



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

IN REPLY REFER TO
OPNAVINST 1540.2F
N1
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OPNAV INSTRUCTION 1540.2F

From: Chief of Naval Operations

Subj: NAVAL AVIATION TECHNICAL TRAINING PROGRAM ADMINISTRATION
AND OPERATION

Ref: (a) COMNAVAIRFORINST 4790.2 (NAMP) Volumes I, II, III, IV
and V
(b) NAVEDTRA 130-135 Series Manuals
(c) OPNAVINST 1500.76A
(d) MIL-PRF-29612B and Handbooks
(e) OPNAVINST 4790.2J
(f) OPNAV P-751-3-9-97 Training Planning Process
Methodology (TRPPM) Manual (NOTAL)
(g) NAVAIRINST 4130.1D
(h) OPNAVINST 1510.10B
(i) NAVCOMPT Manual, Section 075365
(j) OPNAVINST 4000.84B

Encl: (1) CNATT Maintenance Trainers and Electronic Classrooms
(2) Standard Support Agreement for CNATT Subordinate
Commands
(3) Terms, Definitions, and Additional Amplifying
Procedures

1. Purpose. To promulgate the policies and operating procedures for the administration and operation of the Naval Aviation Technical Training Program provided under the direction of the Center for Naval Aviation Technical Training (CNATT). This instruction is a complete revision and should be read in its entirety. For the purpose of this instruction, the term "CNATT subordinate commands" shall refer to all Navy and Marine Corps commands, units, detachments, Naval Air Technical Training Center, Naval Aviation Schools Command and training sites within the CNATT domain.

2. Cancellation. OPNAVINST 1540.2E.

3. Background. The objective of the Naval Aviation Technical Training Program is to provide basic skill training and specialized technical training for personnel on specific

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aircraft Type/Model/Series (T/M/S) weapon systems and related equipment, and provide such other training as required by the Naval Aviation Enterprise (NAE). The program is designed to provide Fleet units and 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 shall be fully coordinated and standardized to the maximum extent possible consistent with operational requirements and capabilities. Recommended changes shall be reviewed, by CNATT for applicability, relevance, coordinated with NAE and approved by the Deputy Chief of Naval Operations, Manpower, Personnel, Training and Education (N1).

4. Scope

a. This instruction applies primarily to training provided to active duty and reserve Navy and Marine Corps aviation personnel, other service personnel, Foreign Nationals (FN) and civilians attending aviation maintenance or technical training courses.

b. The Naval Aviation Technical Training Program required by reference (a) incorporates elements of specialized training such as that provided by Naval Aviation Depot, Naval Air Technical Data and Engineering Service Command, and CNATT. Per the Office of the Chief of Naval Operations (OPNAV) direction, the Naval Aviation Technical Training Program ("A" and "C" school) and Fleet In-Service Training (IST) constitute the structure of the maintenance training continuum and are an integral part of the Naval Aviation Maintenance Program (NAMP).

5. Organizational Structures and Relationships

a. CNATT

(1) Mission. CNATT, a shore activity under the military command of Naval Education Training Command (NETC), is the organization primarily responsible for accomplishing the objectives of the Naval Aviation Technical Training Program. CNATT coordinates and manages the delivery of technical training for the operation, maintenance, and repair of aircraft weapons systems and associated equipment in response to Chief of Naval Operations (CNO) approved requirements. CNATT provides

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technical support and expertise to the NAE on matters related to Naval aviation technical training.

(2) Policy and Working Relationships

(a) CNATT provides command policy, guidance and direction, curriculum and instructional support, technical coordination, course standardization between teaching locations, operational target funding, and other support to subordinate activities.

(b) CNATT functions as a training agent, providing technical expertise and assistance to the NAE in matters related to: Navy mission essential task list, SkillObject™, Job Task Analysis (JTA), maintenance training continuum, maintenance training concepts, Maintenance Trainers (MTs) (per guidelines provided in enclosure (1)), maintenance training hardware or software, factory training courses, management and distribution of Fleet IST materials, and inspections and acceptance of contractor-manufactured trainers.

(c) CNATT maintains close liaison with Commander, Naval Air Forces (COMNAVAIRFOR), United States Marine Corps (USMC) Training and Education Command (TECOM), and Naval Air Systems Command (NAVAIRSYSCOM) for validating training requirements supported by the program sponsor, resource sponsor, Type Commanders, and other systems commands on training matters and support of Fleet IST.

(d) Training programs shall be fully coordinated and standardized to the maximum extent possible consistent with operational requirements and capabilities.

(e) Any exception to the policy and/or operating procedures set forth in this instruction shall be approved by CNATT prior to implementation.

