



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 3721.1

G-3

20 JUN 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 3721.1

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST (MCIEAST) AIR TRAFFIC CONTROL
MAINTENANCE ORDER (SHORT TITLE: MCIEAST ATCM ORDER)

Ref: (a) NAVAIR 00-80T-114 (NOTAL)
(b) OPNAVINST 3721.5L (NOTAL)
(c) OPNAVINST 4790.4_ (NOTAL)
(d) NAVSEAINST 4790.8_ (NOTAL)
(e) NWPL-03.1 (NOTAL)
(f) MCO P4790.2C W CH 1 (NOTAL)
(g) NAVAIR 16-1-520
(h) MCIEASTO 3700.1
(i) OPNAVINST 11010.20G W CH 1
(j) OPNAVINST 3722.16C
(k) OPNAVINST 5100.23G
(l) NAVSEA OP3565/NAVAIR 16-1-529, Volume 1
(m) SPAWARINST 5100.9 (NOTAL)
(n) MILHDBK 419, Volume 1 & 2 (NOTAL), "Military Handbook Grounding, Bonding, and Shielding for Electronic Equipments and Facilities," December 29, 1987
(o) FAAO 6000.6 (NOTAL), "Federal Agency Administration Order Interagency Ground Inspection Guidance," August 5, 2005
(p) OPNAV Manual OP43P6
(q) NAVSUP P485 Volume III
(r) NAVSUP P409
(s) MCO 4400.16H
(t) OPNAVINST 4441.13A
(u) MCO 4400.177F
(v) MCIEASTO 5040.1A (NOTAL)
(w) MCO 5530.14A

Encl: (1) LOCATOR SHEET

1. Situation. Promulgation of policies and procedures for the Air Traffic Control Maintenance (ATCM) Program within Marine Corps Installations East (MCIEAST) is required, in accordance with the references (a) through (w).

2. Mission. Per the references, MCIEAST-Marine Corps Base Camp Lejeune (MCB CAMLEJ) will promulgate information and establish procedures for the ATCM Program. The MCIEAST-MCB CAMLEJ Air Traffic Control (ATC) Training and Readiness (T&R) Office supports the four regional Air Stations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order prescribes the ATCM Program within MCIEAST.

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(2) Concept of Operations. These rules, regulations and procedures do not change or supersede existing instructions issued by higher headquarters.

b. Subordinate Element Missions

(1) MCIEAST Commanders and supervisors shall ensure all personnel concerned are thoroughly familiar with, and comply with the rules and regulations set forth herein.

(2) Assistant Chief of Staff, G-3 (APP). Provide staff assistance to commands as necessary.

c. Coordinating Instructions. Submit all recommendations concerning this Order to the MCIEAST ATC T&R Office Naval Air Traffic Control Air Navigation Aids and Landing Systems (NAALS) Program Manager via the appropriate chain of command.

4. Administration and Logistics. MCIEASTO 3722.3D "MCIEAST ATC Order" is currently pending revision in order to extract guidance covered in this Order. Accordingly, this Order supersedes all other guidance previously published.

5. Command and Signal

a. Command. This Order is applicable to MCIEAST.

b. Signal. This Order is effective the date signed.



D. L. THACKER, JR.
Deputy Commander

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MCIEAST ATC Dist A

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

General

1. Scope. This Order prescribes the ATCM Program within MCIEAST. Compliance with stipulated order requirements and procedures is mandatory except as authorized herein. The contents of this Order do not waive requirements for ATC maintenance technician qualifications and procedures mandated by other orders or instructions. All ATC technicians and personnel with cognizance over NAALS functions are required to be familiar and comply with the provisions of this Order that pertain to their operational duties and responsibilities.

a. This Order provides standardized policy and procedures for the safe, day-to-day operation and maintenance of systems and equipment assigned to MCIEAST ATCM Divisions (ATCMD). The policies and procedures herein are designed to supplement the requirements and procedures set forth in the references governing maintenance of NAALS and meteorological systems equipment.

b. This Order applies to all NAALS and meteorological systems, associated support equipment, and maintenance personnel assigned to MCIEAST ATC facilities to include Marine Corps Air Station (MCAS) Beaufort, MCAS Cherry Point, MCAS New River, Marine Corps Air Facility (MCAF) Quantico, and their associated auxiliary or outlying ATC equipment locations.

2. Distribution. This Order is distributed to all Airfield Operation's departments, Air Traffic Control Facilities (ATCF) and ATCMD under the cognizance of the MCIEAST ATC T&R Officer.

3. Changes and Updates. To remain effective this Order must be dynamic.

a. This Order shall be reviewed annually during the promulgation month. All proposed changes to this Order shall be submitted to the MCIEAST ATC T&R Office, via the change request form in Appendix A, no later than 31 December. Results of the proposed changes will be disseminated to the distribution list as appropriate for review.

b. Adopted changes with briefing guide will be published 30 days prior to the effective date of the change.

c. Changes of an urgent nature shall be disseminated via message traffic.

4. Change Publication Dates. Changes to this Order are scheduled to be published every 12 months beginning 1 January 2012, unless otherwise directed by the ATC T&R Office.

5. Waivers. Airfield Operations Departments and ATCMD requesting to deviate from this Order shall submit requested waivers to the MCIEAST (AC/S G-3, APP), ATC T&R Officer via the chain of command. Where the need arises, special instructions or waivers will be promulgated by the ATC T&R Office.

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6. Word Usage and Definitions

a. Word usage shall be in accordance with the references.

b. Definitions shall be in accordance with the references. Requirement for compliance as follows:

(1) "Shall" is used only when application of a procedure is mandatory.

(2) "Should" is used only when application of a procedure is recommended.

(3) "May" and "need not" are used only when application of procedure is optional.

(4) "Will" is used only to indicate futurity, never to indicate any degree of requirement for applicability of a procedure.

7. ATC Training & Readiness Office Responsibilities

a. The MCIEAST ATC T&R office assists the Commanding General (CG) MCIEAST on matters pertaining to airspace, air traffic control, and ATC systems maintenance. The office shall ensure standardized execution of airspace management; ATC plans and policies; Naval Air Training and Operating Procedures Standardization (NATOPS) evaluations; ATC staffing, training, and management; Terminal Instrument Procedures (TERPS) formulation, maintenance and review; NAALS program management, maintenance staffing, and training, as well as other airspace or ATC issues that the CG MCIEAST directs. The ATC T&R Office shall examine and share efficient procedures throughout the region.

b. The MCIEAST T&R Office consists of the ATC Officer, Staff Noncommissioned Officer in Charge (SNCOIC), Regional Airspace Coordinator (RAC), NAALS Program Manager, and the TERPS Specialist. The overall responsibilities of this office include but are not limited to:

(1) maintaining overall awareness of ATC, airspace, and NAALS issues that impact MCIEAST air stations and installations;

(2) conducting NATOPS Evaluations per reference (a) and this Order;

(3) distributing school quota assignments;

(4) reviewing all Letters of Agreement and Memoranda of Understanding that impact air traffic, ATC maintenance, and aviation safety within the purview of MCIEAST;

(5) assisting with and instructing on TERPS issues, as necessary;

(6) assisting with personnel issues as necessary;

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(7) serving as a voting member for MCIEAST at ATC and ATC Maintenance conferences regarding U.S. Navy (USN)/U.S. Marine Corps (USMC) ATC policies and procedures;

(8) endorsing requests for Military Occupational Specialty (MOS) waivers and requests for MOS revocations;

(9) facilitating coordination between ATC facilities, Chief of Naval Operations (N980C), and Commandant of the Marine Corps (APX-25) for all matters pertaining to ATC, including the operational issues as well as those pertaining to equipment, funding matters, personnel issues, etc; and

(10) any other issue as directed by the CG MCIEAST.

c. Specific NAALS program management responsibilities are addressed in references (b), (c), and (d).

8. Awards. The submission of nominations for the Vice Admiral William P. Lawrence ATC Technician of the Year Award shall be per reference (a).

a. Submissions are due to the ATC T&R office no later than 31 January for the previous calendar year.

b. Each station/facility may submit one award nomination to MCIEAST ATC T&R office.

c. The MCIEAST ATC T&R office shall select one nominee for submission per reference (a).

d. In the event that the MCIEAST nominee for the Vice Admiral William P. Lawrence ATC Technician of the Year award is not selected as the Department of the Navy (DON) nomination, CG MCIEAST may present the Navy and Marine Corps Achievement Medal to the MCIEAST selected representative in recognition of his/her accomplishment.

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Chapter 2

ATCMD Mission and Organization

1. Mission. ATCMD is responsible for ensuring all assigned NAALS systems, subsystems, and equipment, including meteorological systems, operate at the parameters established by the In-Service Engineering Agent (ISEA) during commissioning, according to regulations set forth by the Federal Aviation Administration (FAA), Naval Air Systems Command (NAVAIR), Naval Sea Systems Command (NAVSEA), and applicable technical manuals. This allows military and civilian aircraft safe and expedient movement in the assigned local and National Airspace System (NAS).

a. Essential to the successful accomplishment of the mission is the effective and efficient ability to:

(1) perform planned, preventive, and corrective equipment maintenance, alignments, and adjustments on assigned NAALS systems, subsystems, and equipment including meteorological systems. Information regarding station-specific equipment configuration is available on the ATC Community Web <https://atc.navy.mil/atc> under the Site Profile pages. Detailed equipment information is available under the Systems Support pages;

(2) train and certify assigned military and civilian technicians to maintain, repair, and operate ATC systems, subsystems, and equipment assigned to the division per current regulations and applicable technical manuals;

(3) compile accurate records and submit timely reports; and

(4) administer electronics supply and inventory functions.

b. The ATCMD operates in accordance with station-specific designated operating hours and per the coordinated request of higher headquarters.

c. The ATCMD performs other duties when directed by higher authority within the chain of command.

2. Organization. The ATCMD is operationally assigned to the respective Station Operations Directorate (S-3) and administratively attached to the respective Station Headquarters and Headquarters Squadron (HQHQRON). Exception: MCAF Quantico is assigned to CO MCAF.

a. Organizational structure and associated job titles vary widely from one division to another based upon equipment configuration and manning levels. This document defines a generic structure as shown in Figure 2-1 using titles defined in guiding references (a), (b) and (d).

b. Site-specific ATCM Facility Electronics Manual shall define equipment and personnel organizational structure with job titles, responsibilities, and duties. Civilian position descriptions shall reflect assigned responsibilities and duties as applicable. All responsibilities and duties in the defined structure shall be carried out by individuals with commensurate qualifications (training, experience, and certifications).

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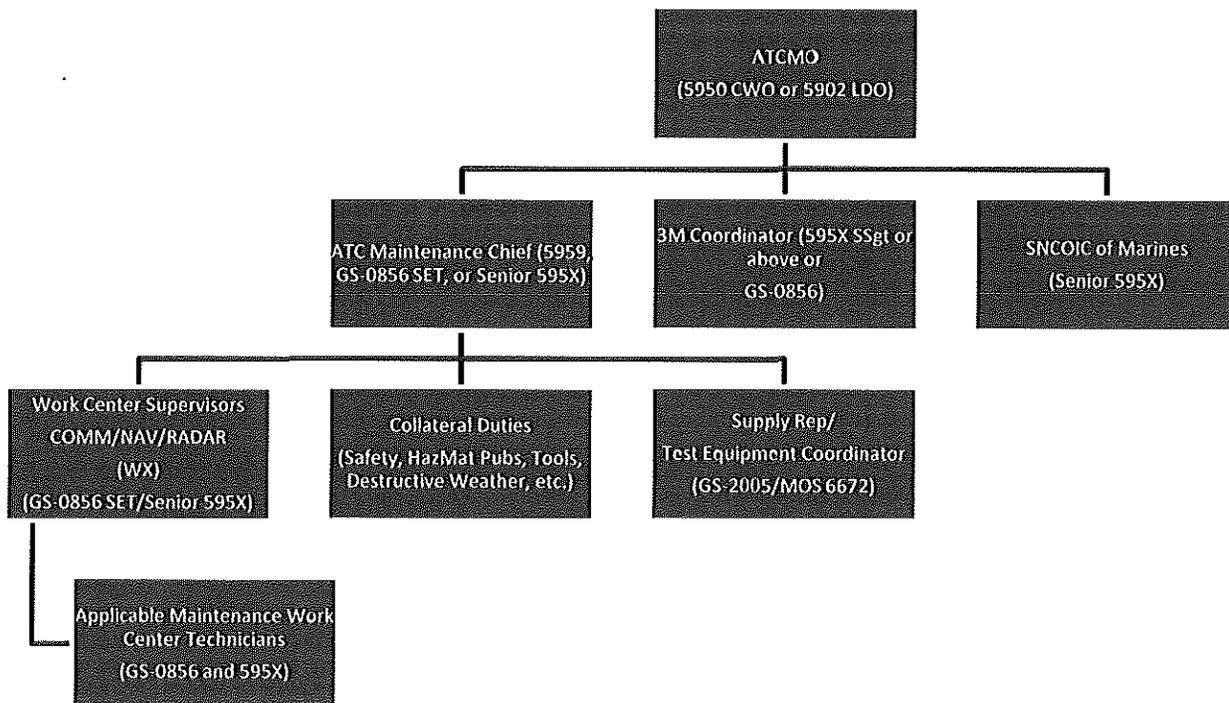


Figure 2-1.--Generic ATCMD Organizational Chart

(1) The ATC Maintenance Officer (ATCMO) billet may be held by MOS 5950 or a limited duty officer MOS 5902.

(2) A Maintenance and Material Management (3M) Coordinator shall be assigned in writing and shall have adequate experience, training, and time to effectively perform the responsibilities of the position. This assignment shall only be made to a Marine 595X or a civilian 0856 series. The 3M Coordinator responsibilities and duties are outlined in reference (d).

(3) Staff Noncommissioned Officer in Charge (SNCOIC) is the senior 595X and assists the ATCMO in all Marine administrative matters. This billet may be combined with responsibilities and duties of the ATCM Chief (ATCMC).

(4) ATCMC billet assists the ATCMO in all ATC maintenance-related responsibilities and duties. This position may be held by a Marine MOS 5959, a qualified GS-0856 Supervisory Electronics Technician (SET), or a qualified senior Marine MOS 595X.

(5) Marine and civilian technicians may be assigned collateral duties as directed by the ATCMO. Collateral duty holders report to the ATCMC.

(6) Supply Representative/Test Equipment Coordinator billet may be assigned to a GS-2005 Supply Technician or a MOS 6672 Aviation Supply Technician. The test equipment coordinator billet may be combined with the responsibilities and duties of the Supply Clerk or be assigned as a collateral duty. Generally, this position reports to the ATCMC.

(7) ATCMD work centers shall be structured to maintain assigned communications (COMM), radar, navigational aids (NAVAIDS) and meteorological equipment. Branches may be organized with multiple Work Centers (i.e., Radar/Weather, Communications/Weather, NAVAIDS/Weather, or COMM/NAVAIDS/Weather). Branch Heads may be a GS-0856 SET or applicable senior 595X. Those stations organized with Branches may appoint subordinate Work Center Supervisors (WCS).

(8) ATCMD work centers shall be staffed with applicably trained and qualified military and civilian electronics technicians.

c. Current equipment configuration data is available on the ATC Community Web at <https://atc.navy.mil> under Site Profile. A description and pertinent information for assigned equipment is detailed under the associated System Support page.

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Chapter 3

Duties and Responsibilities

1. ATCM Officer (ATCMO). The ATCMO is the maintenance manager for MCIEAST Air Station NAALS equipment. This includes the responsibility to plan, budget, organize, direct, and control the resources necessary for equipment/systems maintenance. ATCMO must ensure maintenance practices meet stringent FAA system and equipment certification and performance standards necessary to operate ATC facilities and/or NAVAIDS in the NAS. The ATCMO shall ensure each military/civilian technician assigned to the ATMCD has the proper training, tools, and authority to perform his/her assigned work. The ATCMO is guided in his/her duties by references (a), (b), (c), (d), and all other applicable Navy and Marine Corps Orders and Directives.

a. Responsibilities. The ATCMO is responsible, under the Air Operations Officer, for the readiness of all electronic equipment assigned, and for the administration of the electronic material maintenance program. The ATCMO shall:

(1) coordinate, manage, and supervise personnel and assets used to operate, certify, maintain, repair, secure, modify, and install assigned electronic equipment/systems, repair parts, and ancillary equipment used to support the ATC Facility and associated Fleet Area Control and Surveillance Facility (FACSFAC) if applicable;

(2) establish and manage a facility maintenance plan to ensure adequate funding and resources to support timely equipment maintenance, calibration, and repair of assigned ATC systems and minimizes the impact to operations;

(3) ensure Maintenance Division Table of Organization (T/O) manning levels are adequate to perform its assigned mission;

(4) ensure proper installation, modification, and operation of ATC systems through liaison with the ISEA responsible for installed systems;

(5) review Base Electronic System Engineering Plans (BESEP) for the installation and upgrade of ATC systems;

(6) supervise management of the ATCMD 3M Program comprised of a Planned Maintenance System (PMS) and a Maintenance Data System (MDS);

(7) advise the Airfield Operations Officer (AirOpsO) on matters pertaining to equipment installation, maintenance, and repair of ATC Systems and impact to Air Facility operations;

(8) ensure assigned Marine technicians complete and remain current in required technical training and certification program (formal training, local on-the-job training, applicable job qualification requirements (JQR) and T&R;

(9) act as the sole certifying authority for the ATCMD technicians per current directives;

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(10) ensure that only qualified electronic technicians perform planned or corrective maintenance on assigned equipment/systems;

(11) establish an ATCMD Safety Program per reference (k) structured to disseminate Navy Safety and Occupational Health (NAVOSH) information to Maintenance Division personnel and support contractors to include noise control and hearing conservation, asbestos control, sight conservation, and Operational Risk Management (ORM);

(12) ensure general and special purpose test equipment is calibrated and readily available to accomplish maintenance requirements;

(13) establish a tool control program; and

(14) establish an ATCMD Supply Program consistent with Navy Supply references and local Aviation Supply guidance.

b. Duties

(1) The ATCMO may be the highest ranking individual within the 3M system aboard a Station/Facility and shall be designated, in writing, by the MCAS/MCAF CO as responsible for the overall management of the ATCMD 3M program. Figure 3-1 provides a correlation of the positions assigned the Navy 3M Program aboard ships in reference (d) with those positions applicably held at MCIEAST ATCMD.

