-deployed or shore station billet. For an officer to be eligible for a "qualifying billet," the assignment must be the officer's primary billet. Temporarily assigning an officer to a qualifying billet for the purpose of allowing the officer to obtain the NASO qualification is not authorized.

Qualifying billets:

a. Afloat qualifying billets (carrier vessel nuclear (CVN)/amphibious assault ship (general purpose) (LHA)/amphibious assault ship (multi-purpose) (LHD))

(1) Supply officer.

(2) Assistant supply officer.

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- (3) Principal assistant - logistics.
- (4) Stock control officer (S-1).
- (5) Aviation stores officer (S-6).
- (6) Aviation depot level repairable officer (S-6A).
- (7) Material officer (S-8).
- (8) Hazardous material officer (S-9).
- (9) Squadron supply officer/material control officer.

b. Ashore qualifying billets

- (1) Supply officers at all air stations who parallel the qualifying billets afloat.
- (2) Type/functional wing supply officers.
- (3) Marine Air Wing supply officers.
- (4) Squadron supply officers.
- (5) Material control officers.
- (6) COMNAVAIRFOR staff Supply Corps officers.

NOTE: Enclosure (1) provides further guidance for qualifying billets ashore.

c. Drilling Reserve Supply Corps officers must submit a request for matriculation into the program along with their plan of action and milestones (POA&M) to COMNAVAIRFOR N41 via their commanding officer. Billets listed in enclosure (2) are the only billets that qualify. To satisfy the requirement, personnel must serve at least 2 years in a qualifying billet and complete a minimum of 4, 2-week annual training periods at each of the following locations:

- (1) The Joint Aviation Supply and Maintenance Material Management Class (A-8B-0020).

(2) Aviation Stores (S-6) division aboard an operating CVN/LHA/LHD with an air wing embarked.

(3) Aviation support division (ASD) at a naval air station (NAS).

(4) COMNAVAIRFOR staff or weapons system billet at Naval Inventory Control Point (NAVICP) Philadelphia.

d. COMNAVAIRFOR (N41) will coordinate and supervise the Reserve NASO Program per this instruction. For Drilling Reserves, oral boards will be coordinated and approved in advance by COMNAVAIRFOR (N41). The oral board will be conducted by qualified active duty members of an active CVN or naval air station supply/wing/aircraft intermediate maintenance division (AIMD) triad in the same manner as active duty participants in the program as specified in paragraph 8 of this instruction. Drilling Reserves may not deviate from this NASO oral board requirement.

#### 8. Qualification Procedure

a. The NASO qualification procedure provides for documentation of the qualifying billet requirements, satisfactory completion of the OPNAV 3502/4, satisfactory performance of an oral board composed of the senior NASO-qualified supply officer, I-level maintenance officer (ashore or afloat) and type wing maintenance officer (ashore) or the carrier air wing maintenance officer (afloat). A fourth board member is optional and may include the air boss/mini-boss, navigator, or operations close in combat officer.

b. Board members at Marine Corps air stations (MCAS) shall consist of marine air logistics squadron (MALS) supply officer, MALS maintenance officer, and a squadron maintenance officer. If the supply officer is not NASO qualified, another NASO qualified officer, in addition to the other board members, will be added to the board. In the event an air wing is not embarked on a CVN or the marine expeditionary unit (MEU) is not embarked on an LHD/LHA, every effort shall be made to arrange a board with either an ashore and/or an afloat air wing maintenance officer. Air wing maintenance officers from other air wings are authorized. If it is not possible to convene the board with an air wing maintenance officer prior to detachment of the NASO

candidate, the ship's maintenance material officer may act as a substitute. Unit must provide names of the board members, any written comments and areas covered during the oral examination.

c. Upon successful completion of the oral examination, the NASO candidate will be formally endorsed by their commanding officer for NASO designation using the OPNAV 3502/4.

d. Active duty and Drilling Reserve officers must complete the OPNAV 3502/4 and oral board prior to transferring from the command where the NASO qualification process was started. If the NASO candidate does not qualify prior to transferring, the candidate must begin the PQS from the beginning.