(3) CNATT Subordinate Commands. These are subordinate activities within the CNATT domain and normally consist of a Commanding Officer (CO) or Officer in Charge (OIC) with a staff of experienced Navy and/or Marine Corps instructors and employees.

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(a) CNATT subordinate commands are normally collocated at a Naval Air Station (NAS)/Marine Corps Air Station (MCAS) where a T/M/S aircraft is based to provide academic classroom (theory), laboratory (practical application) and Practical Job Training (PJT) as applicable. Training may also be available for FN students, Department of Defense (DoD)/contractor civilian and other service personnel.

(b) Although CNATT subordinate commands are responsive to Type Commander training requirements, they remain subunits of CO, CNATT, the reporting senior and immediate superior in the chain of command exercising command and control. This ensures technical coordination, quality control, and standardization of approved Naval aviation technical training. Command prerogatives rest with CO, CNATT for matters including, but not limited to, the assignment and utilization of CNATT personnel and resources.

(c) A CO or OIC shall be assigned to manage and direct each CNATT subordinate command.

(4) CNATT Maintenance Training Unit (MTU). A CNATT subordinate command may consist of one or more MTUs which provide training for a specific weapon system such as EA-6B, P-3C, air launched weapons, etc., or for a specific grouping of equipment such as automatic test equipment, aviation support equipment, etc. Each MTU is identified with a four-digit number. The MTU officer/Chief Petty Officer (CPO)/Non-Commissioned Officer (NCO) is responsible for managing the training provided and supervising the personnel assigned. The MTU officer/CPO/NCO reports to the CO or OIC of the CNATT subordinate command.

(5) Management. The CO, CNATT exercises operational and administrative control of CNATT subordinate commands and assigned personnel. Inbound personnel will normally report to the assigned CNATT subordinate command CO or OIC, as appropriate. Where necessary, Navy and Marine Corps personnel may be administratively assigned to other commands/activities for support. The host station personnel support detachment or the designated command/activity to which personnel are assigned is responsible for providing record keeping and personnel accounting services. CNATT personnel are not to be assigned any duties, Temporary Additional Duty (TAD), or collateral duties by

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other commands without the explicit concurrence of the CO, CNATT. CNATT subordinate commands with commissioned COs or OICs will exercise nonjudicial punishment authority and court martial convening authority in accordance with the Manual of the Judge Advocate General (JAGMAN). In the absence of a CO/OIC granted such authority, the activity/host station where the CNATT activity is located may exercise nonjudicial punishment or court-martial authority in accordance with the JAGMAN. When a disciplinary case involving a locally assigned/temporary duty under instruction student occurs, the student shall be returned to the parent command for legal disposition.

(6) Support. CNATT subordinate commands are organized and staffed to provide instructional services only and are dependent on the hosting NAS, MCAS, or Marine Aviation Logistics Squadron (MALS) for logistical support. Logistical support to be provided by the hosting station is set forth in subparagraphs (a) through (i) below. Examples of aviation logistical support provided by the local NAS/Aircraft Intermediate Maintenance Department (AIMD)/MALS/Fleet Readiness Centers (FRCs) are addressed in subparagraphs (h)1 and (h)2. The local Marine Aircraft Wing (MAW) will designate and monitor a host MALS to provide aviation component support. Enclosure (2) is a standard CNATT subordinate command support agreement. This support shall include, but is not limited to, the following:

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

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

(c) Utilities and services required for support of 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.

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(e) Where appropriate, assigned students may be used by the CNATT subordinate command to perform routine housekeeping and janitorial services and functions such as field days, classroom cleanup, and related activities.

(f) Personnel administrative support, including personnel accounting for military and civilian personnel.

(g) Supply support.

(h) Intermediate level maintenance support of MTs, aircraft-common equipment and technical training equipment shall be in accordance with the following:

1. Trainer Unique Components. Components specifically for use on trainers and not repairable at the AIMD/MALS/FRCs shall be returned to the CNATT subordinate command. Repair/replacement will be coordinated and funded by CNATT via Commander, NAVAIRSYSCOM (COMNAVAIRSYSCOM), or other sources.

2. Aircraft Common Components (Shop Repairable Assemblies (SRAs), Weapons Repairable Assemblies (WRAs) and consumables) and Support Equipment (SE). Host NAS/AIMD/MALS will fund repair or replacement of aircraft common and SE/armament weapons support equipment components through Operations and Maintenance, Navy (O&M,N) or Flight Hour Program dollars per reference (a).

(i) NAS/MCAS/MAW/MALS/other activities supporting CNATT subordinate commands shall provide temporary loan of Individual Material Readiness List (IMRL) items, tools, and publications required for the execution of training when required.