Navy Shipboard 3M Program	MCIEAST ATCMD 3M Program
Commanding Officer	ATCMO (5950 or 5902)
Executive Officer	ATCMO (5950 or 5902)
3M Coordinator	3M Coordinator (5959, GS-0856, or senior 595X)
Department Head	ATCMO (5950 or 5902)
Department Head Leading Chief Petty Officer	ATCMC (5959, GS-0856 SET or senior 595X)
Division Officer	ATCMO (5950 or 5902)
Division Leading Chief Petty Officer	ATCMC (5959 or 595X)
Group Supervisor	Branch Manager (GS-0856 SET)
Work Center Supervisor	WCS (Level II 595X or GS-0856 as assigned by ATCMO)
Maintenance Personnel	Maintenance Technicians 595X and GS-0856)

Figure 3-1.--3M Correlation Chart

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- (2) The ATCMO shall:
- (a) ensure maintenance is performed on assigned equipment in accordance with references (b) and (c);
 - (b) ensure all ATC equipment operates within the parameters per current regulations/directives and the Shore ATC Systems Maintenance Policy;
 - (c) manage a technical training program that ensures division personnel are both competent and certified to operate, maintain, and certify the assigned equipment;
 - (d) provide final authority on both watch-stander certification and subject matter expert (SME) certification for ATC Maintenance personnel;
 - (e) ensure all maintenance, training, and administrative records are properly maintained and required reports are submitted in a timely manner;
 - (f) implement and manage an ATCMD Safety Program for personnel and equipment that is compliant with current safety directives;
 - (g) coordinate communication between the ATCF Officer (ATCFO)/Watch Supervisor, AirOpsO, and the FAA Flight Inspection Office personnel on matters concerning scheduled and unscheduled flight inspections;
 - (h) prepare and submit Program Objective Memorandum (POM) and budget plans annually and adhere to the command funded ATCMD Operational Target (OPAR); (This funding should ensure adequate resources to support installed systems, test equipment calibration, maintenance contracts, and temporary additional duty costs associated with technician training.)
 - (i) forward to the MCIEAST ATC T&R NAALS Program Manager a copy of requests for deficiency funding submitted to the station comptroller; (This action will afford situational awareness of requirement in order to provide further validation of the deficiency request if necessary.)
 - (j) notify the MCIEAST NAALS Program Manager of changes in key personnel as they occur;
 - (k) ensure Maintenance Division personnel maintain access to the ATC Community Web and contact information is current;
 - (l) ensure a roster of signatures and initials for the military and civilian personnel assigned to the Maintenance Division is routinely reviewed and updated;
 - (m) maintain cognizance of Letters of Agreement (LOA) or Memoranda of Understanding (MOU) between Station ATCMD and outside agencies to provide ATC support;
 - (n) implement and manage a general and special purpose test equipment program;

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(o) implement and manage tool control program; and

(p) ensure the division's Consolidated Memorandum Receipt (CMR) is current and correct.

2. ATCMD 3M Coordinator

a. The ATCMO shall establish an 3M Coordinator position to serve as the functional manager of the ATCMD 3M Program.

b. The 3M Coordinator shall be responsible to the ATCMO for the coordination and direct supervision of all administrative facets of the ATCMD 3M program.

(1) This position shall be assigned, in writing, as a primary duty of a Marine staff sergeant or above with MOS 595X or a civilian GS-0856 series.

(2) This position shall have adequate experience, training, and time to perform the responsibilities of the position effectively.

(3) This position may be assigned as a primary duty of the ATCMC.

c. This position shall be responsible for the functions and duties as identified in reference (d).

3. ATCMC. This billet should be held by a MOS 5959 ATC Systems Maintenance Chief or a civilian GS-0856 SET of an appropriate level. The ATCMC will perform the ATCMO's duties in his/her absence.

a. If station organizational structure is such that the 3M position is a separate billet, the ATCMC shall assist the 3M Coordinator in the coordination and supervision of the division's 3M program. This assignment will be made in writing as a collateral duty assignment.

b. Responsibilities. The ATCMO shall:

(1) assist the ATCMO in accomplishing the division's mission;

(2) may be assigned primary duty as the ATCMD 3M Coordinator;

(3) review, advise, and maintain equipment status for ATCMD;

(4) manage all collateral duties within division;

(5) manage technical training certification records for all technicians;

(6) assist in management of an effective supply/fiscal program;

(7) review and provide ATCMO comment on BESEP for the installation of new ATC systems and Engineering Change Proposals (ECP) for existing ATC systems;

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(8) advise the ATCMO on matters pertaining to the installation, maintenance, and repair of the Division's facility (i.e., Facilities/Public Works work requests);

(9) act as liaison between the ATCMD and outside agencies with regards to ATC equipment or services; and

(10) ensure publications, such as technical manuals, Allowance Parts Lists (APL), PMS and required Marine Corps, Air Station, and Squadron Orders are maintained in accordance with the applicable program guidance (e.g., USMC, NAVAIR, NAVSEA, OPNAV, FAA, National Weather Service (NWS)); and

(11) responsible for all ATC systems and provide administrative and technical supervision for all civilian technicians and technical supervision to military technicians for assigned Branches/Work Centers in the ATCMD. Provide continuity for day-to-day operations for assigned Branches/Work Centers in the ATCMD.

b. Duties. The ATCMO shall:

(1) administer personnel and supplies in an economical manner consistent with the assigned mission;

(2) assign ATCMD military personnel to division collateral duties;

(3) consolidate maintenance data and submit reports to higher authority per current directives;

(4) coordinate with ATCMO and WCS on ATC system maintenance;

(5) report configuration changes to the ATC Configuration Data Manager (CDM) as equipment/systems are installed, updated, or deleted;

(6) validate all maintenance actions and supply requisition forms;

(7) ensure keys, codes, and passwords are maintained in accordance with applicable guidance; (This includes facility keys, vehicle keys, cipher locks and computer systems passwords for Digital Airport Surveillance Radar (DASR), Standard Terminal Automations Replacement System (STARS), Visual Information Display System (VIDS), etc.)

(8) manage the technical training program as directed by the ATCMO;

(9) perform PMS spot-checks in accordance with references (c) and (d) and as outlined in the spot check schedule;

(10) prepare, track, record, and ensure release of General Administrative (GENADMIN) and equipment Casualty Report (CASREP) naval messages in accordance with reference (e) and local message releasing authority;

(11) ensure work requests are being prepared, submitted, and tracked in accordance with local guidance;

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(12) assist ATCMO with Fiscal Year (FY) funding/budget data as requested;

(13) be assigned as the Special Projects Manager for the Maintenance Division, responsible for current/future equipment installations and modifications;

(14) ensure the Coordinated Shore Based Allowance List (COSBAL) and Test Equipment Allowance Report (TEAP) are up-to-date and that they reflect the current equipment configuration;

(15) ensure equipment status/information is being disseminated to/from the WCS;

(16) oversee preventive maintenance schedules for all work centers;

(17) report configuration changes to the Configuration Data Manager as new equipment/systems are installed, updated, or deleted;

(18) schedule formal schools for civilian technicians and provide training schedules for local training and certification;

(19) work with ATC and other agencies to schedule maintenance for the division;

(20) review and submit Technical Feedback Reports (TFBR) to the appropriate ISEA;

(21) review maintenance work center logbooks, maintenance activity registers, and parts registers;

(22) maintain direct liaison with all supporting agencies, to include Facilities Maintenance, G-6 and Space and Naval Warfare Systems Center (SPAWARSYSCEN) for issues relating to assigned Branches in the ATCMD;

(23) resolve operational and maintenance problems for assigned Branches in the ATCMD to ensure all operational NAALS and associated equipment are properly installed, modified, certified, maintained and operated within established parameters and in accordance with applicable directives;

(24) implement PMS Force Revision in the Scheduling Program (SKED) for assigned branches in the ATCMD no later than the 1st day of the quarter to which it is applicable by including the updated/changed Maintenance Index Pages (MIP)/Maintenance Requirement Cards (MRC) for all work centers and ensuring that the Master List of Effective Pages (LOEP) book as well as all work center books are current with the updated/changed LOEP, MIP, and MRC documentation;

(25) track and record all FAA flight inspection results for assigned branches in the ATCMD and ensure the master maintenance equipment records contain a copy of the flight inspection report when it is received from the FAA;

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(26) review BESEPs and provide appropriate feedback/suggestions to the issuing authority in accordance with established deadlines and applicable orders and directives;

(27) ensure equipment outages for assigned Work Centers in the ATCMD that require a Notice to Airmen (NOTAM) are reported to the ATC Watch Supervisor and to Flight Clearance within one hour or less of the start of the outage for issuance of a NOTAM;

(28) maintain the ATCMD master maintenance records for assigned Branches in the ATCMD by ensuring that required documentation depicted in all applicable orders and directives is on file;

(29) adhere to command policy, OPNAV instructions, FAA standards, PMS documentation, Air Station Directives, Orders, and this Order at all times;

(30) attend supply reconciliation meetings as required;

(31) review all duties, temporary additional duties, training, or other assignments external to the Division that may affect facility manning (both military and civilian);

(32) review crew schedules to ensure adequate coverage to support mission; and

(33) perform other duties as assigned by the ATCMO.

4. Work Center Supervisor (WCS). Consistent with Air Station organizational structure, several work centers may be consolidated under a singular Branch with a Branch Head as well as separate WCS(s). The WCS may be a civilian GS-0856 SET or the senior Marine MOS 595X assigned to the work center. Civilian and military maintenance technicians shall not be designated as a WCS of any branch or work center within the Maintenance Division until they are at least Level II qualified on all the equipment/systems for which they are responsible.

a. Responsibilities. The WCS shall:

(1) assist the ATCMO and ATCMC in accomplishing the Division's mission;

(2) must be a watch stander and have completed approved 3M training as defined by the ATCMO;

(3) supervise personnel within the assigned Work Center as applicable to organizational structure, direct/analyze operations and maintenance, and recommend procedural changes when necessary;

(4) assist the ATCMO with coordinating and planning the installation of new equipment/systems;

(5) assist the ATCMO with coordinating the relocation or modification of existing equipment/systems;

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(6) coordinate and maintain the ongoing technical training program for technicians assigned to their section;

(7) ensure all documentation is complete when a SME recommends certification of technicians;

(8) complete special projects related to assigned equipment/systems as directed by the ATCMO;

(9) ensure physical condition of assigned equipment/systems and work spaces are maintained, clean, and orderly;

(10) ensure required technical/maintenance information is forwarded to the appropriate personnel; and

(11) provide information and guidance to service organizations and customers.

b. Duties. The WCS shall:

(1) maintain crew schedules to ensure adequate coverage during operational hours;

(2) ensure adequate section personnel are assigned or physically present to man the shop;

(3) review technical publications/information, identify deficiencies/errors and recommend corrective actions;

(4) ensure required technical publications are on hand for all equipment/systems available within the work center (on-line, electronic version or paper copy is acceptable);

(5) ensure the complete, accurate, and timely reporting of maintenance is reported in applicable manner [i.e., Maintenance Data Analysis Tool (MDAT), SKED];

(6) if qualified, provide technical training for maintenance technicians within the work center;

(7) ensure all technical training is properly documented and applicable training reports are submitted to the ATCMO in a timely manner;

(8) ensure lesson plans and associated training material developed by the applicable SME is readily available for use;

(9) ensure the current 13 week accountability log is posted in the work center;

(10) ensure that planned maintenance is assigned and accomplished, and schedules are properly updated; (The approval signature of the ATCMO constitutes assignment of work.)

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(11) ensure proper documentation of preventive and corrective maintenance is accurately recorded within the assigned work center;

(12) ensure TFBR are completed and forwarded to the ATCMC for submission;

(13) ensure equipment work center and site logbooks, planned maintenance (PM) schedules, and maintenance records are current and complete;

(14) in accordance with reference (d) and guidance provided in this Order, perform monthly spot-checks on assigned personnel;

(15) review work center MDAT daily to ensure data is accurate and up-to-date;

(16) ensure the assigned Work Center is in compliance with the following:

- (a) All safety requirements
- (b) Properly installed and recorded modifications and field changes
- (c) Properly reported Equipment status
- (d) Properly tagged out of service equipment
- (e) Properly tagged, inventoried, and secured spare equipment
- (f) Properly maintained and inventoried required manuals and publications
- (g) Neat and orderly assigned work spaces
- (h) Properly maintained and inventoried tools
- (i) Test equipment - Properly maintained, identified by Sub-Category (SCAT) code and within calibration prior to use
- (j) Documentation and tracking of all parts orders, status, and receipts
- (k) Shift change/turn over procedures
- (l) Access, operator maintenance, and upkeep of assigned vehicles in accordance with local directive
- (m) Notification chain of command when major equipment malfunctions occur or when certified equipment/systems do not perform in accordance with established standards
- (n) Analyzing of equipment malfunctions and determination of applicable action based upon qualification level

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(o) Technical assistance on maintenance problems within qualification level

(p) Assistance during maintenance reviews

5. Staff Noncommissioned Officer in Charge/Noncommissioned Officer in Charge (SNCOIC/NCOIC). The SNCOIC is the senior MOS 595X assigned to the ATCMD and may hold the responsibilities and duties as ATCMC. Work Center SNCOIC/NCOIC is the senior MOS 595X within assigned Work Center. He/she may also be designated and hold the responsibilities and duties as WCS. The following is provided strictly to aid in the performance of military duties either on the Division or Work Center level.

a. Responsibilities. The SNCOIC/NCOIC shall:

(1) assist the ATCMO/ATCMC and/or WCS in the performance of his/her duties; and

(2) be the liaison between the Division, HQHQRON, and MCAS to be apprised of issues pertaining to all military matters.

b. Duties. The SNCOIC/NCOIC shall:

(1) review all military duties, temporary additional duties, training or other assignments external to the Division that may affect facility manning and assign available ATC Maintenance military personnel to required external duties only when that assignment will not impede maintenance responsibilities;

(2) ensure enlisted Marines assigned to the Division/Work Center are current in professional military education requirements for their rank;

(3) supervise enlisted Marines assigned to the Division/Work Center to ensure they conform to military standards and complete required military training;

(4) in concert with the ATCMC, develop, conduct, and maintain a counseling program for Division/Work Center enlisted Marines;

(5) recommend proficiency and conduct marks for Marines assigned to Division/Work Center, justifying such marks in a written narrative;

(6) assign work to military subordinates;

(7) once certified, may stand watch when assigned; and

(8) perform other duties as assigned by the ATCMO.

6. Duty Technician/Watch-Stander

a. Responsibilities. The Duty Technician/Watch-Stander shall:

(1) assume certification responsibility for assigned equipment in accordance with Shore ATC Systems Maintenance Policy;

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(2) ensure assigned equipment is operating in accordance with established parameters; and

(3) ensure assigned equipment and workspaces are neat, orderly, and in the best physical condition possible.

b. Duties. The Duty Technician/Watch-Stander shall:

(1) actively pursue On-the-Job-Training (OJT) for Level III certification and SME;

(2) perform preventive and corrective maintenance;

(3) notify WCS of substandard equipment performance or safety hazards;

(4) inform WCS of any discrepancies with the performance of corrective or preventative maintenance;

(5) ensure test equipment is properly maintained, identified by SCAT code and within calibration prior to use;

(6) ensure any improperly calibrated or malfunctioning test equipment is immediately turned in to the WCS;

(7) ensure all tools are properly maintained and inventoried;

(8) ensure all PMS materials/tools/publications are properly forecast for assigned PMS scheduled;

(9) ensure all discrepancies found with MRC procedures are reported to the WCS;

(10) ensure all functions of corrective and preventive maintenance are properly documented in the approved maintenance tracking program;

(11) ensure logbook entries are made in accordance with directives;

(12) ensure required maintenance administration functions such as maintenance actions, supply documents, and weekly training reports are filled out properly;

(13) maintain radio/phone contact with ATC Watch Supervisor and/or WCS when manning an operational crew;

(14) maintain clean and safe work spaces;

(15) ensure individual training records are kept current and up-to-date;

(16) operate ATCMD vehicles per current directives;

(17) observe all safety precautions/requirements and report any unsafe acts immediately to the WCS or the chain of command;

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(18) perform site check on a daily basis for respective branch per shift; and

(19) perform all assigned tasks as directed by the WCS.

7. Supply Representative

a. Responsibilities. Depending upon organizational structure, this position may be combined with Test Equipment Coordinator responsibilities to assist the ATCMC in the management of the test equipment program. The Supply Representative shall:

(1) review and process all approved parts order forms (1348/PRD/DSSC);

(2) ensure all Depot Level Repairable (DLR) carcass turn-in items are processed, documented, and turned in for repair;

(3) perform frequent reconciliations with Supply and comptroller to ensure carcass tracking and billing;

(4) ensure obsolete equipment is processed for turn in to Defense Reutilization and Marketing Officer (DRMO);

(5) process, document, and distribute received parts to the appropriate work centers;

(6) maintain an accurate data base/supply register for tracking all parts ordered, received, and turned into supply for credit;

(7) maintain the Division's pre-expended bin (PEB) and ensure adequate supplies are on hand at all times;

(8) serve as the liaison between the ATCMD and contract organization to manage all ATCM service contracts, such as Uninterruptible Power Supply (UPS) contract, Flight Data Input Output (FDIO) lease line, and test equipment calibration; and

(9) prepare, submit, and track all PR builder requests for ATCMD.

b. Duties. The Supply Representative shall:

(1) review all parts documentation for accuracy and process all approved parts into the supply system for requisitioning (hard copy or electronic version of DD1348-6 as applicable to local supply procedures);

(2) track all requisitioned parts ensuring the supply system recognizes an open document and has forwarded the document to the proper item manager;

(3) maintain an accurate data base/supply register for tracking all supply actions;

(4) maintain a supply log to track open and closed supply documents;

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- (5) process and document obsolete equipment for turn in to DRMO;
- (6) process documentation and track DLR carcass turn-ins to ensure the ATCMD's account is properly credited;
- (7) reconcile with Station Supply and comptroller to ensure pricing, obligations and liquidations are accurately reflected;
- (8) reconcile requisition status with WCS;
- (9) process the received parts and ensure items are distributed to the appropriate work centers;
- (10) process and track Record of Discrepancy's (ROD) and Quality Deficiency Reports (QDR) as required by the ATCMO;
- (11) provide ATCMO with FY funding/budget data as required;
- (12) maintain an accurate ATCMD PEB database/inventory and order restock as necessary to maintain;
- (13) conduct quarterly inventory/inspection of PEB and orders PEB items as required; and
- (14) assist ATCMC with maintaining the COSBAL.

8. Test Equipment Coordinator

a. Responsibilities. Depending upon organizational structure, this position may be combined with the Supply Representative billet to assist the ATCMO in the management of the test equipment program. It is also permissible to assign this responsibility as a collateral duty. The Test Equipment Coordinator shall:

- (1) assist the ATCMC in processing and documenting test equipment for calibration and repair; and
- (2) provide input to the ATMC for updating configuration data to CDM.

b. Duties. The Test Equipment Coordinator shall:

- (1) mark all test equipment with applicable SCAT Code as identified in current TEAP Report;
- (2) perform monthly test equipment inventory;
- (3) ensure all test equipment is loaded in Metrology Automated System for Uniform Recall and Reporting (MEASURE) via MEASURE Interactive Query (MIQ) program;
- (4) schedule calibration of a variety of complex electronic test equipment;

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(5) pick up test equipment due for calibration for work centers and replace with serviceable spares of like SCAT code;

(6) prepare, ship, receive, or deliver and pick up test equipment to designated calibration facility;

(7) maintain records and document actions to facilitate the calibration process;

(8) ship and track all test equipment requiring manufacturer calibration;

(9) request disposal instructions from SPAWAR-Atlantic TEAP for obsolete or beyond repair test equipment in excess of TEAP allowance;

(10) if assigned, maintain current inventory of test equipment from all external customer activities; and

(11) if assigned, maintain regular rapport with external customer activities to ensure calibration of test equipment occurs within the prescribed cycle.

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Chapter 4

Administration and General Operations

1. Purpose. This Chapter addresses several requirements and procedures to assist the Maintenance Officer in the accomplishment of the ATCMD's primary mission to provide for continuous safe air operations through the timely repair of equipment and reporting of each maintenance effort.
2. Scope. The administration and management of ATC equipment maintenance and personnel is the sole responsibility of the ATCMO.
3. ATC Facility Electronics Manual. The ATCMO shall maintain an ATC Maintenance Facility Electronics Manual (ATCM FACMAN). This is a compilation of Standard Operating Procedures (SOP), local instructions, ATCM-related Facility Directives, and information pertaining to the maintenance organization and its personnel. The guidelines for development and maintenance of the ATCM FACMAN are contained in reference (b).
4. Turnover Folders/Desktop Procedures. Turnover Folders and/or Desktop Procedures will be maintained in accordance with reference (f).
 - a. Turnover Folders and/or Desktop Procedures will be maintained by the following personnel:
 - (1) ATCMO (TURNOVER)
 - (2) ATCMC (TURNOVER)
 - (3) 3M Systems Coordinator (TURNOVER)
 - (4) If so organized, Facility Manager/SNCOIC (TURNOVER)
 - (5) If so organized, Equipment Manager/Civilian Supervisory Electronics Technician(s) (TURNOVER)
 - (6) WCS (TURNOVER)
 - (7) Supply Representative (DESKTOP)
 - (8) Test Equipment Representative (DESKTOP)
 - (9) Collateral Duty Positions
 - (a) Training Representative (DESKTOP)
 - (b) Tools Representative (DESKTOP)
 - (c) Safety Representative (DESKTOP)
 - (d) Hazardous Material Representative (DESKTOP)
 - (e) Publications Representative (DESKTOP)

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(f) Destructive Weather Representative (DESKTOP)

b. All turnover/desktop procedures will be reviewed quarterly by the respective billet holder and updated as required.

c. All turnover/desktop procedures will be approved by the ATCMO before implementation. Any changes will also be approved by the ATCMO before implementation. The ATCMO will ensure any negotiability requirements are fulfilled.