9. Program Administration

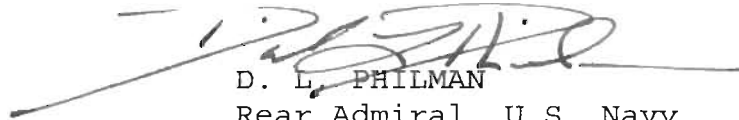
a. The NASO Program qualification will be administered by the senior Supply Corps officer at the qualifying activities listed in paragraph 7. Enclosure (3) provides additional guidance.

b. Individual candidates shall review enclosure (4) and, with the concurrence of their supply officer, complete the OPNAV 3502/4.

c. Shore duty and overseas candidates shall review enclosure (1) to ensure they are performing in a qualifying billet. Enclosure (1) lists all shore and overseas duty locations and designates each by category.

10. Records Management. Records created as a result of this instruction, regardless of media and content, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

11. Forms. OPNAV 3502/4 NASO Program - Personnel Qualification Standard (PQS) is available for download from Naval Forms OnLine at <https://navalforms.daps.dla.mil/web/public/home>.

  
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Rear Admiral, U.S. Navy  
Director, Air Warfare

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Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.daps.dla.mil>

**Authorized Ashore and Overseas Qualifying Billets**

1. Billets contained in this enclosure are authorized to pursue NASO qualification. If an activity is not listed in this enclosure, then that billet has been deemed non-eligible.

2. The following provides amplification of the two categories of billets:

a. Category 1 - All category 1 billets are authorized to seek NASO qualification with no further eligibility stipulations than those delineated in subparagraphs 7a and 7b of this instruction.

b. Category 2 - Candidates who serve in category 2 billets must submit a written request to COMNAVAIRFOR N41 in order to participate in the NASO qualification program. A POA&M for program completion must accompany each request. At a minimum, this POA&M must include the following:

(1) A 2-week underway period with airwing or MEU embarked, operating in the S-6 Division on a CVN, LHA, or LHD. Individuals are responsible for obtaining a letter signed by the ship's supply officer acknowledging completion of this requirement.

(2) A 2-week period at a qualifying air station, temporarily assigned to the ASD. Individuals are responsible for obtaining a letter signed by the air station supply officer acknowledging completion of this requirement.

(3) A 1-week period at NAVICP Philadelphia. Individuals are responsible for obtaining a letter signed by an integrated weapons system team branch head acknowledging completion of this requirement.

<u>Command</u>	<u>UIC</u>	<u>Category</u>
Helicopter Sea Combat Squadron (HSC)-25	44310	1
MCAS Iwakuni (Suppo only)		1
ASD Atsugi	62613	1
ASD Misawa	68212	1
ASD Jacksonville	4334A	1
Commander, Helicopter Sea Combat Wing Atlantic	52596	1
ASD Key West	4336A	1
ASD Mayport	4337A	1
Helicopter Maritime Strike Squadron (HSM)-40	53912	1



NAS Pensacola	00204	1
ASD Brunswick	4333A	1
Air Test and Evaluation Squadron VX-1	55600	1
NAS Corpus Christi	00216	2
ASD Norfolk	4338A	1
Commander, Helicopter Tactical Wing Atlantic	44890	1
ASD Oceana	4339A	1
Strike Fighter Squadron VFA-106	09679	1
NAS Sigonella	62995	1
Fleet Air Reconnaissance Squadron VQ-2	53873	2
NAS Lemoore	63042	1
Commander Strike Force Western Pacific	09520	1
VFA-122	09355	1
VFA-125	09485	1
NAS North Island	00246	1
Commander Sea Control Wing, Pacific	55633	1
HSC-3	09822	1
HSC-10	09299	1
HSM-41	55138	1
Naval Air Reserve San Diego	09296	1
Naval Base Ventura County	69232	1
Commander, Airborne Command Control and Logistics Wing	55634	1
NAS Whidbey Island	00620	1
Electronic Attack Wing, Pacific	55627	1
Naval Air Weapons Station China Lake	47609	1
VX-9	55646	1
VQ-3 Tacamo Tinker Air Force Base (AFB)	55154	2
VQ-4 Tacamo Tinker AFB	42065	2
Pacific Missile Range Facility Barking Sands	0534A	2
NAS Fallon	60495	2
Naval Strike and Air Warfare Center	69190	2
MCAS Miramar	31200	2
COMNAVAIRFOR	57025	1
COMNAVAIRFOR	57012	1