(7) Curriculum Development, Review and Approval. All courses under the cognizance of CNATT shall be developed and maintained per reference (b).

(8) Contractor-Developed 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 (c) and (d). This package will consist of training courseware, appropriate

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trainers and equipment, and maintenance support for the course of instruction. Training material, MTs, and training equipment will be procured early enough in the acquisition process to ensure training programs are in place and operating at or before Fleet introduction of the weapon system or equipment. During this period, CNATT Headquarters serves as the principal advisor to COMNAVAIRSYSCOM for contract training procurement and maintains liaison throughout the acquisition process, ensuring documentation of any deficiencies. CNATT may be designated as the contracting officer's representative, chairperson or co-chairperson of Fleet project teams, training advisor to COMNAVAIRSYSCOM (Aviation Training Systems Program Manager, Air (PMA-205)) on applicable teams/committees, etc. Close liaison will also be maintained with the applicable Training Model Manager (TMM) throughout the acquisition process via the local CNATT subordinate command CO/OIC.

b. TMM. Per reference (a), the TMM is a Type Wing/MAW or repair activity designated by COMNAVAIRFOR to review, evaluate, coordinate and monitor the implementation of an aviation maintenance training program and the application of in-service (weapons systems related) training continuum materials for a particular T/M/S aircraft. The TMM is responsible for:

(1) Reviewing newly developed or revised CNATT courses to determine if they adequately meet the technical requirements and provide the knowledge and skills necessary for the trainee to perform the maintenance requirements of the billet for which the training is designed.

(2) Coordinating and managing the Aviation Maintenance Training Continuum System (AMTCS) Software Module (ASM) usage within the Type Wing/MAW. The TMM will provide feedback to the local CNATT subordinate command in accordance with current directives and local agreements.

6. Responsibilities

a. CNO/Commandant of the Marine Corps (CMC). The CNO and CMC are responsible for training the active duty and reserve forces of the United States Navy (USN) and USMC.

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b. CNO. Within the context of this instruction CNO Director, Total Force Programming, Manpower and Information Resources Management (N12)/ Director, Air Warfare (N88) will:

(1) In coordination with NAE, establish policies, determine training requirements, identify priorities, programs resources and funding chain responsibility, and exercise overall control and direction of the Naval Aviation Technical Training Program and Fleet IST in accordance with the guidelines established by reference (e).

(2) Approve and disseminate initial planning information concerning future requirements for the Naval Aviation Technical Training Program to support the introduction of new weapons systems and equipment. Such planning continues throughout the life cycle of the weapons system and includes the requirements for systems and equipment for the United States Naval Reserve/United States Marine Corps Reserve.

(3) Verify the annual training requirements included in the 7-year training plan for forwarding to N1.

(4) Review and approve training requirements for aviation training programs affecting funding through the Future Year Defense Plan (FYDP).

(5) Function as a resource sponsor for the Naval Aviation Technical Training Program.

c. COMNAVAIRSYSCOM. Within the context of this instruction, COMNAVAIRSYSCOM will:

(1) Develop Navy Training System Plans (NTSPs) for new aviation warfare systems in accordance with references (c), (e) and (f). The NTSP is the resource document used to support acquisition of training resources required to establish and implement aviation technical training, the training continuum, and life cycle support for the related training.

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

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(a) Providing timely acquisition and life cycle support planning for MTs, WRAs, facilities, and equipment.

(b) Providing depot level repair and rework, funding and other life cycle support of MTs in accordance with this directive and reference (a).

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

(d) Providing technical review of maintenance training programs and assisting in verifying and validating COMNAVAIRFOR resource requirements.

(e) Ensuring direct liaison with CNATT Headquarters in procurement and acquisition of training courseware/material, MTs, and training equipment.

(f) Providing technical assistance and life cycle support for the AMTCS Program.

(g) Ensuring all Class I and II Maintenance Trainer Sets (MTSs) in service or under procurement and/or aircraft assigned to support training are configured to reflect the current Fleet operational version of the related weapon system or equipment and the configuration status of MTS are maintained per reference (g).

(h) Maintaining inventory of all Class III MTSs, and accepting custody and providing facilities for all Class III MTs designated for storage.

(i) Disposing of Class IV MTs in accordance with current disposal instructions.

(j) Providing other support as identified in references (c) and (d) for the implementation of training programs for new weapons systems and equipment.

d. Commander, Navy Personnel Command (NAVPERSCOM)/Manpower and Reserve Affairs/USMC TECOM. Plan and coordinate the timely arrival of qualified instructors and students to ensure fully trained personnel are available to man the operating forces.