5. Signature List. To aid in identification of past and present personnel in logbook entries, training records, PMS accomplishment, maintenance actions, and requisitioning of parts, a roster of signatures and initials for the military and civilian personnel assigned to the ATCMD shall be maintained in the ATCM FACMAN. This roster should be routinely reviewed and updated to ensure currency.

6. Duty Logbooks. The purpose of the duty logbook is to provide an accurate historical record of daily maintenance activities, facility status, certification, operation, and equipment performance within the division. Information referring to the status and certification of equipment should correlate with the ATCF Log. These logbooks shall act as facility control logs for all remote site activities.

a. Based on work center organizational structure, the applicable duty technician shall maintain a Work Center Duty Logbook. The logbooks will be kept in the respective work center maintenance area.

b. All entries shall be made in black ink with a ballpoint pen and be neat, legible, and professional.

c. The duty technician shall ensure entries give enough detail to clearly and concisely convey the information to be passed.

d. At no time shall any pages be removed from the logbooks. Errors shall be voided by a single line strikeout, followed by the author's initials and the corrected version. When errors cannot legibly be corrected by a strikeout, an additional entry referenced to the erroneous entry shall be made. Technicians shall enter the date and time of the corrected entry and their initials next to the erroneous entry.

e. Inappropriate comments, drawings, or remarks are strictly prohibited.

f. All late entries shall begin with the words "Late Entry" and the Coordinated Universal Time (UTC) that the event actually occurred.

g. The WCS shall review their respective logbooks each duty day and pass any significant information up the chain of command.

h. The duty logbook shall contain the following entries at a minimum:

- (1) Respective day and date at the top of each page
- (2) UTC and initials of each entry

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(3) Each crew shall have an entry stating, "_____ crew posted"

(4) Equipment status:

(a) Each day crew shall indicate equipment status for all major systems at the beginning of the watch and any changes in status during the watch.

(b) The evening and, if applicable, mid crew shall only indicate any changes in equipment status during the watch.

(c) An equipment status of "operational" or "returned to service" (RTS) indicates certification parameters are met.

(d) Equipment not meeting certification parameters shall be logged as "out of service" (OTS).

(e) Entries shall include:

1. Any reports of equipment malfunction or any requests for system checks by ATC.

2. Scheduled or unscheduled interruptions/outages and related activities.

3. Equipment changes or replacement, including transfers and channel changes.

4. Equipment certification and de-certification.

5. All trouble calls made to Base Telco and Facilities Maintenance with ticket number and name of person contacted (These entries shall also be made in the applicable trouble call logbook.)

6. Adverse weather warnings/effects, NOTAM's, commercial power failures, access road problems and other significant information that impact operations.

7. All Maintenance Action Item's (MAI) generated.

8. Start and completion of flight inspections, technical inspections, and aircraft incident investigations.

9. Any modification, commissioning, or decommissioning activities.

10. Any pilferage, vandalism, or security violations noted, to include lost or damaged tools and equipment.

11. Load tests of emergency back-up generators.

(5) Each crew shall have the ATC Watch Supervisor sign the logbook stating, " I _____ (ATC Watch Supervisor) have been informed of the current operational system status and accept the condition of the equipment."

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(6) Daily site check of all remote sites. All remote site visits should include purpose of visit.

7. Site Logbooks. To provide uniformity, meet security requirements, and facilitate other site access needs, site logbooks shall be used at the discretion of the ATCMO.

8. Casualty Report (CASREP) Messages. CASREP messages shall be addressed and submitted in accordance with references (a), (e), ATC Community Web, and this Order.

a. Guidance for drafting and submitting CASREP messages is further amplified in Appendix B. Guidance for meteorological systems CASREP messages is provided on the ATC Community Web.

b. The ATCMO or his designee shall review all CASREP messages prior to release.

c. The MCIEAST NAALS Program Manager shall be notified when an equipment malfunction requires release of a CASREP message.

d. A CASREP log shall be maintained and a copy of all CASREP messages will be retained for a period of two years.

e. CASREP and response messages from SPAWAR can be tracked at ATC Web (<https://atc.navy.mil/atc>).

9. General Administrative (GENADMIN) Messages. GENADMIN messages shall be used as required as a means to notify support agencies. As a general rule, use GENADMIN when supporting activities request that one be submitted. Addressing of GENADMIN messages may differ from the CASREP messaging requirements above.

10. Submission of Requirements. The ATC Maintenance Division prepares and submits the following:

a. Annually

(1) FY Budget requirements to the Budget Office

(2) Five-year Training Input Plan requirements to the MCIEAST NAALS Program Manager

(3) Annual FY Formal Training Requests to the MCIEAST NAALS Program Manager

b. Semi-Annually. Mid-Year Review of budget deficiencies to Budget Office.

c. As Necessary

(1) Deficiency and short-fall funding requests

(2) Configuration changes to ATC CDM team

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(3) Revisions to formal training requirements and requests

11. Guiding References. Applicable guiding references and instructions are available on the ATC Community Web as well as source links to various supporting references. At a minimum, the Maintenance Officer shall ensure compliance with the most recent version. See Appendix C for a list of Guiding References. Appendix D provides a list of useful links with Uniform Resource Locators (URL).

12. Technical Publications. The Maintenance Officer shall ensure a master technical and publications library is established and maintained at the Maintenance Division level. Electronic or paper version is acceptable. The ATC Community Web provides links to current equipment technical publications. A publications representative may be assigned to ensure currency and serviceability of one master library copy of technical publications and at least one working copy is available at the equipment repair/remote site.

13. Reports and Records. The operational status of all electronic equipment/systems for which the Maintenance Officer has maintenance responsibility shall be retained in records and reports that are readily available for use by those who require the data.

a. The Maintenance Officer shall ensure the following reports and records are maintained by the ATCMD:

(1) Telecommunications Operating Requirements (TELCOR) Documentation System, if applicable [OPNAVINST 2010.3]

(2) Frequency Usage Reports, if applicable [OPNAVINST 2400.7]

(3) Telecommunications Service Request (TSR) and Telecommunications Service Order (TSO) records to support connectivity requirements [OPNAVINST 3721.5, DCA Circular 310-130-1]

(4) Inter-facility and intra-facility landline connectivity reports including connectivity diagrams, labeled demarcation points, designation labels on each circuit, and maintenance responsibility information [OPNAVINST 3721.5]

(5) PMS and 13-week Accountability Log posted and current for each work center [OPNAVINST 4790.4 and NAVSEAINST 4790.8]

(6) Airfield/IFLOLS/FLOLS Certification, if supported by the Maintenance Division (12 months) [NAVAIRINST 13800.13]

(7) 2-M Recertification, if applicable (18 Months) [NAVAIR 4790-PLN-001/2M]

(8) RADHAZ (HERP/HERF) Survey (SSC-LANT) [NAVSEA OP 3565/NAVAIR 16-1-529]

(9) HERO Survey (NSWC Dahlgren, Code J52) [NAVSEA OP 3565/NAVAIR 16-1-529, NAVSEAINST 8020.7C]

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(10) History files that document equipment acceptance, upgrades, removals, transfers, DRMO and shipment [OPNAVINST 3721.5]

(11) Files that document current and planned installations with BESEPs for those systems [OPNAVINST 3721.5]

(12) Maintenance data reported via ATC Community Web MDAT [OPNAVINST 3721.5]

(13) Commissioning flight check reports and the most recent flight check report for ATC radars, landing systems and NAVAIDS, and magnetic offset (variation) information [OPNAVINST 3721.5]

(14) Current installation and cross-connect records, red-line, as-built drawings, and Facility Drawing Package on those equipments/systems maintained by the Maintenance Division [OPNAVINST 3721.5]

(15) Current TEAP Report [OPNAVINST 3721.5]

(16) Current and accurate MEASURE Calibration Program covering all GPETE [NAVSEA OD 45845]

(17) Current ATC configuration data reported to CDM via ATC Community Web Validation Aid [OPNAVINST 3721.5]

(18) Status of all ATC systems (including backup), emergency generator operational checks, and any changes in status to the ATCFO throughout the day [NAVAIR 00-80T-114]

b. Equipment Performance Forms on ATC equipment requiring documentation of Ground Inspection shall be retained for a period of not less than two years. [OPNAVINST 3721.5]

c. CASREP history files shall be maintained for at least two years, ensuring accurate reporting information with timely updates and corrections that are concurrent with records listed on the ATC Community Web. [NWP 1-03.1].

d. Copies of NATOPS Evaluation Reports shall be maintained for evaluations conducted during the preceding six years. Any identified findings and discrepancies should indicate the corrective action taken to resolve. [NAVAIR 00-80T-114]

e. A listing of angle voltages and photograph representations of video presentations for all runways served by the AN/FPN-63 Precision Approach Radar (PAR) shall be maintained. PAR alignment photographs shall be readily available to final controllers and posted in PAR maintenance areas for technician use. Photographs shall be reviewed annually and updated as per reference (a).

f. These reports and records are subject to review during a NATOPS Evaluation.

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14. Airfield Operating and Maintenance Hours. All ATCM personnel should be aware of published field hours. The assigned ATCM crew is generally required to be present one hour prior to airfield opening to conduct daily turn-up procedures and/or maintenance requirements to ensure equipment is operational and available to provide ATC services during the published field hours. The assigned ATCM crew will remain as necessary after airspace closure to conduct maintenance and/or shutdown procedures. Crew schedules will be prepared based on local field and maintenance hours, and contain sufficient overlap to support an adequate maintenance turnover.

15. Recorders. Maintenance and custody of voice/data recordings is a responsibility of ATCM personnel. See explicit guidance provided by reference (a) for recorder use, definitions, recording operating procedures, retention and release of original voice and video recordings, and recorder failure. Equipment configuration will determine specific procedures to be utilized when making a copy of voice and data recordings and shall be included in local SOP. Reference (a) contains specific guidance and examples for making certified copies of voice and data recordings and associated transcriptions.

16. Aircraft Accidents/Incidents. Following an aircraft accident or incident, ATCM personnel are guided by procedures set forth in reference (a) and local SOP. The senior technician on site shall notify the ATCMO, SET, ATCMC, SNCOIC, and WCS.

a. Following an aircraft accident or incident, ATCF supervisory personnel shall notify appropriate personnel designated in local directives, request and obtain weather observation, and cause the removal and safeguarding of voice/data recordings that are, or may be, pertinent to the accident or incident, unless relieved of this responsibility by proper authority.

b. Original voice/data recordings shall not be released. Only a certified copy of recorded voice/data recordings will be released to personnel listed on the posted authorization list from the ATCFO. Local SOP shall include procedures for recorded tape check-out and check-in.

c. The operating characteristics and equipment condition shall be examined by technically qualified personnel who were not on duty at the time of the accident/incident to determine whether equipment could have been a contributing factor. Prior to this examination, no equipment alterations or adjustments shall be made without consent of the ATCFO on equipment which might have contributed to the incident.

17. Service Interruptions. All scheduled equipment outages shall be coordinated in advance with the Air Field Manager and ATCFO to allow issuance of required NOTAM's and coordination of crews.

a. When preventive or corrective maintenance requires equipment shutdown that will affect the mission of MCAS/MCAF or any other agencies with whom there is a support agreement, the ATCMO shall be notified and provide approval prior to the actual shutdown.

b. When requesting permission to take control of any equipment for routine maintenance, ensure the ATC Facility Watch Officer (FWO) is provided a good estimate of when the equipment will be returned to service. It is recommended that an additional 10 to 15 minutes be allowed for unexpected problems that may arise.

(1) The ATC FWO's permission is required prior to routine maintenance, equipment change, or any action that may cause momentary equipment interruptions. The ATC FWO's final approval to execute this type of action must be explicit and may not be assumed.

(2) Once control of the equipment is obtained and there is any reason equipment cannot be returned to service within the allotted time, ensure the FWO is notified as such.

(3) The FWO shall be notified when equipment is ready to be returned to service.

c. An unanticipated shutdown caused accidentally or by circumstances beyond control shall be immediately reported to the ATC FWO.

d. When a mission essential system gives erroneous information or operates outside published parameters, notify the ATC FWO via recorded landline, make the appropriate logbook entries, and have ATC FWO initial the discrepancy.

e. When an emergency shutdown to prevent failure or damage to a system or essential equipment is necessary, as much notice as feasibly possible shall be given to the ATC FWO. If catastrophic failure is imminent, the system shall be shut down with immediate follow-up notification and actions taken.

f. The impact a failed system has on its users determines the urgency of service restoration. If more than one system, subsystem, or equipment fails simultaneously, and maintenance personnel cannot respond to all failures, the ATC FWO determines the order in which the equipment is repaired.

18. Service Restorations. A system, subsystem, or piece of equipment which experiences a failure that affects its performance parameters shall not be operated outside the baseline performance parameters, but instead shall be removed from service until it is repaired.

a. The ATCMO shall ensure the equipment is operating within the baseline performance parameters before allowing the equipment to be returned to service.

b. ATC systems do not necessarily lose their certification while removed from service for repair. The ISEA has established standards to determine loss of a system certification and subsequent requirement for re-certification. Refer to Chapter 9.

19. Flight Checks. Per reference (a), a flight check is required for newly installed or relocated radar/navigational aids (to include replacement antenna). The ATCMO shall notify the ATCFO of the necessity to schedule a

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FAA Flight Inspection. Qualified technicians shall be assigned to assist as applicable. Periodic flight inspections shall be scheduled in accordance with the requirements and procedures set forth in reference (g). Commissioning flight checks and the most recent flight check report for ATC radars, landing systems, and NAVAIDS, as well as magnetic offset (variation) information shall be retained.

20. Security. Physical security of ATCM systems and associated equipment is paramount. General guidance is provided by reference (w).

a. All personnel share the responsibility for ensuring that equipment sites, gates, cipher locks, etc. are secured.

b. Access to ATCMD equipment should be monitored. Visitors on official business should have a genuine need to receive access to ATC facilities. Unofficial visitors and tours must be escorted at all times. Observe, politely challenge, assist, and report strangers in ATCMD areas as necessary.

c. Security of the integrity and operation of ATCMD computer systems and associated software is also of utmost importance.

(1) All personnel must take the necessary precautions to safeguard both personal and organizational passwords from unauthorized access. Personal passwords shall not be shared with co-workers or other persons. Passwords to computers that are part of ATCMD equipment shall not be released to personnel outside of the ATCMD without approval from the ATCMO, ATCMC or SET.

(2) Any information system security incident shall be reported to the ATCMD Information Systems Coordinator or the ATCMD Admin Office.

21. Station Property. A division-wide inventory of station property shall be conducted quarterly during the CMR reconciliation. The Commanding Officer's assigned Responsible Officers shall maintain accountability of all station property within their assigned spaces. Every member of the division is accountable for the proper use, care, and protection of station property. Deliberate vandalism, pilferage, or neglect is not tolerated.

22. Emergency Essential Personnel. During a Marine Corps Base/Air Station threat condition or inclement weather, ATCMD personnel may be considered essential personnel depending upon the current situation. The ATCMO along with the Operations Officer shall make the determination as to which personnel will be required to report for work.

23. Destructive Weather. The ATCMO shall establish a destructive weather plan that has the approval of the ATCFO and AirOpsO and is consistent with the local station/facility Destructive Weather Order. Destructive weather includes a variety of weather conditions. Thunderstorm, tornado, tropical storm/hurricane, and ice/snow conditions can have an adverse impact upon ATC equipment operation. When weather conditions are set, ATCMD personnel shall utilize procedures prescribed by local authority.

a. The Weather Service Chief shall provide official notification when any weather warnings or conditions of readiness are set, amended, extended, or cancelled. Personnel safety always comes first during destructive weather conditions. Systems and equipment is the secondary concern. Documentation in all branch/work center logbooks is required at the beginning, end, or during any changes in weather condition.

b. Destructive Weather Locker. The ATCMD shall maintain a Destructive Weather Locker stocked with supplies and material necessary to secure equipment and ensure personnel safety. Stock shall be inventoried and routinely replaced as needed to ensure availability.

24. Vehicles. Based on location, span of control, system diversity and geographic/weather conditions, the Maintenance Officer shall ensure availability of adequate quantity and type of vehicles required to assure timely access to all systems/equipment under his/her cognizance.

a. All operators shall be responsible for ensuring their operator maintenance is completed and their respective assigned vehicles are kept cleaned and fueled. All operators shall be accountable for adhering to current regional and local installation government vehicle regulations and posted speed limits.

b. An airfield license is required to operate the maintenance vehicles on the airfield.

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Chapter 5

Facilities

1. Introduction. This Chapter provides a brief explanation of facility planning, project management, and facility maintenance as it relates to air traffic control facilities. It is not intended to be all inclusive, but will provide the ATCMO with a general cognizance of each area. Detailed guidance is provided in the cited references and should be referred to as necessary when planning and managing any ATCF project.

2. Purpose. Facility project planning identifies facilities needed to satisfy current and future mission requirements and determines the most economical means of providing those facilities. This determination shall always begin with an evaluation of existing facilities for their suitability to satisfy mission requirements.

3. Scope. Facility planning, project management, and facility maintenance discussed herein will be related to ATC. These projects must directly support air traffic controllers and/or ATC services within the local or NAS.

4. Air Station Master Planning Board (SMPB). Reference (h) directs the establishment of SMPB at all MCIEAST Air Stations. The Operations Officer shall be a primary member of the SMPB. The ATCFO, ATCMO and others shall be included as required. Per references (a) and (b), the CO shall ensure the ATCMO is assigned and is an active member of local and/or regional planning boards whose actions may affect the operation of ATC equipment. The ATCMO shall ensure adequate evaluation is made of future projects (new construction, repairs, upgrades, runway expansion, wind turbines, tall tower obstructions, Antiterrorism/Force Protection, safety, environmental, telecommunication, and encroachment) to determine impact on ATC services. When a new or existing ATC deficiency or requirement has been identified, the ATCMO shall initiate appropriate action via the operational chain of command.