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## Authorized Full Time Support (FTS) Reserve Billets

<u>Command</u>	<u>Job Description</u>	<u>UIC</u>	<u>Number of Billets</u>	<u>Category</u>
NAS Joint Reserve Base (JRB) Fort Worth	Technical Staff Officer - Aviation specialty (TSO AV)	61036	1	1
Naval Air Facility (NAF) Washington DC	TSO AV	44492	1	1
Naval Air Reserve (NAR) Atlanta AIMD	TSO AV	61034	1	1
NAS JRB Willow Grove	TSO AV	61033	1	1
NAR JRB New Orleans (NOLA)	TSO AV	00206	1	1
Commander, Navy Reserve Forces Command	TSO AV/Deputy	3447B	1	2
NAS Willow Grove	Supply Officer Technical Staff Officer, General Specialty.	00158	1	2
NAS Willow Grove	(TSO Gen)	00158	1	2
NAS JRB NOLA	Supply Officer General Supply (Gen Sup)/ Control Division Officer(Div Off)	00206	1	2
NAS Atlanta	Supply Officer	00196	1	2
NAS JRB Fort Worth	Supply Officer	83447	1	2
NAS JRB Fort Worth	TSO Gen	83447	1	2
NAVAIRES Whidbey Headquarters Naval District Washington	Gen Sup	00621	1	2
HQ NDW	Supply Officer	32873	1	2
HQ NDW	TSO Gen	32873	1	2
NAVAIRES Norfolk	Gen Sup	63102	2	2
Naval Air Reserve Center Brunswick	Gen Sup	68735	1	2
NAVAIRES Point Mugu	Gen Sup	66630	1	2
NAVAIRES Jacksonville	Gen Sup	63099	1	2

Enclosure (2)

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## Authorized Selected Reserve Billets

<u>Unit Name</u>	<u>Mobilization Billet Title</u>	<u>Naval Reserve</u>		<u>Reserve UIC</u>	<u>Number of Billets</u>	<u>Category</u>
		<u>Association Name</u>				
Naval Reserve, Commander, Carrier Strike Group TWO (NR COMCARSTKGRU 2)	Staff Plan (Stf Pln)/Logistics (Log)	NAR Atlanta		86188	1	2
NR COMCARSTKGRU 5	Gen Sup	NAR FT Worth		89489	2	2
Naval Reserve - Advanced Base Functional Components; Fleet Modernization Plan Mobile Maintenance Facility - unit CHARLIE	Technical Staff Officer - Aviation specialty (TSO AV)	NAR Jax		89586	1	2
NR COMCARSTKGRU 6	Stf Pln/Log	NAR Jax		88172	1	2
Commander Helicopter Anti- Submarine Light Wing Atlantic Fleet	Stf Sup	NAR Jax		86216	1	2
NR 4 Mine Air Wing Mobile Maintenance Facility	TSO AV/Wing Sup Off	NAS New Orleans		89443	1	2
NR CNAL Supply 1086	Stf Sup/Logistics Response Center, Sup Pln, Stf Sup, TSO Gen, and Automated Data Processing Plans	NAR Norfolk		84283	5	2
NR COMCARSTKGRU 8	Stf Pln/Log	NAR Norfolk		82880	1	2
NR AIRPAC Supply 0189	Stf Sup/Staff, Operational Support Command/Center (STFOPSCMDCE), Sup Log, Sup Log/Log Detachment Officer-In- Charge (Log Det OIC), and TSO AV/Log Det OIC	NAR Whidbey Island		86220	7	2