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(1) Production Management Office serves as the "honest broker" among enlisted community managers, Commander, Navy Recruiting Command, detailers, Reserves, NETC, resource sponsors, Recruit Training Command and Naval Service Training Command to best meet Quota Management Office (QMO) objective of training the right quantity of people at the right time.

(2) Oversees out-year planning (5 year training plan) and execution year training plan processes.

e. COMNAVAIRFOR/TECOM

(1) Submit new or revised aircraft maintenance/equipment training requirements to CNATT to meet COMNAVAIRFOR/TECOM training requirements.

(2) Annually, provide QMO planned student throughput for aviation technical courses for the next 7 years to forecast the FYDP.

(3) Recommend changes in the location of aviation technical training sites to CNATT when necessary and initiate movement requests and forward copies of recommended changes to those activities that may be affected by the site move.

(4) Closely monitor individual course and pipeline reporting to ensure students receive the appropriate certification/qualification for the Navy Enlisted Classification (NEC)/Military Occupational Specialty(MOS) upon graduation.

(5) Notify CNO, NETC, CNATT, COMNAVAIRSYSCOM, 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.

f. Commander, Naval Education and Training Command (NETC)

(1) Implement the Navy's overall policy standards and procedures for training and provide curriculum development standards and training for Naval personnel pertaining to curriculum development and formal classroom instruction.

(2) Provide standards for review and acceptance of all new curriculum products resulting from the system acquisition process including training devices for use in NETC schools.

(3) Provide necessary planning, programming and budgeting for manpower and training resources, including facilities, to support assigned training requirements.

(4) Standardize, integrate, support and measure training associated with validated Fleet requirements. Training execution is realigned to learning centers to optimize learning effectiveness, delivery efficiency, and maximize operational readiness.

(5) In coordination with NAE, develop policies, recommend training requirements, identify priorities, provide resource offsets/integration and define funding chain responsibility, and exercise overall control and direction of the Naval Aviation Technical Training Program and Fleet IST in accordance with the guidelines established by reference (e).

g. CNATT

(1) Function as training agent and take appropriate action to meet COMNAVAIRFOR/TECOM initiated training issues and tasking; provide aviation technical training and training continuum support as prescribed by reference (a) and this instruction.

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

(3) Establish procedures to ensure technical training is provided in response to COMNAVAIRFOR/TECOM and the aviation operational requirements as approved by CNO and CMC.

(4) Exercise overall command and control of assigned training commands.

(a) Establish aviation training policies and procedures for CNATT subordinate commands in accordance with higher directives.

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(b) Validate and verify COMNAVAIRFOR/TECOM training requirements as well as provide direction on aviation training matters to CNATT subordinate commands. Additionally, provide logistical support liaison with the host NAS/AIMD, MCAS, FRC and MALS.

(c) Develop, implement, and update curricula.

(d) Function as Curriculum Control Authority (CCA) for assigned courses of instruction.

(e) Monitor training effectiveness and conduct training-related inspections, as well as stay abreast of priority COMNAVAIRFOR/TECOM training issues and the associated constraints.

(f) Establish tasking and usage guidelines for personnel assigned to CNATT subordinate commands.

(g) Oversee the use of facilities identified as aviation training spaces.

(5) Upon receipt of requests from appropriate commanders/Enterprise for new or additional CNATT courses or training requirements, submit instructor, equipment, facility and unfunded resource requirements to NETC.

(6) Serve as the principal advisor to COMNAVAIRSYSCOM for contract training procurement and maintain liaison throughout the acquisition process, ensuring documentation of any deficiencies.

(7) Approve the location and usage of MTs and aircraft assigned for use in/as MTs.

(8) Maintain custody, cognizance and reporting responsibilities for MTs, training devices and related SE.

(a) Provide configuration management, trainer unique supply support, custody and maintenance of trainers and associated SE assets.

(b) Coordinate repair/replacement of MTs and trainer unique components with COMNAVAIRSYSCOM.

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(9) Function as controlling custodian for Class II MTs reassigned to other training activities under CNATT cognizance.

(10) Provide inspection, status and deficiency reporting requirements for MTs and other training deficiencies using the CNATT Training Deficiency Reporting Management System (TDRMS).

(11) Manage SE in the Equipment Requirements List (ERL), tools, and publications associated with MTs.

(12) Per reference (e), provide support for the Standard Training Activity Support System (STASS) until such time that test generation and administration migrates to ASM test and evaluation.

(13) Provide for standardization of training and training tracks when dual-sited.

(14) Coordinate with NAVPERSCOM to 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 T/M/S aircraft/weapon system being taught.