5. Operational Capability Improvement Requests (OCIR). Requests for ATC operational capability improvements shall be submitted via the chain of command using the OCIR process identified in reference (b). The OCIR process provides Chief of Naval Operations (CNO) (N980C) cognizance of emerging requirements. Once the OCIR is validated and approved, and if resources are available through the PMA213 Program Office, the fiscal burden on the command or region may be reduced.

a. The OCIR process is valid only when used for requested items related to ATC. CNO (N980C) will not support requests for squadron radios, ready room displays ashore, vehicles or radios for vehicles, weather measuring instruments, cutting trees that inhibit the radiated signal of a navigational aid, raising antenna or tower height to improve the radiated signal of a navigational aid, or relocating ATC equipment from its original site unless the requirement was generated by CNO (N980C).

b. The OCIR originates with the ATCMO or ATCFO identifying a deficiency and describing the capability needed to alleviate the deficiency. Any known or proposed solutions to the operational problem should be provided; however,

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specific equipment should not be requested. Impacts to manpower, operations, safety, or efficiency should be provided for each of the solutions.

c. The ATCMO shall initiate advance coordination with MCIEAST NAALS Program Manager to ensure proper routing of OCIRs for MCIEAST endorsement and follow-on tracking. A Portable Document Format version may be emailed in advance to the MCIEAST NAALS Program Manager to expedite preparation of the first endorsement.

d. The OCIR shall be submitted as an enclosure to a CO cover letter and sent to CNO (N980C), via the chain of command. Only one OCIR shall be submitted per cover letter. The OCIR shall not be sent directly to CNO (N980C) without proper "via" endorsements. Refer to the ATC Community Web for an example of OCIR addressing.

e. If an OCIR is not required or has been validated and approved, but not funded by the Program Office (PMA213), the ATCMO should request resource or funding assistance from the local or regional Facilities Development Department. Coordination with local and regional Facility Planners may be necessary to initiate preparation of appropriate documentation for a military construction (MILCON) or special project.

6. Military Construction (MILCON). MILCON is defined as any construction, development, conversion, or extension of any kind carried out with respect to a military installation. Planning, programming, and documentation requirements for MILCON projects are explained in Chapters 2 and 4 of reference (i). During the initial requirements planning phase, the ATCMO should request SPAWAR involvement to assist the Facility Planners with identifying the correct requirements. The outcome of the collective requirements will determine one of two types of projects: MILCON or Special Projects. Both require the same initiating document, DD Form 1391C MILCON Project Data. Generally, a MILCON project will take five to seven years from origination of paper work to completion of construction.

a. MILCON includes construction projects for all types of buildings, roads, airfield pavements, and utility systems with a funded project cost exceeding congressional limits (currently \$750,000).

b. Special Projects are projects whose funded cost exceeds the Regional Commander's approval limits as specified in Appendix C of reference (i), and in the case of construction projects, is below the MILCON threshold for cost. Regional Commanders may set the approval limits of their installations at levels below those contained in the reference.

c. The deficiency or requirement must be clearly articulated in order to gain the approval of higher headquarters. Coordination between agencies is paramount to the successful programming of requirements and funds. Listed below are possible considerations that should be identified during the planning and draft phase of a DD-1391. These are not all inclusive and will be dependent on project requirements.

(1) Frequency Requests or Relocation of Transmitting Elements. Coordination with Station and/or MCIEAST Spectrum Management Office shall be conducted as necessary when projects require changes to existing Radio

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Frequency Authorization or new frequencies are required. This includes Communications, NAVAIDS, and Radar frequencies.

(2) Site Surveys. Coordination with multiple agencies may be required, such as Public Works, Naval Flight Information Group (NAVFIG), FAA, and SPAWAR. Public Works is necessary for the identification of existing and future placement of telephone, data, and utility lines and prior to any ground breaking construction project. NAVFIG and FAA are used for Obstruction Evaluations and Airport Airspace Analysis, as well as providing surveyed data to the Flight Inspection Group. Site analysis conducted by SPAWAR is necessary to determine the optimum location for installation of ATC equipment and systems.

(3) Terrain Features/Obstructions. Obstructions to Radio Frequency (RF) propagation and patterns should be closely examined in order to mitigate loss or degradation of intended RF signals. This is usually identified during the SPAWAR site analysis.

(4) Demolition. Unnecessary facilities that may be impacting Operation and Maintenance budget could be included in a MILCON submission.

(5) Environmental Affairs Division. Vegetation removal for the purposes of eliminating ground interference will require coordination with and approval from local Environmental Affairs Office prior to submission of the DD-1391.

(6) Radiation Hazards Assessments. Radiation hazards described as the hazards of electromagnetic radiation on fuels, electronic hardware, personnel, and ordnance. These hazards are segregated as follows:

(a) Hazards of Electromagnetic Radiation on Personnel (HERP): performed by system manufacturers or SPAWAR

(b) Hazards of Electromagnetic Radiation on Fuel (HERF): performed by system manufacturers or SPAWAR

(c) Hazards of Electromagnetic Radiation on Ordnance (HERO): performed by Naval Service Warfare Center Dahlgren Division in concert with station ATCMD and Explosives Safety Officer

(7) Economic/Benefit Analysis. Determination of cost effectiveness of a particular construction project.

(8) Engineering Evaluation. UFN-2-000-05N Facilities Planning Factor Criteria for Navy and Marine Corps Shore Installation, UFC 4-133-01N Design: Navy ATCF, and UFC 4-141-10N Design: Aviation Operation and Support Facilities should be utilized to ensure equipment and facilities meet an appropriate FAA and/or facilities manufacturing safety standard.

(9) Programming of Funds. Ensure the Fiscal Officer has cognizance of any projects and requirements for funding as well. MILCON funding is a five year POM cycle and must be submitted to HQMC via the Installation Facility Planning Division. Minor construction is a two year planning cycle and must also be submitted via the Installation Facility Planning Division.

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d. Request For Proposal (RFP). Once the DD-1391 is approved, Naval Facilities Engineering Command will start the RFP documentation. This is an important part of the process as contractors will base their bids on the requirements set in the RFP. The RFP requirements are set by the following:

(1) Facility Requirement Document (FRD). This is provided by SPAWAR. These are standard requirements for all Navy and Marine Corps facilities and are generic in nature. An FRD is used to support Architectural and Engineering (A&E) design from 0 percent - 35 percent.

(2) Facility Requirement Supplement (FRS). This is provided by SPAWAR. These are site specific details and requirements concerning such things as power requirements, heat loads, and inter-facility ducting. An FRS is used to support A&E design from 35 percent to 100 percent.

(3) User Requirements. This is provided by the ATCMO and ATCFO.

7. Base Electronic Systems Engineering Plan (BESEP). A BESEP is separate from the DD-1391 requirements. BESEP is a planning and management document that provides sufficient installation detail to evaluate the operational impact to the activity. A BESEP is prepared by the lead engineering activity for the prescribed equipment and may be distributed via Naval message, letter, or document format.

a. The FRS feeds the BESEP with A&E designs and is the basic technical document governing electronic equipment installation and other affected phases of shore ATC electronics project planning and implementation. It translates resource/program sponsor requirement or user statement of operational need (which must be referenced in the BESEP) into a technical description of the shore ATC electronics systems and the facilities required. It identifies the electronic systems, equipment, and devices to be used and lists their pertinent technical parameters, physical characteristics, environmental and interface requirements, system performance objectives, integrated logistics support, test equipment and training requirements. Methods of verifying systems performance and compliance with identified installation requirements through testing and acceptance are included. The BESEP describes the responsibilities for installation from the resource sponsor PMA-213, SPAWAR, Regional ATC T&R Office, station operations, ATC facility and ATC Maintenance, and public works division.

b. A preliminary BESEP is typically released to all stakeholders or affected activities to provide each activity and functional area an opportunity to review and provide comment. This review may be facilitated by a teleconference. The review period is typically 30 days, but is dependent upon the complexity of the subject installation. Upon receipt, the Maintenance Officer shall review the preliminary BESEP pertaining to his/her command's responsibilities to ensure compliance with mission requirements and provide consolidated command comments or concurrence to the originator.

c. A final BESEP is released once all comments have been addressed and/or incorporated into the document. The final BESEP serves as the basis for development of an Installation Design Plan (IDP). The Maintenance Officer shall ensure completion of assigned station responsibilities as designated in the final BESEP.

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8. ASBuilts and Facility Drawing Package. Upon completion of a project installation, SPAWAR will provide one set of redlined IDP drawings to the station ATCMD before the installation team departs. SPAWAR will provide final as-built drawings and documentation in the form of Facility Drawing Plans (FDP) to the station ATCMD within 90 days of conditional acceptance of the installation. Station ATCMO shall retain as-built drawings and FDP for ready reference.
9. Relocation of NAALS Equipment. The ATCMO shall ensure that relocation of NAVAIDS (TACAN, Radar, reflectors) complies with reference (j). Coordination with applicable ISEA, local and regional facility planners, and comptroller should be made to ensure resources and funding is available for relocation.
10. Requests for Site Survey/Site Analysis. If a site survey or site analysis is necessary, contact the applicable ISEA to request a formal cost estimate for the analysis and follow-on report. SPAWAR will generate a Rough Order Magnitude (ROM) identifying the effort to be performed. The ROM may be divided into several subtasks to delineate the costs associated with each. A cost estimate will be provided detailing SPAWAR Government Cost for labor, travel/per diem, material/shipping, other government services, and any fees/contingency and will be cited as "Reimbursable." The estimate will also detail SPAWAR contractor costs for labor, travel/per diem, material/shipping, subcontracting, and fees/contingency and will be cited as "Direct Cite." The combination represents the Total Project Cost which will be the responsibility of the requesting station to fund. Generally, the cost estimate will be viable for 60 days and will provide financial point of contact information. If local funding is unavailable, local comptroller may contact regional comptroller for funding. It is recommended that MCIEAST NAALS Program Manager be notified of requests for site survey/analysis cost estimates so that follow-up can be initiated in event regional assistance is necessary.
11. Frequency Requests. If a new frequency or changes to existing frequencies are necessary to support changes in equipment and configuration, ATCMO shall initiate frequency requests with the local frequency coordinator and regional frequency spectrum manager. Renewal of frequency licenses shall be coordinated with the regional frequency spectrum manager on a timely basis.
12. Telephone Service Requests (TSR). TSR for additional telecommunication or data lines will be initiated through local S-6 and in accordance with established procedures. Examples include routine telephone lines, T-1 lines, and inter-facility data service utilizing FAA Telecommunications Interface (FTI).
13. Electromagnetic Radiation Hazard (RADHAZ) Safety Surveys. The ATCMO should be aware of the local process to request a RADHAZ Safety Survey. Generally it can be initiated through the Station S-4 Facilities Development Branch. The Electromagnetic Environmental Effects (E3) branch of SPAWARSCEN Atlantic is the RADHAZ certification/recertification agency for U.S. Naval shore facilities. Upon completion of the RADHAZ Survey and the implementation of recommendations described within the RADHAZ Safety Survey Final Report, HERP and HERF baseline certification is granted for the identified RF systems. A copy of this certification should be maintained

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until the next regularly scheduled on-site base-wide instrumented RADHAZ survey is performed. Recertification schedules will be determined by the certifying agency. If new emitters or antennas are installed before that time, or if existing radio frequency systems are modified, additional provisional certifications will be required for those systems.

a. HERP. Reference (k) mandates that all shore facilities having RF emitters must periodically obtain a RADHAZ certification to ensure that personnel are not exposed to RF emissions that exceed the established Maximum Permissible Exposure (MPE) limits. DoD Inst 6055.11 "Protecting Personnel from Electromagnetic Fields" and Institute of Electrical and Electronics Engineers (IEEE) C91.1-2005, "IEEE Standard for Safety Levels with Respect to Human Exposure to Radio Frequency Electromagnetic Fields, 3kHz to 300 GHz" establish MPE limits for identifying HERP.

b. HERF. Reference (l) defines the HERF minimum safe separation distances between a transmit antenna and any volatile fuel handling/operations area. It contains the criteria used to evaluate HERF.

c. HERO. Reference (l) identifies the requirements for HERO assessment. The certifying agency for HERO Survey is Naval Surface Warfare Center Dahlgren (NSWC) Dahlgren. The purpose of a HERO survey is to determine if ordnance containing electrically initiated devices might be exposed to electromagnetic environments (EME) that can exceed the maximum allowable environments for ordnance presence conditions and during handling/loading of ordnance operations onboard the station. An instrumented survey provides the basis for guidance with regard to EME control measures for ordnance safety. The HERO assessment report will provide a HERO emission control instruction/procedures specifically tailored for the station. The assessment report will also detail test results and conclusions specifying problem areas and potential problems area, and recommendations including methods of eliminating HERO concerns.

14. Facility Buildings and Grounds. Buildings, poles, generators, and other facilities utilized by the ATCMD are maintained by the Station/Base Facilities Maintenance/Public Works Department or under contract maintenance.

a. The ATCMO shall establish liaison with supporting Facilities Maintenance/Public Works/Contract Maintenance office for local submission process, prioritization, and subsequent response follow-ups to emergency trouble calls and routine work requests.

b. Building numbers, purpose, phone numbers, size generator, and air conditioning requirements shall be compiled for immediate reference to ensure serviceability and maintenance of commercial power, auxiliary power including Uninterruptible Power Sources (UPS) and emergency generators, Environmental Control Units (ECU), Heating, Ventilating, and Air Conditioning (HVAC) units and to affect building repairs to those sites supporting ATC equipment/systems.

15. Emergency Power. Per reference (a), auxiliary power sources must be maintained in optimum operational condition. A program of preventive maintenance and periodic load and no-load operation shall be established to ensure maximum continuity of ATC services.

a. At a minimum, Facilities Maintenance should conduct emergency generator load tests on a quarterly basis. A load test schedule should be posted to provide technicians notification of upcoming load tests. The ATC FWO must give final approval before the start of any load or no-load tests. Quarterly checks will also be done on the Automatic Transfer Switch and UPS.

b. Emergency generators and UPS are located throughout the facility. To prevent equipment damage, the site's main power input switches are thrown to the "OFF" position when generators malfunction.

c. When scheduled power outages occur, technicians will man the sites involved during times of switch-over (from commercial to generator and back to commercial).

16. Environmental Control Units (ECU). It is imperative that electronic equipment be kept cool to offset the heat generated by the equipment. ECU providing air-conditioning must be operational 24 hours a day.

a. When units require maintenance, a trouble call shall be placed to the appropriate contractor or Facilities Maintenance Department. Routine maintenance is provided by the Facilities Maintenance Department.

b. When equipment cannot be repaired within a reasonable time frame, the FWO or ATC Supervisor will make the determination as to which equipment can be turned off in order to prevent damage.

17. Grounding, Bonding/Shielding, and Lightning Protection. The Maintenance Officer shall initiate a plan with the Facilities Maintenance/Public Works/Contract Maintenance office supporting the Maintenance Division to ensure the grounding, bonding and shielding, and lightning protection of electronic equipment/systems are in accordance with references (m) and (n). The recommended periodicity for lightning protection inspection is 21 - 24 months.

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Chapter 6

Technical Training and Certification Program

1. General. This Chapter provides guidance to the ATCMO in developing and maintaining a quality, extensive and well-documented technician training and qualification program in accordance with references (a) and (b).
2. Purpose. The purpose of the ATCMD Technical Training and Qualification Program is to ensure technicians have attained the knowledge and ability to properly install and maintain, perform ground inspections on, and verify equipment/systems for which they are responsible are operating within ISEA established performance parameters.
3. Scope. Progressive technical qualification training shall integrate aspects of the Maintenance Division's technician certification training with formal schools, OJT, applicable JQR, and safety training.
 - a. The program should provide for continuing development of all personnel assigned to the division.
 - b. Technicians should complete any known administrative or military training requirements before commencing equipment technical training.
 - c. Formal school training promotes technical proficiency. Formal school training opportunities that support ATCM's mission should be utilized when feasible. The SNCOIC, ATCMC, SET and WCS will work together to schedule technicians for formal schools. All requests for formal training at Naval Air Technical Training Center Pensacola shall be routed through the MCIEAST ATC T&R Office NAALS Program Manager.
 - d. Applicable ISEA approved JQR for selected ATC systems shall be incorporated into the technician's training process in accordance with reference (b). These shall be utilized concurrently with the ATCMD's established technical training to document technician qualifications to perform maintenance and ground inspections on the associated ATC systems.
 - e. ATC maintenance technicians shall undergo maintenance training monthly in order to enhance continued development of technical knowledge and skills. This training can cover any subject related to ATC maintenance. Maintenance training can be conducted at the division or section level. WCS shall maintain class rosters for all maintenance training conducted.
4. Instructors. The ATCMO may designate SME instructors to develop standardized lesson plans, guides, student handouts, and other material to support the training program. These materials should be kept on file for recurring OJT use and should be periodically reviewed for currency.
5. Scheduling. The ATCMC or his/her equivalent, WCS, and SME will work together to coordinate a training schedule for the technician. A copy of the finalized schedule will be provided to the ATCMO. The ATCMC or his/her equivalent is responsible for scheduling and tracking the technician's progress throughout the training cycle.

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6. Technician Training Record. Appendix E provides sample documentation materials that the ATCMO may utilize to establish a standardized Technical Training Record. At a minimum, an individual's Technical Training Record should include a record of audit, ATCM orientation checklist, applicable MOS Duty Summary, local technical training, applicable JQR, knowledge testing results, formal school completion certificates, qualification level assigned, and any SME designation letters. Additional materials provided may be used to document recurrent annual safety training, follow-on formal training, and Marine Corps Institute/off-duty courses relevant to primary duties. Training records shall be maintained until the individual transfers or has reached his/her end of service.

a. Training qualification records for each technician shall identify the equipment/system on which trained, the signature/initials of the student technician, assigned instructor, WCS, the date qualified, and the level of qualification assigned by the ATCMO.

b. All technical training shall be documented by the instructor on a student training report. This documentation will be used to track student progress, project training time, and substantiate the information recorded on the technician's qualification/certification records.

c. For equipment with JQR, all line items shall be initialed by the SME after the student has shown sufficient knowledge of the requirement. Once JQR levels are complete, the WCS shall make his/her recommendation to the ATCMC or equivalent who will then brief the ATCMO.

7. Technical Training Resulting in Qualification and Certification. After consulting with the SME and WCS, a recommendation will be made to the ATCMO for a technician's certification based on successful completion of Level II or Level III technical training and qualification requirements on assigned systems.

a. The ATCMO shall review the technician's documented training accomplishments and SME recommendation. The ATCMO shall make the final determination on all levels of maintenance responsibility.

b. The ATCMO is the sole certifying authority for watch-stander certification.

c. The technician shall be assigned, in writing, a qualification level consistent with documentation annotating the specific systems and prescribed responsibilities.

8. Levels of Qualification. The Division shall use four maintenance training qualification levels. They are as follows:

a. Level I

(1) The technician is considered to be in a trainee position and the technician is not qualified to stand an independent watch or crew.

(2) He/she has completed a general work center orientation in emergency shutdown procedures, safety precautions, Lock-Out/Tag-Out

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procedures, Hazardous Material (HAZMAT) procedures, familiarization of tools and test equipment, introduction to PMS, maintenance action procedures, and supply procedures.

(3) The technician is familiar with the fundamentals of assigned equipment/systems, i.e., the block diagram, circuit description, basic controls, indicators, and operating characteristics.

(4) The technician shall complete applicable JQR Section 100 and 200 in conjunction with Level I training.

b. Level II

(1) The technician has completed all Level I qualification requirements, can perform daily turn up/turn down procedures, and complete verification/observation PMS on assigned equipment/systems.

(2) The technician has attained through practical training the proficiency required to determine operational status and maintain the equipment/systems and to stand an independent watch in their assigned branch/work center.

(3) The technician has demonstrated the capability of successful troubleshooting and replacement of faulty card or module.

(4) The technician has completed applicable JQR through section 301 and is recommended by their respective SME, WCS, and ATCMC or equivalent.

c. Level III

(1) The technician has completed all required Level I and II qualification requirements.

(2) The technician can perform testing and alignment of assigned equipment/systems and has demonstrated proficiency in conducting ground inspections and PMS to ascertain equipment/systems are operating within established performance parameters.

(3) The technician is capable of troubleshooting to component level and subsequent repair of equipment/systems.

(4) The technician has completed applicable JQR through section 302 (including the formal school), is recommended by their respective SME, WCS, and ATCMC or equivalent.

d. SME

(1) The ATCMO is the sole certifying authority for ATCM SME status.

(2) Prior to petitioning for SME status, personnel shall complete and fully document Level III training.