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NR COMCARSTKGRU 3 Stf Pln/Log	NAR Whidbey Island	88173	1	2
NR Naval Depot TSO	NAR San Diego	86549	1	2
North Island 0294 AV/Material Control				
NR Force TSO AV	NAR San Diego	86781	1	2
Protection Law Enforcement Security Unit 0194				
NR AIRPAC Supply Stf 0294	NAR San Diego	86221	8	2
	Sup/STFOPSCMDCE, Sup Log/Stf Log Det, Sup Log/Log Det OIC, TSO AV/Log Det OIC, Sup Log, and TSO AV/Material Movement Control (Matl Mvt Ctl)			
NR Regional Supply Officer Oceana	TSO AV/Inventory Management	Naval Reserve Center (NRC) Memphis	1	2
NR Naval Station Rota 0269	Matl, Internal Review, and TSO AV	NRC Chicago 86582 86584	2	2
NR Marine Expeditionary Force Religious Unit 220	TSO AV/General Supplies and Equipment Div Off	Navy Marine Corps Relief Society Alameda CA	1	2
NR COMCARSTKGRU 7	Stf Pln/Logistics	NRC San Jose CA 89490	1	2

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### Instructions to Senior Supply Officers

1. The NASO Program contains a rigorous and professionally demanding set of PQS. A candidate must successfully complete all the PQS requirements as the first step toward earning the aviation supply corps wings. Extensive off-duty time will be required of candidate to successfully accomplish the specified program objectives. That fact must be clearly explained and understood during the initial interview with the candidate. This program is a major professional milestone and acknowledgement and full commitment from the candidate should be received.
2. The senior supply officer is responsible for determining the candidate's eligibility and ability to successfully complete the program. For an officer to be eligible for a "qualifying billet," the assignment must be the officer's primary billet. Temporarily assigning an officer to one of these qualifying billets for the purpose of allowing the officer to obtain the NASO qualification is not authorized.
3. The candidate is required to develop a POA&M for completing the program requirements and submit it to his/her supply officer for approval. Senior supply officer is required to review the POA&M with the candidate and establish the following criteria:
  - a. The program should be completed in 24 months but no sooner than 6 months.
  - b. The signature portion of the PQS is required. The supply officer will periodically review the candidate's PQS progress, paying particular attention to the appropriateness of the qualifying signatures. When the candidate completes the OPNAV 3502/4, the supply officer, wing maintenance officer, and AIMD officer, or MALS equivalent, will perform a final review of the OPNAV 3502/4 and certify that the signatures obtained belong to appropriate qualifying personnel. If the review is satisfactory, the supply officer shall schedule an oral examination board.
  - c. The oral examination board will assess the level of professional competence attained by the candidate. Upon

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successfully completing the oral examination, the board members will formally recommend to the commanding officer that the candidate has attained qualification as a NASO.

4. COMNAVAIRFOR N41 will be on distribution for qualification sheets forwarded to CHNAVPERS Supply Corps Personnel Career Counselor (PERS-4412Q)). Concurrence from COMNAVAIRFOR N41 is required for inclusion of the qualification in the candidates formal record.

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### Instruction to Candidates

1. The NASO Program earns its candidates the designation of NASO and authorizes them to wear the NASO warfare designation insignia. The program will provide a thorough understanding of many aviation supply/maintenance principles, procedures, programs, and operational elements. Completion of the NASO Program will require significant "off-duty" study and research time. This program is a major professional milestone and should be entered with full commitment toward completing the program.
2. For an officer to be eligible for a "qualifying billet," the assignment must be the officer's primary billet. Qualifying billets are listed in subparagraphs 7a and 7b of this instruction. Being temporarily assigned to one of these qualifying billets for the purpose of obtaining the NASO qualification is not authorized.
3. The NASO Program contains technical and management PQS sections and study guides. The PQS section is required to be fully completed. Embedded within the PQS are PF - tasks a candidate is required to perform. The study guide is designed to assist the candidate and should serve only as an initial source of information. A significant portion of the required knowledge is expected to be gained through first-hand experience and personal contact with knowledgeable personnel in the aviation maintenance, operations and supply disciplines. Resourcefulness will be required to obtain the required information and signatures.
4. Formal PQS program initiation is by the acceptance/approval of the NASO candidate's POA&M by the organization's supply officer. The supply officer will monitor the candidate's progress. The program should normally be completed in 24 months, but no sooner than 6 months.
5. When the OPNAV 3502/4 is completed, it will be presented to a review board, which will subsequently interview the candidate to assess the level of professional competence attained as a result of completing the PQS requirements. Upon the candidate successfully completing the interview, the board will formally recommend to the activity commanding officer that the candidate has attained qualification as a NASO.

Enclosure (4)