(a) Calculate instructor/support personnel levels using procedures approved by NETC.

(b) Publish instructor computation, I-COMP, results and schedule/coordinate annual efficiency reviews.

(15) Coordinate and manage Human Performance Requirements Review (HPRR) conferences and action items entered into the approved tracking database.

(16) In coordination with COMNAVAIRFOR/TECOM/NETC, recommend establishment, disestablishment, single site, and/or similar or related modifications and decisions affecting or impacting the Naval Aviation Technical Training Program.

h. CNATT Subordinate Commands

(1) Report all operational aspects of their schoolhouse mission to the CO, CNATT.

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(2) Provide quality instruction to meet validated Naval aviation training requirements.

(3) Ensure courseware and the SkillsObject™, AMTCS master task lists and JTA are developed and maintained in accordance with training requirements and CNATT instructions.

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

(5) Use the CNATT TDRMS and Training Tool Change Management System (TTCMS) to identify training deficiencies impacting assigned Naval Aviation Technical Training Program courses and Fleet IST materials.

(6) Administer the internal evaluation system for assigned courses. Ensure the most qualified/experienced personnel teaching the course conduct the review.

(7) Conduct and forward to CNATT external evaluations of Naval Aviation Technical Training Program courses and Fleet IST materials using data from Human Performance Center (HPC)/HPC Detachment, HPRR conferences, integrated logistics support management team meetings, Fleet AMTCS conferences, feedback from operational forces, and CNATT tasking to ensure courses of instruction meet validated Fleet requirements.

(8) Administer the instructor qualification, certification and evaluation programs for all assigned instructors.

(9) Administer the Student Critique Program and on-line assessments and surveys for all assigned courses. Copies of student critiques will be routed to the hosting station or activity when/if any student's comments concern the host station's services/conditions.

(10) Provide stand-alone training programs as resources permit. Stand-alone training programs are courses of instruction required by community maintenance managers in support of the training continuum, which do not normally lead to an NEC/MOS award, but are a part of the maintenance training

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continuum. Examples of stand-alone training are Fleet IST materials, corrosion control and turn qualification courses.

(11) Perform the following student management functions per reference (h):

(a) Student accounting and reporting.

(b) Student quota control and administration.

Function as quota control for assigned courses, responding to identified priorities of the cognizant commanders, developing and publishing training schedules for assigned courses, and providing student scheduling and check-in/out services.

1. All Corporate Enterprise Training Activity Resource System (CeTARS) reporting functions are included in quota control and will be completed for both the training track and the individual segment course(s).

2. The Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU) will exercise quota control for Marine Corps quotas and students. The EAMTMU shall:

a. Supervise and coordinate aviation MOS producing technical and management training programs for the Marine Corps.

b. Supervise/exercise quota control authority for all training conducted at Marine Corps training sites and CNATT Marine Units (CNATTMARUs) requested by and for cognizant Navy, Marine Corps, FN and other personnel as necessary.

(c) Coordinate with Training Support Center (TSC)/Training Support Detachment (TSD) and other quota control activities as required to obtain quotas/seat assignments for courses in CNATT approved training tracks.

(d) Coordinate with the TSC/TSD to assign students to a student control/holding company by coordinating activities of the students waiting for a class to convene, port calls, and/or legal proceedings.

(e) Conduct a Student Indoctrination Program and provide required indoctrination for all student personnel.

(f) Designate a Marine Liaison Point of Contact (POC) to provide direct administrative support to all USMC students and staff personnel at those CNATT subordinate commands having Marine students and/or staff personnel assigned. CNATTMARUS designate a Navy POC if USN students/staff are assigned.

(12) Support implementation of the ASM by developing and maintaining test question data banks in accordance with CNATT instructions and provide instructor lesson guides to support remediation programs.

(13) Provide subject matter experts and related assistance, as required, to develop Interactive Multimedia Instruction (IMI) curricula.

(14) Perform other functions that may be tasked or assigned by the CO, CNATT.

(15) Ensure en route training is authorized and required, and provide the receiving command with the following report. This information shall be provided to the receiving unit 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:

(a) The receiving CNATT subordinate command shall provide to the individual's destination squadron/unit a Report of Planned Readiness Maintenance Training within 3 working days after receipt of advance NAVPERSCOM orders. The report will include:

1. The trainee's full name, social security number (per Privacy Act guidelines), rate/rating, and the planned CNATT subordinate command reporting and departure dates.
2. A schedule of the trainee's planned training.
3. The security clearance held by the trainee.