(3) A SME shall have attained sufficient knowledge through formal school training, OJT, and expertise to develop and/or utilize lesson guides and applicable instruction material to conduct technical qualification training on individually assigned systems, and make recommendations for technician certification.

(4) SME status is assigned by system at the ATCMO's discretion and shall be designated in writing. Appendix F provides an example SME Designation Letter.

(5) A letter of acceptance shall be kept on file bearing the signature of the designated SME.

9. Annual Review. The ATCMO shall review annually the documented qualifications of all assigned technicians to ensure currency.

a. Technicians shall receive a re-qualification review on systems they are required to maintain at a minimum of every four years, or more often if the Maintenance Officer directs.

b. Re-qualification may be accomplished through satisfactory completion of critical MRC spot-checks monitored by designated SMEs and documented in the technician's training record. Critical PMS should include ground inspection MRCs. Additionally, a re-qualification review may include a written examination and/or oral interview to further assess technical knowledge.

10. Cross-training and Qualification. Cross-qualifying of technicians on additional or secondary systems once the technician has demonstrated the required knowledge and experience through OJT and JQRs may be authorized to the extent permitted by references (b) and (d).

11. Airfield Vehicle Operators Indoctrination Course. All ATCMD technicians with a valid state driver's license shall attend the local Airfield Vehicle Operators Indoctrination Course per reference (a) and possess a current local airfield driver's license and/or permit. Exceptions to this requirement may be made by ATCMO at his discretion.

12. Cardiac Pulmonary Resuscitation (CPR) Certification. All ATCMD electronic technicians shall maintain current CPR certification. Technicians will be trained on Automated External Defibrillator if available within ATCMD facilities.

13. Annual Safety Training. All ATCMD electronic technicians shall attend annual training on basic first aid, air field safety, electronics safety, treatment of electrical shock and removal of victims from power sources, and hazardous energy control. Appendix G contains a list of annual safety training topics.

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Chapter 7

Safety

1. General. This Chapter complements existing safety directives outlined in references (k), (m), and the Title 29 Code of Federal Regulations (CFR) 1910. Additionally, manufacturer's operating or maintenance manuals may contain equipment specific safety criteria and guidelines.

2. Purpose. The standards contained in this Chapter provide general requirements for working safely with electronic equipment and shall be adhered to in order to prevent death or injury to personnel or damage to systems and equipment.

3. Scope. The ATCMO shall ensure all personnel engaged in electrical tasks are fully informed of the dangers and hazards involved. Only competent, trained personnel shall be permitted to work on electrical/electronic equipment/systems. Electrical and electronic safety shall be a major concern of all Division personnel.

4. Division Safety Officer/NCO. The ATCMO shall assign, in writing, a Marine NCO or civilian electronic technician as the Division Safety Officer/NCO to assist in safety related matters.

5. Qualifications. Only qualified personnel or unqualified personnel under the direct supervision of a qualified person shall perform maintenance (corrective or planned) on electrical systems and equipment. Qualifications and standards are contained in the training chapter of this Order.

6. Personal Protective Equipment (PPE). Divisions shall provide, use and maintain PPE when its use is necessary and such use will lessen the likelihood of occupational injuries and/or illnesses. Divisions shall provide necessary protective equipment where there is a reasonable probability that the use of the equipment will prevent or reduce the severity of injuries or illnesses. PPE procurement and enforcement of proper use and maintenance is the responsibility of each division.

a. Clothing, Metal Fasteners, and Jewelry. Personnel shall not wear loose clothing. All clothing, as well as hands, shall be dry. Metallic fasteners and jewelry shall be removed prior to working on exposed live electrical equipment.

b. Eye and Face Protection. Personnel shall wear approved eye and/or eye and face protection when there is a reasonable probability that wearing such equipment will prevent injury. They shall use eye protection at all times in a designated eye hazard area. Divisions shall provide the required approved protective equipment and enforce usage as recommended by their hazard assessment.

c. Head Protection. Personnel shall wear head protection at all times in designated hard hat areas. Helmets and hard hats shall be worn when it is necessary for the protection of personnel from the impact of falling and flying objects.

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d. Foot Protection. Non-conductive electrical shock resistant steel-toe safety shoes/boots that meet the requirements of American Society for Testing Materials (ASTM) F2413 shall be worn at all times when working on division systems and equipment. Divisions shall provide military and civilian personnel with safety shoes/boots when required by their work. When safety shoes/boots exhibit wear, such that safety protection is no longer afforded, the division shall provide replacement safety shoes/boots.

e. Ear Protection. Base/Station Safety Office shall determine the necessity of a hearing conservation program and when annual aural testing is required. Per reference (k), hearing protective devices shall be worn by all personnel when they enter or work in an area where the operations generate sound levels greater than 84 dB(A) or 140 dB peak sound pressure level or greater. A combination of insert type and circumaural types of personal hearing protectors (double protection) shall be worn when sound levels exceed 104 dB. Reference (k), Chapter 18, Appendix 18-A lists appropriate hearing protective devices.

f. Electrical Rubber Protective Equipment. Appropriate electrical rubber protective equipment shall be provided for workers who perform work on energized or potentially energized electrical systems in excess of 30 volts. Rubber insulating gloves shall be worn where necessary to protect personnel working on live electrical equipment. Approved insulating floor coverings shall be utilized to insulate workers from accidental grounding. Approved electrical rubber matting shall surround all workstations, benches and equipment where voltages exceed 600 volts. Electrical rubber protective equipment shall conform to references:

(1) ASTM D 120-87, Specifications for Rubber Insulating Gloves

(2) ASTM D 178-88, Specification for Rubber Insulating Matting

g. Climbing Equipment. ATCMD personnel shall use an approved personal fall arrest system while working aloft (more than four feet above the ground on poles or towers) at sites whose towers and platforms do not have the necessary guard rail systems, work platforms, ladder rails, or cage to ensure adequate personnel safety. Fall protection program is governed by reference (k). Safety equipment standards are listed in 29 CFR 1910.268.

h. Emergency Eyewash Stations. Activities shall provide emergency eyewash facilities meeting the requirements of (ANSI) Standard Z358.1-2004 in all areas where the employees' eyes may be exposed to corrosive materials. Eyewash stations shall be checked and serviced in accordance with reference (k).

i. Safety Shorting Probe. Extreme caution shall be taken prior to working on or near de-energized circuits which employ large capacitors or pulse-forming networks. An approved grounding or shorting bar or probe shall be used to short circuit all terminals and contacts to ground. This precaution shall be taken regardless of the length of time the equipment has been de-energized. All probes shall be rated for the voltage involved.

7. Emergency Electronics Safety Boards and Safety Equipment. Safety equipment shall be readily available to personnel. In high hazard areas and

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remote locations, a safety board containing appropriate safety equipment is recommended. Safety equipment should include those items listed in reference (m) or identified as necessary by the local safety manager and supervisor.

a. For standardization, "Safety Boards" when utilized shall be wall-mounted, painted white, and bordered by green or white/green diagonal stripes.

b. Safety elements such as first aid kit, goggles, facemasks, gloves, shorting probe, wooden cane, and blanket should be attached to an approved safety board easily accessible in each work center.

c. If wall space is unavailable for mounting a standard safety board, i.e., PAR shelter, an appropriately marked drawer or cabinet may be used to store the required safety equipment. All personnel shall be advised and aware of the alternate location.

8. Electrical Panels and Circuit Breakers. Covers on electrical panels and other types of wiring equipment and accessories shall be kept securely closed except when work is being done on them. Main Power Panels shall be marked "MAIN POWER." Power panel covers shall be clearly marked with the highest voltage present. All circuit breakers shall be clearly marked as to their function. Personnel must be aware of the location of the circuit breaker powering the equipment/system and the output of UPS on which they are performing maintenance. Electrical outlets, other than 120 volts, shall be clearly marked as to their voltage.

9. Danger, Caution, and Warning Signs. Danger, caution signs, or tags shall be posted to alert personnel to actual or potential hazardous conditions involving electricity, e.g., high voltage, RF radiation, electron tubes, trip hazard, etc.

a. RF hazard signs shall be posted in all areas where such hazards exist. Caution must be taken in these areas to minimize the risk to personnel, flammable vapors, and ordnance.

b. Safety warning and caution signs, to include but not limited to, the use of power and hand tools, electrical shock, electronic safety, and hazardous materials are to be posted in conspicuous locations at work center spaces and equipment sites.

10. Ionizing Radiation. Warning signs shall be posted when working around electron tubes, such as high-power klystrons, magnetrons, thyratrons, cathode-ray tubes, and high voltage rectifiers. All warning signs must be observed and all applicable technical manual procedures followed when working on such systems.

a. Caution must be taken while handling tubes. To avoid accidental breakage, do not remove electron tubes from cartons until just prior to installation.

b. Used tubes shall be placed in replacement tube containers and disposed of in accordance with local directives. Procedures for the handling of tubes are located in reference (m).

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11. Fire Safety. In the event of an electrical fire, all circuits affected shall be de-energized if possible and the local fire department contacted. Only approved fire-fighting equipment should be used when necessary for escape from workspace.

a. A fire bill and viable evacuation route shall be posted in a conspicuous location at each work center and equipment site.

b. An appropriately classed fire extinguisher shall be located at each work center and equipment site.

c. Fire extinguishers shall be inspected on a monthly basis and replaced if needed.

12. Environmental/Temperature Alarm. Alarms must be installed at each remote equipment site to alert a watch stander to take immediate action in the event a high temperature condition occurs at an unoccupied remote site.

13. Lighting. Each work center and site location shall have adequate lighting to permit planned and corrective maintenance. All lighting, to include emergency lighting, exterior lighting, and obstruction lights must be checked periodically to ensure they are operating properly. Bulbs and lighting circuitry shall be repaired or replaced immediately to ensure minimal downtime and to prevent injuries or mishaps.

14. Working on Energized Circuits. The Occupational Safety and Health Administration (OSHA) electrical safety standards contained in 29 CFR 1910 apply to work on energized circuits and shall be followed.

a. All conductors and equipment shall be treated as energized until tested and otherwise determined to be de-energized or until grounded.

b. When possible, use only one hand when working on energized circuits.

c. Repairs are not to be made on energized circuits except in an emergency and must be approved by the ATCMO.

d. Strict compliance with the "TWO-PERSON" safety rule shall be utilized while working on energized circuits.

(1) Do not work alone on energized equipment that can cause bodily harm or loss of life.

(2) A safety person is required anytime a technician performs a preventive or corrective maintenance procedure that exposes him/her to "energized" or "hot" circuitry that can cause bodily harm or loss of life. A safety person is defined as an electronics technician, who is CPR-qualified, capable of rendering first aid for electrical shock, and aware of the main circuit breakers at the site or location at which he/she is assisting.

e. Never short or block open an interlock.

f. Ensure all tools and equipment are properly grounded. Test equipment should be grounded to the equipment being tested.

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15. Control of Hazardous Energy (Lockout/Tagout). The use of lockout/tagout devices prevents hazards associated with the unexpected energizing or movement of equipment or the release of energy during the maintaining or servicing of such equipment which could cause injury to personnel and/or equipment.

a. Lockout. Divisions shall not use combination locks for lockout. No two lockout devices (locks) shall have the same key. No more than two keys shall exist for any lock. One key shall be retained by the worker. The supervisor shall retain the other key in a location readily accessible to that supervisor in the event of an emergency. Lockout devices are not required, but if used must be accompanied with a tagout device displaying the appropriate identification documentation. If used, lockout devices shall be standardized throughout the Division.

b. Tagout. All PMS and corrective maintenance tagout procedures shall be in accordance with reference (k) and Title 29 CFR 1910. Never turn on a tagged power circuit without obtaining permission from the person who installed the tag.

16. Soldering Irons. To minimize the risk for burns, always assume that a soldering iron is plugged in. To reduce the risk of fire, only rest a soldering iron on a metal surface or the provided rack. Eye protection shall always be worn while soldering to prevent injury from spattering hot solder. Food should never be consumed around a soldering iron.

17. Safety Posters and Periodicals. Safety posters and periodicals should be posted/available to all personnel. Posters should include CPR and treatment for electrical shock, and other first aid treatment procedures.

18. HAZMATs. Many different materials are used in workplaces throughout the Navy and Marine Corps, some of which are hazardous. A key element of the NAVOSH program is to inform workers about these hazards and the measures necessary to control them. The Department of Defense has established the Hazardous Material Information Resource System (HMIRS) which is designed to acquire, store, and disseminate data on HAZMATs. The HMIRS is not a program intended for the individual user, but rather for safety, health, transportation, and disposal specialists who must assure proper handling of hazardous materials. All employees must be instructed on the hazards and appropriate protective measures to be taken with HAZMATs in their workplace, and be familiar with and comply with the appropriate environmental orders and regulations of their respective MCIEAST installations.

a. Labeling. Activities shall ensure containers of HAZMATs are labeled to indicate associated hazards with the handling and use of such materials.

(1) In accordance with 29 CFR 1910.1200, OSHA Hazard Communication Standard, manufacturers, distributors, and importers of hazardous materials are required to place warning labels on the containers.

(2) OPNAVINST 4110.2, Hazardous Material Control and Management (HMC&M), provides additional guidance on these labels.

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(3) NAVAIR A1-NAOSH-SAF-000/P-5100-1, "NAVAIROSH Requirements for the Shore Establishment," is another source of information on labeling that includes illustrations.

b. Employee Instruction. Before starting an operation involving HAZMATs, employees shall be instructed about the hazards involved, symptoms of exposure, and protective measures required. Employees shall be informed of procedures to be followed in case of spills, leaks, fire, overexposure, or other emergency situations. All personnel who may be exposed to HAZMATs due to their work shall be so instructed, including potentially exposed employees not directly involved in the hazardous operation.

c. Material Safety Data Sheets (MSDS). The primary source of information necessary to meet the requirements of labeling and employee instruction shall be the MSDS. These data sheets MUST be obtained for each HAZMAT on hand in accordance with FED-STD-313B, "Material Safety Data Sheets; Preparation and the Submission of," and 29 CFR 1910.1200. An MSDS may be obtained by procurement officers and purchase personnel. If unavailable, the using activity should use the HMIRS, reference (k) and/or contact the manufacturer. A locally prepared MSDS is allowed if prepared by the activity's safety and health officer and the cognizant Naval Regional Medical Center (NRMC) representative based on testing or other reliable sources of information.

NOTE: All employees must be allowed access to the information in the data sheets. To meet the requirements of OPNAVINST 4110.2 and 29 CFR 1910.1200, activities must either provide copies of the MSDS to each supervisor's employees, or provide equivalent information to the supervisor.

d. Ventilation. Supervisory personnel shall use MSDSs to identify what toxic materials may be released into the air of the working environment. Supervisors shall ensure that all employees are informed about potentially hazardous air contaminants and their associated hazards. If ventilation is inadequate to achieve the proper air quality, respiratory protective devices shall be used following prescribed procedures. Improperly used respirators may become more dangerous than the environment they were used to protect against. If in doubt, seek assistance from proper medical authorities.

19. First Aid and CPR. Safety shall be a major responsibility of all personnel. Every person who works with electronic equipment shall be aware and alert to the hazards of this equipment, and shall be capable of rendering first aid and CPR when necessary.

a. All personnel who perform maintenance on electrical or electronic equipment, or supervise personnel who perform maintenance on such equipment, are required to undergo training in first aid procedures for electrical shock and maintain a current CPR qualification.

(1) First Aid training may be obtained through the Navy hospital/clinics or through nationally recognized consensus standards training developed by the American Red Cross for Basic and Advanced First Aid.

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(2) The American Heart Association (AHA) course of instruction in CPR is provided to Navy and Marine Corps personnel through the Navy Military Training Network. The AHA facilitator located at Navy hospitals and clinics should be utilized as the primary source of CPR training.

(3) Another recognized CPR training certification source is the American Red Cross.

b. The ATCMO shall ensure refresher training is scheduled and completed as necessary to maintain current certification of the trained personnel.

20. Grounding, Bonding, and Shielding. Annual inspections shall be conducted on all grounding systems and lightning protection systems to visually check for signs of markings and corrosion. Complete grounding and lightning protection system inspections to include checks for markings, continuity, corrosion, and resistance shall be conducted, at a minimum, between 12 and 24 months in accordance with reference (n) and additional guidance provided by the National Fire Protection Association 780-97. MIP Control Number C-952/001 18M-1R for Communications Systems may be utilized as a scheduling reminder tool. ATCMD may utilize local Station Public Works, Facilities Maintenance Department, or contract the inspections to outside agencies.

21. Detachable Electrical Cords. Extension and test equipment cords that are not Underwriters Laboratories (UL) listed shall be checked for continuity and serviceability and tagged with the date of check.

22. Training. Indoctrination training must be completed within 60 days of new personnel being hired or reporting for duty. Refresher training shall be conducted annually thereafter. The Safety Training Checklist (Appendix G) outlines all of the training requirements and shall be kept on file in the individual training records for a period of five years. The Safety Training Checklist or similar tracking may be used to document these requirements. Safety training presentations may be obtained at <http://safetycenter.navy.mil/index.asp>. On-line classes completed through <https://ile-deers.nko.navy.mil/nel/> or locally produced classes can be used to fulfill these requirements.

23. Safety Contacts. Phone numbers for safety contacts applicable to the station/facility shall be readily available for the following points of contact:

- a. Medical Emergency (911)
- b. MCAS/MCAF Safety Office
- c. MCAS/MCAF Medical
- d. Base Safety
- e. Environmental Matters

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Chapter 8

Maintenance and Material Management (3M)

1. Purpose. The ATCMO's knowledge and understanding of the Navy's 3M System is prerequisite to effective maintenance management.

2. Scope. The 3M System is an integrated control system providing for orderly scheduling and accomplishment of planned maintenance in addition to reporting and dissemination of maintenance-related information. Reference (d) contains guidance for management of maintenance and material support. The ATCMO shall consider the scope of reference (d) to include shore station NAALS and Meteorological equipment. Reference (b) Shore ATC Systems Maintenance Policy provides further interpretation and guidance relative to maintaining NAALS equipment. The 3M System is composed of two principal subsystems called PMS and the MDS that form the nucleus of the ATCMD's maintenance program. They provide the means to plan, acquire, organize, direct, control, and evaluate manpower and material resources expended or planned for expenditure in support of maintenance.

3. PMS. PMS provides a standard and simple means to plan, schedule, and perform maintenance on all systems and equipment. PMS actions are the minimum required to maintain systems and equipment in a fully operable condition within design specifications. All PMS documentation shall be maintained in accordance with reference (d).

a. The ATCMO and 3M Coordinator shall ensure the most current approved version of SKED is installed and utilized to track and manage PMS.

b. Force Revisions shall be timely implemented and accurate.

c. SKED shall reflect all installed equipment as reported to the CDM on the ATC Community Web.

d. The 13-week Accountability Log shall be accurate and complete. The 13 previous weeks of the 13 week accountability logs shall be retained on file. All electronically signed copies of the cycle and quarterly schedules shall be maintained in accordance with reference (d). Five quarterly schedules (current plus last four quarters) shall be retained.

e. PMS maintenance requirements shall only be performed by a qualified technician or under the direct supervision of a qualified technician. When PMS maintenance requirements are performed under the direct supervision of a qualified technician, the qualified technician is ultimately responsible for the quality of work.

f. Technicians are accountable for the PMS maintenance requirements assigned to them. Technicians shall notify their WCS as soon as possible if they are unable to complete the maintenance requirement assigned. This allows time for re-assignment of the maintenance requirement or correction of the problem encountered. All technicians are responsible for the accomplishment of the PMS scheduled for their section. Technicians are strongly encouraged to review all maintenance requirements scheduled and assist others in the total accomplishment of PMS.