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(b) After screening the advance NAVPERSCOM/Head Quarters U.S. Marine Corps orders and the Report of Planned Readiness Maintenance Training, the receiving unit will reply no later than 30 days prior to the reporting date of the trainee to the CNATT subordinate command. 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 for a specific student must be justified to and approved/funded by the Type Commander of the receiving unit.

2. In those instances where the required change to training results in the assignment of an NEC to the trainee which differs from the distribution NEC initially assigned, the destination activity shall notify NAVPERSCOM by appropriate means the actual training received.

(16) Be familiar with the terms and definitions provided in enclosure (3).

i. Stations/Activities Supporting CNATT Subordinate Commands. Standard support agreements shall be initiated between CNATT and the host station/activity in accordance with references (i) and (j). 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.

7. Records Management. Records created by this instruction, regardless of media, are to be managed in accordance with Secretary of the Navy Manual 5210.1.

8. Forms and Reports

a. Navy Comptroller (NAVCOMPT) 2275 Order for Work and Services and NAVCOMPT 2193 Status of Reimbursable Orders can be downloaded from Naval Forms Online <https://navalforms.daps.dla.mil/web/public/home>.

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b. Standard Form (SF) 52 Request for Personnel Action can be downloaded from the General Services Administration Web site at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>

c. Reports contained within paragraph 6h(15) are exempt from Report Control Symbols per Secretary of the Navy Manual 5214.1.



M. E. FERGUSON III
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

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CNATT MAINTENANCE TRAINERS AND ELECTRONIC CLASSROOMS

1. Maintenance Trainer Set (MTS). A "maintenance trainer set" is a "package" of training devices that can support/provide realistic "hands on" instruction capability for an aircraft T/M/S or related end item equipment/system. A MTS provides training 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 Trainer (MT). A "maintenance trainer" consists of one or more maintenance training subsets of the MTS. The MT provides actual weapon system or related hardware, simulated malfunctions, and the related SE. 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, or flight control MT). Maintenance test stands such as consolidated automated support system or servocylinder test station are not to be considered MTs. MTs may be grouped into a single unit (i.e., an MT, which reflects the complete weapon system).

3. MT Classification and Custody. MTs are classified for identification, configuration, and inventory control. Based on COMNAVAIRSYSCOM recommendations, CNO assigns classifications as follows:

a. Class I. Active MTs required to support CNATT mission requirements, and assigned to CNATT.

b. Class II. Active MTs, which are not required by CNATT, but are required for training support by other commands (to which these MTs are sub-custodied).

c. Class III. MTs no longer required to support current Department of the Navy needs, but which may be required in the

future. They are assigned to COMNAVAIRSYSCOM (PMA-205) for custody, storage and periodic status review.

d. Class IV. Inactive MTs which have been approved by CNO for disposition per CNATT request. 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, must be updated or replaced to match aircraft or equipment configuration. Updating shall be accomplished through the Engineering Change Proposal (ECP) process to 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 F/A-18E/F and EA-18G), 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 Class 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 be updated unless specifically directed by CNO. The CO, CNATT shall function as the controlling custodian for all Class I MTs. CNATT, COMNAVAIRESFOR, and cognizant Type Commanders 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.

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Trainer configuration management will be maintained by COMNAVAIRSYSCOM through the Technical Directive Status Accounting (TDSA) System per reference (i).

5. Trainer Equipment Inventory Control. A centralized inventory control system at CNATT 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. MT Management and Control. CNATT will:

a. Assist COMNAVAIRSYSCOM in evaluating aircraft ECPs for applicability to MTs and in determining the required configuration control to maintain current technical training suitability of Class I MTs.

b. Provide policy guidance to CNATT subordinate commands for maintenance, modification, update, accountability and physical integrity of all assigned Class I MTs.

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

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.

STANDARD SUPPORT AGREEMENT FOR CNATT SUBORDINATE COMMANDS

1. General

The Standard Support Agreement described in the following paragraphs provides a general format for agreement between a HOST (or SUPPLIER) activity {Naval Air Station (NAS)/Marine Corps Air Station (MCAS)/Marine Aircraft Wing (MAW)/Marine Aircraft Group (MAG)/Marine Aviation Logistics Squadron (MALS)} and a RECEIVER or TENANT activity CNATT subordinate command reporting to the Commanding Officer, CNATT as a subordinate command. Each support agreement is unique based on the requirements and circumstances of the participants, but all are negotiated in accordance with the following directives:

- a. NAVCOMPT Manual, Volume VII, Chapter 5
- b. OPNAVINST 1540.2F
- c. OPNAVINST 4000.84B

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

- a. Number of buildings, 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 but each change must be signed by the principals involved. ISA costs shall be reviewed annually.

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

- (1) A "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.

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(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.

(3) In the event of mobilization or other emergency, this agreement will remain in force subject to normal cancellation or modification provisions.

(4) This agreement shall continue in effect until it is canceled in accordance with paragraph 3b(2).

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, Order for Work and Services (Rev. 2-81)) 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, Status of Reimbursable Orders (Rev. 7-84), to the RECEIVER during the first 3 quarters of the fiscal year, and monthly during the last quarter.

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 will liaise with the HOST Public Affairs Office to 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 equipage.	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	The HOST will provide Special Services Support	Non-reimbursable

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SUPPORT FUNCTION		REQUIREMENTS	BASIS
		programs, facilities and special expenditure funds to TENANT personnel on the same basis as for HOST personnel.	
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 and/or Marine Corps Shore Safety Program; conduct workplace inspections; maintain safety and health workplace 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 the TENANT's assigned spaces.	Non-reimbursable
	2. Guard Mail	The HOST will provide delivery/pickup service within the HOST's capability on the same basis as the HOST's 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
	4. Military Personnel	The HOST will provide for military Personnel Services 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 Intra-service Support Agreement (ISSA) 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	Non-reimbursable

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SUPPORT FUNCTION		REQUIREMENTS	BASIS
		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 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	The HOST will provide technical guidance and Equal Employment Opportunity (EEO) assistance in preparing EEO Affirmative Action Plans, update reports and other program elements.	Non-reimbursable
	3. EEO Complaints	The HOST will provide counselors, process formal complaints and provide management/legal representation in all administrative hearings involving complaints.	Non-reimbursable
B-006	Communication Services	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.	Non-reimbursable
B-009	Custodial	The HOST will provide janitorial services or required custodial supplies. The HOST will provide grounds care, including mowing and drainage system maintenance.	Non-reimbursable
B-012	Plant Account	The HOST will maintain plant account records for TENANT when applicable and within capabilities. The HOST will maintain, repair, and replace office furniture and equipment when applicable.	Non-reimbursable
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 its 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	Non-reimbursable

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SUPPORT FUNCTION		REQUIREMENTS	BASIS
		personnel. The TENANT will provide an estimate of eligible personnel to be subsisted by the HOST mess.	
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 Intra-service 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
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 nonjudicial punishment authority pursuant to the JAGMAN and where authorized exercise court-martial convening authority 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	<p>The HOST NAS/MCAS/MAW/MALS will provide replacement/repair services on components (non-reimbursable) and Support Equipment (SE) which are 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. Further clarification for aircraft components (SRAs, WRAs and consumables) and SE is as follows:</p> <p>Every training device component that is common to operational aircraft or SE/armament weapons SE will be considered an aircraft/SE common component and shall be repaired and/or replaced through O&M,N or Flight Hour Program dollars as necessary by the local HOST NAS/AIMD/MALS. All other training device components</p>	Non-reimbursable

SUPPORT FUNCTION	REQUIREMENTS	BASIS
	will be considered unique to the training device, and the component will be returned to the owning CNATT subordinate command for replacement as directed, coordinated and funded by CNATT.	
2. Calibration of Precision Measuring Equipment	The HOST will provide inspection, maintenance, repair, calibration and certification of 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.	Non-reimbursable

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 buildings
B-015	10. Pest control
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. Building maintenance and repair caused by willful damage or carelessness of TENANT personnel

TERMS, DEFINITIONS, AND ADDITIONAL AMPLIFYING PROCEDURES

1. "O" Level Maintenance Training. Training for personnel performing organizational, or unit/"O" level maintenance, and includes classroom and lab instruction and aircraft practical job training. Instructors will be trained to teach any portion of a specific training track. Curricula materials such as curriculum outlines/training course control documents, lesson plans, trainee guides, transparencies/instructional media, etc., will be developed, funded and distributed to authorized activities by CNATT, who is also responsible for applying curriculum and instructional standards. Curriculum management comes under the purview of CNATT Headquarters. Reference (b) provides additional guidance concerning the development and approval of courses.

2. "I" Level Maintenance Training. Training for personnel performing intermediate, or "I" level maintenance, at an AIMD or MALS. Personnel assigned to perform "O" level maintenance normally will not be assigned to "I" level maintenance courses as "I" level 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. Reference (b) provides additional guidance concerning the development and approval process for "I" level maintenance courses.

3. 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.

4. On-the-Job Training. Training provided by the operational activity/squadron in the performance of a task or duty during daily operating and maintenance situations involving aircraft or associated equipment.

5. In-Service Training (IST). The training process supported by a library of computer-based Fleet training (weapons systems and/or billet/NEC/MOS), task-related training continuum materials for the technicians in the form of IMI. This covers both instructor-led, facilitated and stand-alone instruction,

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which capitalizes on technology advances to provide the right amount of training at the right time.