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4. Preventive Maintenance. Preventive maintenance is a means under PMS to identify parts requiring replacement prior to failure.
5. Local Preventive Maintenance. Locally-generated preventive maintenance documentation shall be developed in accordance with reference (d) using manufacturer's maintenance specifications and technical data.
6. PMS Feedback Reports. The technician will inform the WCS if a procedure cannot be performed in accordance with the MRC, or if the technician determines there is a more efficient way to accomplish the procedure. The technician will assist the WCS with generating a PMS Electronic Technical Feedback Report (ETFBR) using the SKED ETFBR Wizard. ATCMO shall approve prior to release. A courtesy copy should be forwarded to MCIEAST NAALS Program Manager. A history file shall be maintained in SKED.
7. PMS Self-Assessments and Spot-Checks. The ATCMO shall ensure PMS self-assessments and MRC spot checks are conducted to ensure an effective maintenance program at all levels of management. Appendix H contains MCIEAST standardized assessment materials.
 - a. MCIEAST standardized self-assessment checklists may be used to evaluate 3M PMS administration and ATCMD Branch/Work Center PMS administration. These checklists may also be utilized as an addendum to Appendix I NATOPS Evaluation Checklist in evaluation of the ATCMD administration of maintenance management responsibilities.
 - b. The MCIEAST standardized MRC Evaluation and PMS Spot-Check Sheet shall be used to record spot-check results.
 - (1) The spot-check requirements of reference (b) Shore ATC Systems Maintenance Policy and (d) shall be accomplished by the Branch Manager/WCS/civilian equivalent, or qualified SME technician at least three times monthly per division branch/work center (i.e., COMM, NAVAIDS, RADAR, WX).
 - (2) Further spot-checks shall be conducted by the 3M Coordinator (one per branch/work center per month), ATCMC/civilian equivalent (one per branch/work center per quarter), and the ATCMO (one per PMS quarter). If one person is holding multiple billets, he/she will conduct the higher number of applicable spot-checks.
 - (3) Completed spot-checks shall be routed to the 3M Coordinator and recorded into SKED. A flip page entry shall be made to record the MRC spot-checked, date, technician, evaluator, and any pertinent information to ensure NATOPS evaluation personnel have the ability to confirm an aggressive spot check program is adhered to. SKED should be routinely backed up to ensure archival of historical data. Retention of hard copy spot-check sheets is optional, but highly recommended. The PMS Performance Rate for each branch/work center shall reflect the minimum required spot-checks.
 - (4) The MRC Evaluation and PMS Spot-Check Sheet may be used to record branch/work center technician qualification/requalification spot-checks. However, the same check shall not be counted toward fulfilling 3M spot-check requirements.

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8. Corrective Maintenance. When equipment/system does not meet the required performance parameters, it shall be removed from service for corrective maintenance. Technicians shall perform corrective maintenance to enable return of equipment to full functionality and ensure operation is within established operating parameters.

a. Corrective maintenance shall only be performed by a qualified technician or under the direct supervision of a qualified technician. When corrective maintenance is performed under the direct supervision of a qualified technician that qualified technician is ultimately responsible for the quality of work.

b. All corrective maintenance shall be documented using the MDAT. MAI shall be generated to record all actions taken to return a piece of equipment to its established operating parameters or to correct any "equipment" malfunctions reported by ATC supervisory personnel. This does not include improper switch settings or operator error.

c. All equipment/systems not in operation to include spares shall be tagged as to their current status. Ready For Issue (RFI), Awaiting Maintenance (AWM) and Awaiting Parts (AWP) are the only acceptable statuses.

(1) AWM tags shall include MAI number, date, and initials of technician who tagged the equipment.

(2) AWP tags shall include MAI number, date, and initials of technician who tagged the equipment.

(3) All open MAI and all parts on order shall be reconciled on a weekly basis.

(4) Considering the ATCMD's technical and material assets, the ATCMO may authorize "component level" repairs on equipment/systems under his/her cognizance. The following exclusions apply:

(a) Special and general-purpose electronic test equipment.

(b) Those special components and assemblies restricted to Depot Level Maintenance by COSBAL, Source Maintenance and Recoverability (SMR) codes, and applicable User's Logistics Support Summary (ULSS).

9. Maintenance Data System. A MDS provides the means to report and retrieve maintenance data. It is used to control and manage configuration data and to track and account for the hours, manpower and parts required to perform planned and corrective maintenance.

10. Configuration Data Management. The Maintenance Officer shall ensure the command NAALS configuration data is current and accurately reported to SPAWARSYSCEN Atlantic Code 4.3.1.5.0 (SSC-LANT), the CDM for shore ATC systems.

a. Submission. Submission of configuration data to the SSC-LANT CDM via a Hierarchical Structure Code-based Validation Aid (VALAID) is required for installation of any new NAALS and meteorological equipment, modification or

upgrade to existing equipment, change in equipment location, removal of equipment, or change to test equipment reported on the station's TEAP report. SSC-LANT initiates appropriate changes to the Navy's Ship's Configuration and Logistics Support Information System (SCLISIS) ensuring accuracy of the station's COSBAL.

b. Changes. Configuration data should be updated continually via cdm@navy.mil upon addition or deletion of assets and changes to serial number and/or equipment location. Normally, requested changes can be viewed on the ATC Web the next day. The CDM uploads changes to MDAT to ensure currency and submits quarterly changes to COSBAL.

c. Validation. Validation is a two year review of configuration data. The SSC-LANT CDM Team has developed a workbook of formatted Microsoft Excel spreadsheets designed to decrease the time it takes to perform a complete system validation and increase the accuracy of the collected configuration data.

(1) When new equipment is installed or old equipment is removed, the SPAWAR engineer responsible for the project is provided a VALAID for each system and will complete it with the assistance of facility technical personnel. The completed VALAID is returned to the SSC-LANT CDM Team where the information is used to update CDM/SCLISIS data.

(2) A VALAID should be requested by the facility when there is a change in ATCMO. This validation ensures the new ATCMO has an accurate and up-to-date report on the inventory and configuration of all installed, supported systems. A validation can be initiated by notifying the CDM Team at cdm@navy.mil.

(a) Close coordination with the facility ensures a VALAID is prepared for each installed and supported system with current on-line configuration data. The CDM team then e-mails the prepared VALAID to the ATCMO for update.

(b) The ATCMO is responsible for verifying the system/component serial number, physical location, and responsible work center, adding or changing data only where necessary.

(c) The completed VALAID is then emailed back to CDM team within a reasonable period of time.

(d) Once the VALAID is processed, updated and extremely accurate configuration data for the facility can be observed online and can be easily maintained by station personnel. This effort results in a new and accurate COSBAL, dynamic test equipment allowancing, and accurate configuration data on which to base maintenance data analysis.

(e) At a minimum, an electronic validation shall be completed every two years and may be updated more often as necessary.

(f) A station's current SCLISIS configuration data can be viewed under the Site Profile link on the ATC Community Web at <https://atc.navy.mil/atc>.

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11. Maintenance Data Analysis Tool. MDAT is the approved process for tracking, recording, and reporting maintenance actions to support the MDS requirement of references (c) and (d). MDAT is a web-based real-time system maintenance data collection tool for reporting system performance data. MDAT is supported and available on the ATC Community Web. The ATCMO shall ensure accurate maintenance data is reported via MDAT to SSC-LANT.

12. Test Equipment. The Maintenance Officer shall coordinate with SSC-LANT for all issues related to test equipment.

a. Test Equipment Allowance Process. The ATC TEAP Report represents a station's latest known requirements for General Purpose Electronic Test Equipment (GPETE) based on reported system configuration data, planned system installations, upgrades or removals, and known site specific requirements. The TEAP is developed from configuration data, allowancing data, and system SCAT requirements that were accurate at the time of production.

b. TEAP Updates. The most critical factor affecting the validity of the ATC TEAP Report is the accuracy and completeness of the site data in SCLISIS. TEAP reports will be updated by SSC-LANT following a site validation package submission, following a large amount of configuration changes made via at <https://atc.navy.mil/atc>, one year since the last TEAP Report, or upon site request.

c. Test Equipment Acquisitions. Initial outfitting deficiencies are identified by SSC-LANT and are included in a yearly buy list submission to NAVSEA 04L for budget approval. Upon approval and procurement, these items are designated for shipment by SSC-LANT to the end user. It is the responsibility of the end user to add the received test equipment record into CDM to update their TEAP.

d. Test Equipment Replacements. Replacement of missing or unserviceable GPETE can be requested through SSC-LANT. As facilities are upgraded, excess test equipment may be identified for redistribution. SSC-LANT may contact ATC sites with identified excess to fill deficiencies elsewhere. If SSC-LANT is unable to fill the requirement, the site may contact the Navy's Regional Maintenance Centers (RMC) for a loaner unit or excess units available for transfer. If the RMCs are unable to fill the deficiency, the site may requisition GPETE in accordance with NAVSUP Publication 485.

e. Calibration of Test Equipment. The reliability of measurements used to analyze ATC equipment directly depends upon the accuracy of the test equipment involved. Test equipment used to measure the accuracy and reliability of ATCMD equipment must receive the most accurate calibration services available. Test equipment calibration is the responsibility of each station or facility. Test equipment is normally calibrated by a Navy or Marine Corps Calibration Lab. A civilian calibration lab is authorized, as long as the test equipment is calibrated within periodicity, with standards and procedures that are traceable to National Institute Standards and Technology standards, and returned with a calibration letter. All calibration records shall be maintained by the ATCMO.

(1) The ATCMO shall ensure all test equipment is added to the MEASURE system via the MIQ Program.

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(2) Test equipment shall be calibrated on schedule in accordance with reference (p).

f. Test equipment should be properly used, stored, and maintained. Test equipment shall be inspected before each use to ensure serviceability and verify that a current calibration sticker is affixed. Unserviceable or out of calibration test equipment is not authorized for use.

g. Test equipment will be inventoried monthly within the work centers and quarterly within the division.

13. Tools. Everyone has a responsibility to ensure tools are properly used, stored, and maintained. All shop tools and toolboxes shall be identifiably marked.

a. Duty technicians will perform one visual inspection of tools and toolboxes per watch as part of their site checks. Any unserviceable or missing tools shall be annotated in the duty logbook and shall be requisitioned and replaced as required.

b. Tools shall be inventoried and checked for serviceability monthly within the sections and quarterly within the division.

14. Locally Purchased Equipment. Any equipment or systems purchased locally or regionally to support other missions that are maintained by the ATCMD (e.g., squadron radio assets), shall to the maximum extent practical be standardized with current ATC systems to minimize support requirements such as logistics, test equipment, and technician training. This equipment may be added to MDAT as local configuration items.

15. Field Changes and Modifications. The ATCMO shall ensure all authorized field changes and modifications are installed and properly recorded through the CDM validation. Unauthorized modification to ATC systems is not allowed.

16. Change Proposals. Change Proposals identifying proposed additions, deletions, and modifications to system hardware, software, and documentation to internal or external systems shall be submitted to the MCIEAST NAALS Program Manager for review and forwarding to the Configuration Control Sub-Board in accordance with reference (b).

17. Condition Based Field Maintenance (CBFM). Based on available program funding, age, and overall condition of select ATC systems, the ISEA will make recommendations for CBFM. Candidates for CBFM will be prioritized during the annual Naval Aviation Requirements Group (NARG) Conference. Maintenance Officers shall submit budget requests in advance of pending CBFMs to ensure funding is available for ISEA identified repair parts.

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Chapter 9

Equipment Certification and Ground Inspection Program

1. Introduction. The Federal Aviation Act of 1958 and Department of Transportation (DOT) Act of 1966, referred to as the Acts, authorize the FAA to provide for and to operate a common system of ATC and air navigation for civil and military aircraft within the U.S., its possessions, and territories. The Acts also authorize the Secretary of Transportation to delegate certain responsibilities to other federal departments or agencies, with their consent. One of the delegated responsibilities identified in reference (o) governs ground inspections and ground certifications of all military owned and maintained facilities used in the NAS. It states that "military installations are responsible and accountable for ground inspections and ground certifications of their facilities." Maintenance practices must meet stringent FAA system and equipment certification and performance standards in accordance with reference (o) to enable the Navy to operate ATC facilities and/or NAVAIDS in the NAS. FAA flight inspections are required for initial settings and tolerances during commissioning of all facilities. Additional inspections are required by ATCM to monitor and certify the facilities between flight inspections. This certification process shall be accomplished through a Ground Inspection Program to ensure facilities are maintained and managed in a manner that assures continual compliance with the latest edition of reference (g).

2. Purpose. The purpose of a Ground Inspection Program is to certify, from the ground, the facility is providing its advertised service. The program ensures continual compliance with equipment operating parameters established during commissioning, performance between flight inspections and after corrective maintenance, or performance of systems not requiring flight inspections.

3. Scope. ATC systems, subsystems, and equipment shall be operated and maintained in accordance with ISEA established baseline parameters and ground inspection maintenance requirements.

4. Federal Aviation Administration Flight Inspections. The FAA shall conduct flight inspections in accordance with reference (g). The FAA flight inspection certifies the operational status of a facility, the quality of signal-in-space, and instrument flight procedures supported by a NAVAID to include PAR, Airport Surveillance Radar (ASR), DASR, Tactical Air Navigation (TACAN), Instrument Landing System (ILS) Localizer and Glide Slope, and any associated monitors and displays.

a. Reference (g) identifies in detail the flight inspection types, purposes, priorities, periodicity intervals, and procedures. It's the responsibility of the facility or station to schedule flight inspections and to verify that established periodicity ranges are not exceeded. A special flight inspection shall be scheduled when it is deemed necessary by maintenance personnel in order to confirm proper system performance when a doubt exists as to whether a system is performing at established standards.

b. A flight inspection report reflects the operating parameters of navigational and visual aids. The ATCF shall maintain a copy of the

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commissioning, special, and any flight inspection report that imposes or removes a NAVAID or procedural restriction, and the most recent flight inspection report for all navigational and visual aids.

c. Communications systems and equipment do not require a separate flight inspection; however, it may be deemed necessary during commissioning. Communications are checked periodically with other facility flight inspections. All maintenance procedures on communications systems and equipment can be accomplished by the facility. Communications systems and equipment can be returned to unrestricted operation without recourse to a flight inspection.

5. Ground Inspections. Reference (b) and the Shore ATC Systems Maintenance Policy provide guidance for equipment certification with respect to ground inspection.

a. The ATCMO is responsible for ensuring ground inspections of ATC systems and equipment are accomplished in accordance with reference (b), and applicable MRCs and technical manuals, and appropriate documentation is maintained.

b. Ground inspections shall be performed by qualified technicians who are certified under the Division's technical training program and the ISEA approved JQR as applicable. The ATCMO shall be the sole certifying authority for a technician's qualification.

c. All electronic equipment/systems shall be managed, maintained, corrected, or restored to the ISEA established parameters in accordance with references (b), (c), and (d).

d. Ground inspections shall be performed as follows:

- (1) as required by PMS,
- (2) as required to verify the proper operation of systems within the performance parameters established by the ISEA,
- (3) after any maintenance activity affecting a certification parameter,
- (4) prior to returning the system to service, and
- (5) after an aircraft accident or incident.

e. Designated ground inspection MRCs shall be used to ground certify or recertify systems and equipment. If the tested parameters fail to meet the prescribed tolerances, the system must be removed from service until corrected. Reference (g) provides detailed guidance for when a NOTAM is required.

f. Associated ground inspection MRC maintenance data sheets or equipment performance forms shall be completed and retained on file for a period of not less than two years, and are a critical element of the biennial ATC NATOPS

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Evaluation. Refer to ATC Community Web under System Support Page File Area for applicable Equipment Performance Forms.

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Chapter 10

Supply Process

1. Purpose. This Chapter provides standardized guidance in the processing of requisitions in support of ATC equipment maintenance.

2. Requisition Preparation

a. Requisitioned parts shall be associated with an applicable maintenance action documented in MDAT to capture data contributing to total ownership costs.

b. Once identified through appropriate maintenance troubleshooting procedures, replacement and repair parts shall be thoroughly researched using applicable technical manual parts lists, COSBAL Allowance Parts List, ULSS, FEDLOG, and any additional means to accurately identify the necessary part.

c. Parts shall be requisitioned in a timely manner through the Navy Supply System using standard Military Standard Requisitioning and Issue Procedures (MILSTRIP) in accordance with references (q), (r), and locally established and approved Navy supply procedures.

(1) Consumable parts are requisitioned through Defense Logistics Agency (DLA).

(2) DLR are requisitioned through NRP NAVSUP Weapon Systems Support Mechanicsburg PA (NAVSUP WSS).

d. A requisition's Priority Designator shall be determined by combining the Force/Activity Designator (F/AD) and the appropriate Urgency of Need Designator (UND). Explicit guidance is provided in reference (s). ATCMD requisitions to repair mission essential equipment in support of continued flight or safety operations will use the F/AD authorized of the MAGTF being supported.

(1) Based on severity of system failure and mission, MCAF Quantico is authorized use of F/AD I and applicable UND in support of HMX Presidential Support.

(2) MCAS Beaufort, MCAS Cherry Point and MCAS New River are authorized use of F/AD III and applicable UND.

3. COSBAL

a. A COSBAL is established and integrated into the equipment support process in order to have replacement parts and assemblies readily available when an equipment failure occurs. Compiled and updated through CDM, the COSBAL contains the APL for each system. Reference (t) provides COSBAL policy guidance.

(1) Authorized On-Board Repair Parts (OBRP), designated site spares kit, and routine consumables identified in applicable equipment installation BESEP and ULSS shall be kept in accordance with the activity's COSBAL.

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(2) A current inventory of authorized OBRP and site spares kits shall be maintained.

(3) Unauthorized DLR parts shall not be stocked as spares.

b. Further guidance is provided by NAVICPINST 4441.170B COSAL Use and Maintenance Manual that is linked to the activity's automated COSBAL and readily available on the ATC Community Web under Site Profile.

4. User Logistics Support Summary (ULSS)

a. A ULSS is developed for each major NAALS equipment to provide information and guidance to operational and support activities to identify logistics resources necessary to operate and maintain the applicable system in its operational environment. The applicable ULSS may be located on the ATC Community Web at <https://atc.navy.mil/atc/> under System Support page for desired equipment under the logistics tab.

b. The Supply Support section of the applicable ULSS will identify the Primary Inventory Control Activity (PICA) and the Secondary Inventory Control Activity (SICA). NAVSUP WSS provides supply support, prepares the APL and authorizes sites to requisition replacement parts.

5. ATC Community Web System Support Pages

a. It is highly recommended that the ATCM technician frequently refer to the applicable equipment system support pages on the ATC Community Web at <https://atc.navy.mil/ATC/systems/> under the logistics and file tabs. The ISEA frequently posts updates to APL information, alternative National Stock Number (NSN) or part number, and identify specific logistics issues affecting supply support of the equipment.

b. These pages may also contain specific requisitioning instructions for items covered under warranty or interim support by the ISEA that may differ from the prescribed procedures.

6. Memorandum of Agreement (MOA) between Navy and FAA AAC-229. Support for several NAALS systems is managed under a MOA AAC-229 between the Navy and the FAA. This agreement ensures Navy and Marine Corps sites approved for these systems are only charged the net price for DLR items when supply procedures are strictly followed.

a. To ensure proper billing, the Routing Identifier Code (RIC) NRP must be used.

b. NRP as SICA will then forward the requisition to the PICA, FAA RIC G69 to fill.

7. DLR Requisitions and Carcass Tracking

a. All DLR requisitions shall be submitted through local Navy Supply using standard MILSTRIP, in accordance with reference (x). The requirement to use MILSTRIP will ensure that maintenance deficiencies are reported

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through the Navy 3M Program and will validate NAVSUP WSS sparing by tracking supply/demand usage data.

b. Carcass tracking will be performed by NAVSUP WSS. Therefore, it is imperative that all failed DLR parts be turned in via the Navy Asset Tracking and Accountability Control System (ATAC) vice carcass return instructions provided by the FAA.

(1) This process provides NAVSUP WSS immediate visibility of the carcass, activates carcass tracking, and ensures net price billing.

(2) The original requisition document number should be utilized when returning the failed carcass to ensure timely carcass tracking and appropriate net price billing for each DLR. (Note: Only order one DLR per requisition document number).

c. In the event the Maintenance Officer authorizes requisitioning directly from the PICA vice the prescribed process, the DLR carcass MUST be shipped directly to the FAA Logistics Center (FAALC). The correct address is normally provided on a return shipment document.

(1) If the carcass is turned in to ATAC vice direct shipment to FAALC, the FAA will not have visibility of the carcass and NAVSUP WSS will have a carcass with no matching requisition resulting in a full price billing from FAA and loss of carcass credit.

(2) FAA bills once a month on or around the 10th. Comptrollers will generally see the billing around the 25th of the month. Two bills are issued, one for standard full price and one for retail (repair). When FAA receives a returned carcass, they will issue a credit for the standard full price, therein resulting in a repair or net price.

8. Reconciliation

a. Status of all outstanding requisitions shall be tracked by timely reconciliation between ATCMD and Station Supply or other automated means.

b. Status updates shall be conveyed to the applicable WCS.

c. To ensure proper billing and DLR carcass credits are accounted for, a monthly reconciliation between ATCMD, Station Supply, and Comptroller is highly recommended.

9. PEB. Storage of PEB consumables at work centers is at the discretion of the Maintenance Officer and shall be in accordance with the activity's COSBAL.

a. PEB material consists of low cost (under \$150), high usage (three demand frequencies per month), and consumable maintenance related items.

b. A current inventory of PEB consumables shall be maintained.

c. Reference (u) provides detailed guidance on PEB procedures.

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10. Open Purchase Requisitions

a. For parts not supported in the Supply system, it is often necessary to find support through local commercial sources of supply. Consult and follow locally established open purchase supply procedures.

b. Document and reconcile status and billing accordingly.

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Chapter 11

MCIEAST ATCM NATOPS Evaluation Program

1. Purpose. This Chapter provides standardized procedures for evaluating functional areas within the ATCMD, per references (a) and (v).
2. Goals. The overall goal of the MCIEAST ATCM NATOPS Evaluation Program is to evaluate, train, and assist MCIEAST ATC Maintenance Divisions. The purpose of the biennial evaluation is to ensure subordinate commands comply with applicable Marine Corps, Naval, and FAA policies and/or directives.
3. Background. Per references (a) and (v).
4. Scope. The MCIEAST ATCM NATOPS Evaluation fulfills the requirements of the MCIEAST-MCB CAMLEJ Commanding General's Inspection Program (CGIP). The MCIEAST ATC T&R office is tasked with identifying and documenting problem areas as well as training and assisting the functional areas by making recommendations for improving deficient areas.
5. MCIEAST ATCM NATOPS Evaluation Representative (NER)
 - a. Each ATCMO may designate a minimum of one NER per ATCMD.
 - b. Prerequisites for NER designation include:
 - (1) Minimum staff sergeant or civilian specialist
 - (2) SME qualified in the respective area
 - (3) Minimum of five years MOS experience
 - c. NERs should report to the ATCMO for matters pertaining to the NATOPS Evaluation within their facility or division. Duties and responsibilities may include:
 - (1) responsibility for conducting annual internal ATC NATOPS Evaluations; and
 - (2) when assigned to a NATOPS Evaluation Team, the NER shall report directly to the MCIEAST ATC T&R Office NAALS Program Manager for the duration of the scheduled evaluation.
6. MCIEAST ATCM NATOPS Evaluation Team. MCIEAST ATCM NATOPS evaluation team shall be under the cognizance of the MCIEAST ATC T&R Office NAALS Program Manager and shall complement the MCIEAST ATC NATOPS evaluation team. The ATCM NATOPS evaluation team shall be comprised of personnel selected by the MCIEAST ATC Office NAALS Program Manager in coordination with the supporting ATCMO(s).
 - a. A NER assigned to the team for the purpose of conducting the biennial evaluation shall not be a member of the facility being evaluated.
 - b. Evaluators should be assigned to the following functional areas:

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- (1) ATC Maintenance Administration (A) (NAALS Program Manager)
- (2) ATC Maintenance Training (G) (NAALS Program Manager)
- (3) ATC Maintenance Communications (C)
- (4) ATC Maintenance Radar (H)
- (5) ATC Maintenance NAVAIDS (N)
- (6) ATC Maintenance Weather (W) (may be co-assigned to a Communications, NAVAIDS, or Radar evaluator)

7. MCIEAST ATCM NATOPS Evaluations

a. NATOPS Evaluation. Conducted biennially, this is a complete and comprehensive external evaluation performed by the MCIEAST ATCM NATOPS evaluation team utilizing Appendix I.

b. Internal Annual Evaluation. This evaluation is performed by the ATCMD NER with assistance from maintenance division personnel. This evaluation shall be conducted one year after last NATOPS evaluation utilizing Appendix I.

c. Follow-up Evaluation. Follow-up evaluations are conducted when the MCIEAST ATC T&R Office NAALS Program Manager deems those problems and/or deficiencies identified during the NATOPS evaluation that remain outstanding require further evaluation in the way of an on-site visit. The follow-up evaluation should be conducted no more than nine months after the NATOPS evaluation.

d. ATC NATOPS Assist Evaluation. At any time the CO of the Air Station, Airfield Operations Officer, or the ATCMO may request an assist evaluation. Areas to be evaluated and evaluation team makeup shall be determined by the MCIEAST ATC T&R Office NAALS Program Manager and tailored to the specific request.

8. MCIEAST ATCM NATOPS Evaluation Grading Criteria. All checklist items identified as deficient by the evaluation team shall be documented in the evaluation report regardless of whether it is corrected prior to the completion of the evaluation or if it involves an outside agency. The evaluation team will assist as appropriate in correcting deficiencies prior to completion of the evaluation. The evaluation team shall utilize the following grading criteria.

a. A Mission Capable grade will be assigned if the area is adequately performing the required mission per the determination of the evaluation team.

b. A Non-Mission Capable grade will be assigned if the area is not adequately performing the required mission per the determination of the evaluation team.

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9. Grading Definitions

a. A Finding is defined as a significant problem within a functional area (only one item required) that:

- (1) directly affects safety of flight and/or safety of personnel;
- (2) adversely affects or detracts from the command's mission;
- (3) significantly deviates from higher headquarters policies and procedures;
- (4) adversely impacts the health, morale, or welfare of the facility's personnel; and/or
- (5) appropriate action to correct a previously documented deficiency has not been taken.

b. A Discrepancy is defined as an error or failure to comply with guidelines, direction, or action, as required by appropriate and applicable directives and:

- (1) adversely affects efficiency or effectiveness of ATC services provided; and/or
- (2) may contribute to a safety of flight/personnel issue and/or adversely affects the mission.

c. Comments. Guidance/recommendations provided in response to deficiencies other than Findings/Discrepancies that would enable the ATCMD to improve the level of quality of the services performed.

d. Not Applicable (N/A). This term identifies a checklist item that does not apply to the ATCMD being evaluated.

e. Not Observed. This term identifies a situation that may apply to the ATCMD, but which could not be observed (e.g., absence of specific events, weather phenomena) during the evaluation. These items will be discussed with ATCMD personnel and affixed a grade based on the individual's knowledge.

f. Observed Event. This term identifies a situation witnessed by a member of the evaluation team and determined by the team to be significant. Observed events shall be addressed in the evaluation report.

g. Off-Checklist Item. Occasionally evaluators will observe an item not specifically identified on the checklist. The evaluator will denote the item in the report, identifying it as off-checklist and assign a control number.

h. A Commendatory Remark recognizes transcendent performance of an individual, individual branch/area, or Air Station function.

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10. MCIEAST ATCM NATOPS Evaluation Reports

a. MCIEAST ATCM NATOPS Evaluation Report. The MCIEAST ATCM NATOPS Evaluation Report shall be included in the MCIEAST ATC NATOPS Evaluation Report. The MCIEAST ATC T&R Officer shall submit the evaluation report to the installation CO and the MCIEAST-MCB CAMLEJ Command Inspector General (CIG) describing the effectiveness of the ATCF, ATC Maintenance Division and Base Operations within fifteen working days of the NATOPS ATC NATOPS Evaluation. This report shall include the following:

- (1) Evaluation team members
- (2) Synopsis of findings and discrepancies for each area evaluated, to include rating of Mission Capable or Non-Mission Capable
- (3) Discussion of findings and discrepancies for each area evaluated in the following format:
 - (a) Control Number
 - (b) Checklist number and question
 - (c) Non-Compliance (Cites source document/directive)
 - (d) Discussion (Includes background and current status)
 - (e) Recommendation (Includes resolution if accomplished during evaluation)
- (4) Comments, Observed Events, Off-Checklist items and remarks as applicable for each area evaluated

b. Internal Annual Evaluation Reports. The report shall be prepared in accordance with the requirements of paragraph 10a above (MCIEAST ATC NATOPS Evaluation Report). The CO of each MCIEAST Air Station shall notify the MCIEAST ATC T&R office in writing that the internal audit was conducted and include the date of the evaluation and a statement of Mission Capable/Non-Mission Capable for each functional area. Evaluation results shall be maintained by the Air Station Commander and made available to the T&R office upon request.

c. Follow-up and assist evaluations shall be documented by the MCIEAST ATC T&R Office NAALS Program Manager and shall cite the reason for the visit, the scope, and the recommendations/actions resulting from the visit.

11. Control Numbers. Control numbers shall be assigned to and preceded by the identifier Findings and Discrepancies in each functional area of the report. The control number is a nine character label that identifies (e.g., A10-XXX-100):

- a. The functional area (A) and 2-digit Calendar Year of evaluation (11)
- b. The 3-letter Facility identifier (XXX)

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c. Numerical sequence number of item beginning with 100 for findings and 200 for discrepancies

12. MCIEAST ATCM NATOPS Evaluation After Action Requirements. The CO shall forward a Corrective Action Report (CAR) that contains the control number and current status of each finding and discrepancy identified in the evaluation report. The CAR shall be mailed to the MCIEAST-MCB CAMLEJ CIG and MCIEAST ATC T&R Officer within 30 days after receiving the final evaluation report. Commands shall conduct the following actions for submission of any subsequent CAR.

a. The resolution of findings and discrepancies shall be implemented and documented in the CAR using the 3-step closure method identified in paragraph 13 below (Closure Process).

b. Each area evaluated shall submit a brief summary pertaining to the evaluation. To include positive experiences, problem areas, recommendations to improve evaluation processes, and overall impressions. The summary shall be submitted as an enclosure to the CAR.

c. A CAR is required to be submitted to the MCIEAST ATC T&R office every 30 days from the receipt of the most recent Status Report (SR) for any findings discovered in the evaluation, and every 90 days for discrepancies. The command shall contact the MCIEAST ATC T&R office to coordinate receipt of the CAR and initiate the 30 day time-frame for reporting.

d. The MCIEAST ATC T&R Officer is required to submit an SR to the Installation CO no later than 15 days after the receipt of the most current CAR. The MCIEAST ATC T&R office shall contact the command to coordinate receipt of the CAR to initiate the 15 day time-frame for reporting.

e. This process shall continue until each finding and discrepancy has been corrected, or the next NATOPS Evaluation occurs.

13. Closure Process. All actions in the process must have occurred prior to an item being closed. Actions that indicate futurity will not result in an item being closed. The final closure of an item requires the concurrence of the CIG.

a. Corrective Action. Any action taken to correct a problem identified during an evaluation. Corrective action documentation must include:

(1) Accountability. The position assigned to accomplish the corrective action.

(2) Corrective Action. The process/procedure or other action implemented to correct the problem. Remember to look at the entire scope of the area in which the problem was framed. Focusing on only the problems identified in the report may result in related problems being identified in future evaluation.

b. Management Control. Measures taken to ensure corrective actions were effective so the problem will not recur. Management control must include:

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(1) Accountability. The position responsible for accomplishing the management control. This should be a position other than the position assigned corrective action.

(2) Follow-up Activities. This should be a review of the identified deficiency against the required agency directive(s) to ensure that the corrective actions have resolved the deficiency and shall include:

(a) Defined Time Frame. Include the defined period of time that follow up review(s) were accomplished. Follow-up activities should not begin until corrective actions have been completed and should be identified by specific time periods, such as weekly or monthly. Do not use time frames such as periodic or random to conduct the review.

(b) Results of the Review. Indicates the corrective action was effective and the problem will not reoccur.

c. Status of Problem Resolution. Determination of whether problem is open or closed.

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APPENDIX A

MCIEAST ATCM ORDER CHANGE REQUEST FORM

TO BE FILLED IN BY ORIGINATOR AND FORWARDED TO MCIEAST ATC T&R OFFICER					
FROM (Originator)			Unit		
TO T&R Officer			Unit		
MCIEAST, ATC			MCIEAST ATCM Order Revision		
Complete Name of Manual/Checklist	Revision Date	Change Date	Section/Chapter	Page	Paragraph
MCIEASTO 3721.1					
Recommendation (be specific)					

CHECK IF CONTINUED ON BACK

Justification

Signature	Rank	Title
Address of Unit or Command		

TO BE FILLED IN BY ATC T&R Office (Return to Originator)

FROM	DATE
TO	

REFERENCE

(a) Your Change Recommendation Dated _____

- Your change recommendation dated _____ is acknowledged. It will be held for action of the review conference planned for _____ to be held at _____
- Your change recommendation is reclassified URGENT and forwarded for approval to _____ by my DTG _____

/S/ _____ ATC T&R NAALS	/S/ _____ ATC T&R Officer
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CONTINUATION FROM FRONT PAGE

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APPENDIX B

MCIEAST CASUALTY REPORT (CASREP) PROCEDURES

1. Introduction. This Appendix contains amplified guidance, standardized instructions, and current message Plain Language Address Directory (PLAD) for preparation and release of ATC Equipment CASREPs. It does not replace or supersede the requirements of the NWP 1-03.1 CASREP Manual and NAVAIR 00-80T-114 NATOPS ATC Manual. NWP 1-03.1, Chapter 4, remains the governing publication for the drafting of CASREP messages.

2. Definition of a Casualty. Timely reporting of equipment status is critical to the ATC mission and safety of flight. NWP 1-03.1 paragraph 4.2.1 defines a casualty as:

"an equipment malfunction or deficiency which cannot be corrected within 48 hours and which:

(1) Reduces the unit's ability to perform a primary mission, or

(2) Reduces the unit's ability to perform a secondary mission (casualties affecting secondary mission areas are limited to casualty category 2), or..."

3. Classification of Operational Status. NAVAIR 00-80T-114 paragraph 3.5.3.1 provides additional guidance in determining classification of operational status.

"1. Casualty Report (CASREPs). Requirements and reporting periods are outlined in the NWP 1-03.1. Due to the redundancy of channels utilized in some ATC systems, the following classifications will be adhered to:

a. Full System Capable - Both channels are fully operational and within prescribed specifications.

b. Partial System Capable - Any system degradation that would partially affect normal system operation (e.g., one of five consoles inoperative, only one channel is operational and within prescribed specifications).

c. Non-Operational System - Any system degradation that would cause the ATC system to be non-operational (e.g., loss of antenna)."

4. Regional Notification. When an equipment malfunction requires release of a CASREP message, communication should be established between the facility and MCIEAST ATC T&R Office NAALS Program Manager. This will provide situational awareness and determine if regional support is applicable or available prior to requesting technical or parts assistance.

5. Subject Line. To provide standard subject identification when generating a CASREP message using Automated Message Handling System, the following example should be followed.

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CASREP Description (Initial) (Update) or (Correct) Serial Number (Year Number) Equipment Nomenclature (AN-FPN-63) Originator (MCAS or MCAF XXX)

6. Addressing. CASREPs should be prepared in accordance with NWP 1-03.1. Use of accurate PLAD is essential when requesting support. If available, the applicable office codes may be included in the body of the message as "Pass to office codes." For METOC systems, consult the ATC Community Web Site CASREP Homepage for additional addresses associated with specific Meteorological Systems.

a. A sample of MCIEAST CASREP addressing is provided below:

ORIGINATOR:

TO: MCIEAST ATC TR(UC)
CG MCIEAST G3(UC)
CMC WASHINGTON DC AVN APX(UC)
CNIC WASHINGTON DC
COMUSFLTFORCOM NORFOLK VA
TRMSDATACEN PEARL HARBOR HI

CC: ANCHOR DESK NORFOLK VA
CNO WASHINGTON DC
COMNAVSAFECEN NORFOLK VA
COMSPAWARSSYSCOM SAN DIEGO CA
NAVSUP WEAPON SYSTEMS SUPPORT MECHANICSBURG PA
PEOTACAIR PATUXENT RIVER MD
SPAWARSSYSCEN ATLANTIC CHARLESTON SC
SPAWARSSYSCEN PACIFIC SAN DIEGO CA

Local CC: As required by Originator's local command.

Pass to office codes:
CNIC WASHINGTON DC//N3/N31//
CMC WASHINGTON DC AVN APX//APX25//
CNO WASHINGTON DC//N980C//
COMSPAWARSSYSCOM SAN DIEGO CA//04F/04L//
SPAWARSSYSCEN ATLANTIC CHARLESTON SC//5.2.2.0.0//
SPAWARSSYSCEN PACIFIC SAN DIEGO CA//41110/41120//

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NAVSUP WEAPON SYSTEMS SUPPORT MECHANICSBURG
PA/85352.29/85372//
PEOTACAIR PATUXENT RIVER MD// PMA213//
COMNAVSAFECEN NORFOLK VA//34//
ANCHOR DESK NORFOLK VA//JJ//

b. The system or equipment ISEA should be included as an INFO (CC) addressee for all CASREPs. Refer to the ISEA Index available on the ATC Community Web Site CASREP Homepage to identify the appropriate ISEA codes for specific systems.

c. Additional INFO (CC) addressees should include local and regional supply centers, operators who may be impacted by the equipment failure and others in the chain of command as may be directed by higher authority.

d. The CNO CASREP Message Addressing web page accessible via the ATC Community Web Site CASREP Homepage provides additional guidance and recent changes to PLAs.

7. Preparing INITIAL CASREP in Accordance with NWP 1-03.1

a. The first report of a significant equipment casualty that cannot be corrected within 48 hours shall be made on an INITIAL CASREP and identify the status of equipment casualty, technical data including APL, JCN, and technical publications information, any requirement for parts and/or assistance, and contain a mission impact statement and operational schedule.

(1) There shall be only one outstanding CASREP open on each equipment casualty.

(2) Additional equipment casualties require an initial CASREP (i.e., multiple console casualties require an initial CASREP for each console position).

b. It is anticipated that most INITIAL CASREPs, if submitted in the time prescribed, will not contain a complete parts requirements list or requests for remote or on site technical assistance. Do not delay release of INITIAL CASREP to identify these requirements. Merely indicate that troubleshooting is in progress. Identify parts and technical assist requirements as needed in CASREP UPDATE.

c. Identify the Unit's POC and contact information, i.e., telephone (commercial and/or DSN), email. Additionally, provide best Zulu time to contact in order to ensure appropriate personnel are available.

d. The casualty set description and remarks section should be as concise and consistent as possible without sacrificing clarity. Wording that accurately portrays present and potential impact on mission readiness should be followed by a brief description of the casualty.

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(1) **EQUIPMENT:** In the opening sentence clearly identify affected equipment quantity and equipment designator. Use plain language description in addition to configuration nomenclature. Additionally, if a CASREP is opened on a redundant system, the remarks should state specifically which system has been affected.