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

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

a. Organizational ("O") Level Maintenance Training. Instructor and support billets for "O" level maintenance training will be computed using Shore Manpower Requirements Determination (SMRD) Tab in CeTARS (based on requirements established in the NEC "C" School Plan). Instructor manning for organizational level maintenance courses will be determined separately from all other courses to preclude non-availability 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.

b. Intermediate ("I") Level Maintenance Training and all Other Aviation Technical Training. The SMRD Tab in CeTARS 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 non-availability due to cross-utilization.

8. 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, computer assisted/aided instruction courseware, computer managed instruction, or elements of all three depending on the application, presentation, and who controls the pace and direction of the training.

9. Support Agreements. Reference (j) provides guidance for the development of inter-service support agreements, Intra-service Support Agreements, and Memoranda of Agreement or Understanding between Host and Tenant (Supplier/Receiver) activities.

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Enclosure (2) provides the minimum standard support agreement between host stations/MALS activities, and CNATT subordinate commands.

10. Cognizant Commander. Includes, but is not limited to, COMNAVAIRFOR; COMNAVAIRESFOR; and the Commanding General, TECOM.

11. Training Model Manager (TMM). A Type Wing/MAW or repair activity designated by COMNAVAIRFOR to review, evaluate and advise on the application of an aviation maintenance training program for a specific type/model/series aircraft.

12. Course Curriculum Model Manager. A CNATT subordinate command assigned responsibility by CNATT for curriculum development, implementation, and upkeep of a specific course.

13. Interim Approval Authority. Interim approval to conduct training is generally not granted. In those cases where course trials are required for new or revised requirements, prior TPP approval is required from CNATT.

14. Training Project Plan (TPP). A planning 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 CNATT to continue further course development and implementation. The TPP is submitted to CNATT or appropriate Center for Excellence, 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 ERL and Equipment Shortage List (ESL)). Reference (b) contains additional information on TPPs.

15. Training Deficiency Reporting Management System (TDRMS). A system managed by CNATT for reporting training deficiencies (trainers, material, personnel, facilities, technical publications), which impair the successful accomplishment of assigned courses. Training Deficiency Reports (TDRs) will be addressed to CNATT with the applicable TMM and Type Wing/MAW as info addressees on all TDRs which impact aviation maintenance training courses. Other addressees may be added at the discretion of the CO, CNATT.

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16. 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).

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

18. Corporate enterprise & Training Activity Resource System (CeTARS). CeTARS provides the corporate database for formal training information and ensures the timely collection and dissemination of information to meet the demands of various echelons of the Navy, other DoD departments, agencies, services, and contractors, and authorized foreign governments. CeTARS is also an automated information system designed to support the management and administrative functions of the Navy training activity/schoolhouse, learning center, TSC, etc. It also includes personnel management, student training management, classroom support management, class event resource scheduling publication and equipment management, system utilities, student testing and evaluation, user feedback reporting and related administrative support. NETC is the manager of CeTARS. The system contains comprehensive training information, such as student completions, course identification and lengths, teaching sites, and class convening schedules. All CNATT training sites shall report all training for courses under their cognizance in accordance with reference (b). CeTARS 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.).

19. Aviation Maintenance Training Continuum System (AMTCS). AMTCS is an integrated system of Web-based software applications and training tools designed for use across the maintenance training continuum (from "A" and "C" schools to Fleet IST). Central to the AMTCS Program is the AMTCS ASM. ASM is a training management tool designed for use in the schoolhouse and Fleet. ASM provides the ability to track technical training across an individual's military career, validate knowledge and skill in aviation maintenance procedures, assign training action

plans and provide a feedback system to better manage the training process. Other training support tools that comprise the AMTCS Program include MediaTrax, I-Trax, and the TTCMS. Additional information regarding AMTCS is available through the AMTCS home page at <https://amtcs.kpt.nuwc.navy.mil>.

20. Funding/Resources for Courses

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

b. 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, usually COMNAVAIRSYSCOM.

c. Support for CNATT subordinate commands will be provided by the host/supporting activity as specified by support agreements. Enclosure (2) provides minimum requirements to be addressed by support agreements.

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

e. Planning, programming, and budget support for the classroom and lab portions of a course will be provided by CNATT.

21. Curriculum Approval Process. CNATT is approval authority for all TPPs and all course curricula, which change course mission, course length, or require additional un-programmed resources. After TPP approval has been granted and course development has taken place, course trials are required. CNATT, as the CCA, will grant final approval when all required elements of training are in place and course trials have been successfully completed.