(2) **SYMPTOMS:** Wording that accurately portrays present and potential impact on mission readiness should be followed by a brief description of the casualty.

(3) **ACTIONS TAKEN:** Identify any corrective action attempted by station work force, technical support activities consulted, and all outside assistance received to date.

(4) **ACTIONS REQUIRED:** Identify what outside assistance is required.

(5) **OPERATIONAL IMPACT:** Mission area with description of full/partial/no mission capability.

e. Provide realistic Estimated Time Repair (ETR) and timely updates. An ETR is required for all repairs. If the problem will not be fixed within 24 hours of ETR, send an UPDATE to change the ETR.

f. Identify on the INITIAL CASREP if an ASSIST is requested. This is a mandatory field for all INITIAL CASREPs and a conditional field for CASREP UPDATES and CORRECTS.

(1) If assistance is not required, this field will indicate **NONE**.

(2) For CASREPs where distance support is requested, the following options are acceptable: **ASSIST/TECHNICAL/DISTANCE** and **ASSIST/OTHER/DISTANCE**.

(3) CASREPs requiring outside assistance should clearly specify the type of assistance and time frame desired by the station.

(4) Distance support efforts should be fully exhausted prior to requesting onsite assistance.

(5) Indicate if the equipment is under warranty, even if uncertain on warranty details. Do not CASREP hardware or software systems that are not completely installed and turned over to the station for operational use. Only CASREP newly installed items at the end of the agreed upon install period.

g. Identifying the correct APL/Equipment Identification Code (EIC) is critical in the development of trend and budget analysis, as well as supporting rapid distance support analysis and assistance. Ensure this information is accurate and reflects the equipment CASREPped.

h. Identify the technical publication for the equipment and whether it is available.

i. The APL/EIC listed in the PARTSID line must be for the lowest assembly that includes all equipment affected by the casualty. The PARTSID

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section is for identification of all parts required to correct the CASREP, not just those ordered. Parts received from tech assists or sources outside the supply system must also be documented.

j. If parts are ordered against APLs other than that listed in the PARTSID line, the APL number for each part ordered will be reported in the AMPN line for the 1PARTS Section. Although the APL/EIC for the lowest level of equipment should be used, the equipment listed in the casualty line of the CASREP should indicate the system affected. Identify where the parts came from if not onboard allowance.

k. Ensure all required material is ordered via MILSTRIP using a CASREP requisition number (Whiskey Series). Include complete identification of open purchase parts when applicable. The 1STRIP section should only be used for those parts identified in the PARTSID section that have been placed on order. Ensure the CASREP MILSTRIP is cited. When CASREP material is received, release a CASREP UPDATE within 24 hours of receipt of material.

l. For INITIAL CASREPs REQUIRING PARTS that were placed on order prior to the casualty, but are now required to correct the casualty, indicate the outstanding requisition number and status in the remarks section, but do not reorder. Do not submit a CASREP to restock onboard allowances.

m. In the GENTEXT area, provide an operational or mission impact statement, Operating hours, and CO Comment.

8. Preparing CASREP UPDATE in Accordance with NWP 1-03.1. A CASREP UPDATE shall be as information changes from the INITIAL CASREP or a previous CASREP UPDATE. An UPDATE shall be released to:

- a. Report additional malfunctions discovered in the same equipment;
- b. Report any change in parts status, including receipt of parts;
- c. Request additional parts;
- d. Report any change in tech assist status, including results of assist, follow on assists scheduled, or additional assists required;
- e. Report a major change to station's operational schedule, and
- f. For all CAT2 CASREPs, at expiration of ETR or at most every 30 days.

9. Preparing CASREP CORRECT in Accordance with NWP 1-03.1. A CASUALTY CORRECT (CASCOR) message shall be prepared and released immediately after all repairs are affected. A CASCOR shall not be delayed for longer than 72 hours while waiting for an Operational Test (OPTEST). If the system subsequently fails submit a new CASREP.

a. Include the following remarks in the GENTEXT of CASCOR as appropriate:

(1) Summary of Repairs: Include details of repair. If OPTEST was not completed, include estimate date of OPTEST.

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(2) Man Hours Expended:

(a) Ships Force:

(b) Tech Assist:

(3) Root Cause Assessment: Include a statement as to what in Station's work force estimation was the root cause of the failure (e.g., normal wear and tear, inadequate design, power fluctuations, etc). It is extremely important to identify any inadequacy in the GENTEXT/CASLTY section. Examples would be:

(a) Training: Inadequate. Troubleshooting procedures not included in formal training course.

(b) Policies associated with normal operations.

(c) Documentation: Inadequate. Technical manuals are not updated with installed configuration changes.

(d) Design: Inadequate. Cable harness poorly installed leading to excessive movement during maintenance procedures.

(e) Troubleshooting Procedures: Inadequate. Technical manuals contain insufficient information to identify fault to component level (assuming component level repair is authorized).

(f) Parts Support: Inadequate. Normal supply delivery estimated at 265 days. Cannibalization part provided to restore equipment to operation.

(g) Diagnostics: Inadequate test equipment to support troubleshooting and repair.

(h) Manning: Inadequate manning levels to support troubleshooting and repair.

(i) Remote Tech Assist: Distance support via telephone, email insufficient, requires on-site technical assistance.

b. Casualty Correction status shall include:

(1) Hours between failure and equipment usage code:

"C" continuous use system,
"I" intermittent use system, or
"M" impulse (single shot) system;

(2) Hours to repair;

(3) Hours awaiting parts.

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10. Preparing CASREP CANCEL in Accordance with NWP 1-03.1. A CASREP CANCEL message shall be released when equipment which has been the subject of a CASREP is scheduled to be repaired during an overhaul period, i.e., CBFM.
11. REMEMBER: Releasing an accurate and timely CASREP will enable the regional ATC T&R Office to interface with the Shore ISEAs and NAVSUP WSS to ensure your CASREP is acted upon and your station readiness is restored as quickly as possible.
12. Point of Contact. MCIEAST ATC T&R Office NAALS Program Manager Point of Contact is Mrs. Susan Price, email susan.price@usmc.mil, COML (910) 449-9359 or DSN 752-9359.

APPENDIX C

MINIMUM REQUIRED GUIDING REFERENCES

29 CFR 1910	Code of Federal Regulations
AAC-229	FAA/Navy MOA for Logistic Support
BESEP	NAVAIR BESEP Policy and Procedures (July 2009)
CLISIS	Configuration and Logistics Support Information System [ATC Community Web]
FAAO JO 6000.6B	United States Interagency Ground Inspection Manual for ATC and Navigation Aids
FACMAN & SOP	Local Facility Electronics Manual with Standing Operating Procedures and Facility Directives
JQR 3721-ASR-001	AN/GPN-27 ASR Job Qualification Requirements (if applicable to configuration)
JQR 3721-DASR-001	AN/GPN-30 DASR-11 Job Qualification Requirements
JQR 3721-PAR-001	AN/FPN-63 PAR Job Qualification Requirements
JQR 3721-TACAN-001	AN/URN-25 TACAN Job Qualification Requirements (if applicable to configuration)
MCIEASTO 3721.1	MCIEAST ATC Maintenance Order
MCIEASTO 3722.3D	MCIEAST ATC Order
MILHNBK 419 Vol 1 & 2	Grounding, Bonding, and Shielding of Electronic Equipment and Facilities
NAVAIR 00-80T-114	NATOPS ATC Manual
NAVAIR 16-1-520	United States Standard Flight Inspection Manual
NAVEDTRA 10500	Catalog of Navy Training Courses (CANTRAC)
NAVICPINST 4441.170B	COSAL Use and Maintenance Manual
NAVSEAINST 4790.8B	Ship's Maintenance and Material Management (3-M) Manual
NAVSEA OP 5	Ammunition and Explosives Safety Ashore
NAVSEA OP 3565/NAVAIR 16-1-529 Vol 1	Electromagnetic Radiation Hazards (U) (Hazards to Personnel, Fuel and Other Flammable Material) (U) Distribution Statement C

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NAVSEA OP 3565	Electromagnetic Radiation Hazards (U) (Hazards to Ordnance) (U)
NAVSUP PUB 409	MILSTRIP/MILSTRAP Guide
NAVSUP PUB 485 VOL III	Ashore Supply Procedures
NWP 1-03.1	Operational Reports (CASREP)
OPNAVINST 3500.34F	Personnel Qualification Standards (PQS)
OPNAVINST 3721.5L	Naval ATC Air Navigation Aids and Landing Systems (NAALS) Program
OPNAVINST 4441.13A	Approval and Funding Policy for Coordinated Shore-Based Allowance List (COSBAL)
OPNAVINST 4790.4E	Maintenance and Material Management (3M) System Policy w/Changes
OPNAVINST 5100.23G	Naval Shore Safety Manual
OPNAVINST 11010.20G	Facilities Project Instruction Manual
OPNAV Manual OP43P6B	MEASURES User Manual
SATCSMP	Shore ATC Systems Maintenance Policy
SPAWAR FRD	SPAWAR Facility Requirement Document
Technical Manuals on all supported equipment	(Electronic or paper version is acceptable). See ATC Web System Support Pages https://atc.navy.mil
UFC-2-000-05N	Facilities Planning Factor Criteria for Navy and Marine Corps Shore Installation
UFC 4-133-01N	Design: Navy ATC Facilities
UFC 4-141-10N	Design: Aviation Operation and Support Facilities

APPENDIX D

USEFUL LINKS

It may be necessary to add "HTTPS" web addresses to your "Trusted Sites" via Internet Explorer Security Properties. Some sites may require registration and submission of a System Authorization Access Request (SAAR):

EDUCATION AND TRAINING

Army Knowledge On-Line
<https://www.us.army.mil>

Defense Acquisition University Learning Management System (LMS) Solution
<https://learn.dau.mil/>

Navy Knowledge On-Line
<https://wwa.nko.navy.mil/>

Marine Net
<https://www.marinenet.usmc.mil>

LOGISTICS

DoD E-Mail
<https://dod-email.dla.mil>

DoD - Logistics Tool Box
<http://www.logtool.net/>

FAA - Logistics Center
https://www.faa.gov/about/office_org/regions_centers/mmac/logistics/

GSA Advantage
<https://www.gsaadvantage.gov/>

Navy One Touch
<https://www.onetouch.navy.mil/>

USMC ServMart
<https://www.USMCServMart.gsa.gov>

PUBLICATIONS

DoD - DoD Issuances
<http://www.dtic.mil/whs/directives/index.html>

DoN - DON Issuances: OPNAV, SECNAV, Directives
<https://doni.daps.dla.mil/default.aspx>

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PUBLICATIONS (Con't)

FAA - NASE DoD Navy - Marines Community

<https://www.nasedod.faa.gov>

FAA STARS FTP Site

(Contact OSF for access)

<ftp://www.aos.tc.faa.gov/>

NAVAIR - NATEC Technical Data Website

<https://mynatec.navair.navy.mil/>

Naval Logistics Library

<https://nll2.ahf.nmci.navy.mil/>

NAVSEA - Technical Data Management Information System

<https://mercury.tdmis.navy.mil/>

USMC - Publications and Directives

<http://www.marines.mil/usmc/Pages/Marines.aspx>

SYSTEMS MANAGEMENT

Automated Message Handling System

<https://lejeune.amhs.usmc.mil/Amhs/default.asp>

FAA - Aviation Facilities Data Sheets

<ftp://www.aos.tc.faa.gov/>

MCIEAST Geofidelis System

<https://www.geofi-east.usmc.mil/>

Measure Operational Control Center

<https://measure.navair.navy.mil/>

METOC - Systems Knowledge Center

<https://mskc.spawar.navy.mil/>

SPAWAR - ATC Web

<https://atc.navy.mil/atc>

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ATCMD Orientation Checklist		
Name		
Note: Must be completed prior to any sign-off.		
Task	Student Initials	Supervisor Initials
Read and understands ATCMD SOP		
Understands chain of command (Equipment and Marine Corps)		
Understands site locations		
Received door combinations		
Received site phone numbers		
Understands location of main power shut-off for each room/system		
Understands emergency power procedures for all sites		
Read and understands Work Center turn-over folder		
Understands logbook procedures		
Understands crew hours		
Received recall roster		
Understands recall procedures		
Understands test equipment check out procedures		
Understands tool check out procedures		
Understands publication check out procedures and location		
Understands supply ordering procedures		
Understands use of MDAT		
Understands collateral duties		
Read and understands NAVAIR 00-80T-114 Chapters 3: 3.4.3 thru 3.7.6		
Read and understands Shore ATC Systems Maintenance Policy		
Understands phone procedures (bomb threat log)		
Acquire Government Drivers License		
Acquire MCAS Airfield Operators License		

ATC (insert) TECHNICIAN TRAINING QUALIFICATION SUMMARY									
Name									
Is qualified at and has the responsibilities associated with the level indicated for the following ATC (insert) systems and subsystems.									
				DATE/LEVEL QUALIFIED					
Met Qualification Requirements On:	Inst	Tech	Sup	1	2	3	SME	MO Review	
List applicable ATC equipment:									
May be tailored depending on assigned equipment and Work Center structure.									
Signature below indicates review and assignment of qualification level.									
Maintenance Officer Signature/Date									

SKILL PROGRESSION LEVEL DESIGNATIONS
<p>LEVEL 1 Trainee - Not qualified to stand independent watch/crew. The technician is considered in a trainee position and is not qualified to stand an independent watch or crew. They have completed a general work center orientation in safety precautions, Lock-Out/Tag-Out procedures, HAZMAT procedures, familiarization of tools and test equipment, introduction to the PMS, maintenance action procedures, and supply procedures. The technician is familiar with the fundamentals of assigned equipment/systems, i.e., the block diagram, circuit description, basic controls, indicators, and operating characteristics. The technician shall complete applicable Job Qualification Record (JQR) Section 100 and 200 in order to obtain Level I.</p>
<p>LEVEL 2 Watchstander/Crewstander - The technician has completed all Level I qualification requirements, can perform daily turn up/turn down procedures, and complete verification/observation PMS on assigned equipment/systems. The technician has attained through practical training the proficiency required to determine operational status and maintain the equipment/systems to stand an independent watch in their assigned branch. The technician has demonstrated the capability of successful troubleshooting to card or module and replacement of same. The technician has completed applicable JQR through section 301 and has completed all level 302 requirements with the exception of the formal school.</p>
<p>LEVEL 3 Maintenance Technician - The technician has completed all required Level I and II qualification requirements. The technician can perform testing and alignment of assigned equipment/systems and has demonstrated proficiency in conducting ground inspections and PMS to ascertain equipment/systems are operating within established performance parameters. The technician is capable of troubleshooting to component level and subsequent repair of equipment/systems. The technician has completed applicable JQR through section 302 (including the formal school), is recommended by their perspective Work Center Supervisor, and satisfactorily completes an oral board conducted by a panel of SMEs on the assigned system.</p>
<p>Subject Matter Expert (SME) - Personnel should complete and fully document Level III training. A SME shall have attained sufficient knowledge through formal school training, OJT, and expertise to develop and/or utilize lesson guides and applicable instruction material to conduct technical qualification training on individually assigned systems, and make recommendations for technician certification. SME status is assigned by system at the Maintenance Officer's discretion and shall be designated in writing. A letter of acceptance should be kept on file bearing the signature of the designated SME.</p>

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Name _____

MOS 5952 DUTY SUMMARY

Section 1 595X General

Duty	Description	Level I	Level II	Level III	SME
A	Safety and First Aid				
B	Operations				
C	Corrosion Control				
D	Electronics Fundamentals				
E	Maintenance Administration				

Section 2 Navigational Aids General Knowledge

Duty	Description	Level I	Level II	Level III	SME
A	TACAN Theory				
B	Computer Theory				
C	Cable Assembly				

Section 3 Navigational Aids Systems and Equipment

Duty	Description	Level I	Level II	Level III	SME
A	AN/URN-25 including OE-258/ URN Antenna				
B	MK-20A ILS				
C	End Fire Glideslope Antenna System				
D	ASOS				
E	AN/FYC-22A VIDS				
F					
G					
H					
I					

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Name _____

MOS 5953 DUTY SUMMARY

Section 1 595X General

Duty	Description	Level I	Level II	Level III	SME
A	Safety and First Aid				
B	Operations				
C	Corrosion Control				
D	Electronics Fundamentals				
E	Maintenance Administration				
F	Facility Emergency Power				

Section 2 Radar General Knowledge

Duty	Description	Level I	Level II	Level III	SME
A	Radio Detection and Ranging Theory				
B	Cable Assembly				

Section 3 Radar Systems and Equipment

Duty	Description	Level I	Level II	Level III	SME
A	AN/GPN-27				
B	AN/FPN-63				
C	AN/TPX-42 (V) 5				
D	AN/UYX-1				
E	AN/FAC-6 (V) 1, 2				
F	TDX-2000				
G	AN/GPN-30				
H	AN/FYC-22				
I	AN/FSQ-204				
J	Facility Cable Plant				

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Name _____

MOS 5954 DUTY SUMMARY

Section 1 595X General

Duty	Description	Level I	Level II	Level III	SME
A	Safety and First Aid				
B	Operations				
C	Corrosion Control				
D	Electronics Fundamentals				
E	Maintenance Administration				
F	Facility Emergency Power				

Section 2 Communications General Knowledge

Duty	Description	Level I	Level II	Level III	SME
A	Transmitter Theory				
B	Receiver Theory				
C	Computer Theory				
D	Cable Assembly				

Section 3 Communication Systems and Equipment

Duty	Description	Level I	Level II	Level III	SME
A	CM200 Transmitter				
B	CM200 Receiver				
C	AN/GRC-171 Transceiver				
D	AN/GRC-211 Transceiver				
E	PET 2000				
F	AN/FSC-127 ETVS				
G	AIR 2000				
H	Time Code Indicators				
I	AN/FSC-104 ECS				
J	AN/FAC-6 (V4)				
K	Flight Data Input/Output				
L	AN/FSN-7 AFLCS				
M	AN/FSA-97 VISCOM				
N	Digital Announcer				
O	Antennas				
P	System Interconnectivity				
Q	Digital Audio Legal Recorder (DALR)				
R	Telephone Lines				
S	AN/FSC-119 IVCSS				
T	AN/FFC-1(V)1 FOCIS				
U	AN/FSC-127A EVS				

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APPENDIX F

SAMPLE SME DESIGNATION LETTER



UNITED STATES MARINE CORPS
AIR TRAFFIC CONTROL MAINTENANCE DIVISION
PSC BOX 00000
MARINE CORPS AIR STATION, EAST COAST 00000-0000

IN REPLY REFER TO:
3721
Office Code
00 Mon 00

From: Air Traffic Control Maintenance Officer, Marine Corps Air Station, _____
To: Staff Sergeant Firstname MI LName XXX XX Last 4/MOS -or-
Mr. Im A. Civilian, GS-0856-12

Subj: DESIGNATION AS A SUBJECT MATTER EXPERT (SME)

Ref: (a) MCIEASTO 3721.1
(b) Negotiated Labor Agreement (if applicable)

1. Per the references, you have met the criteria to be designated a SME for the following equipment or system:
 - a. AN/FPN-63 Precision Approach Radar (PAR)
 - b. AN/GPN-30 Digital Airport Surveillance Radar (DASR)
 - c. AN/FSQ-204 Standard Terminal Automation Replacement System (STARS)
2. As a SME, you will conduct ATCMD technician qualification and applicable Job Qualification Requirements training and recommend technician certification on the assigned systems.
3. This appointment shall remain in effect until such time as it is changed, modified, or revoked by the issuing authority.

I. M. CMO

00 Mon 00

FIRST ENDORSEMENT

From: Staff Sergeant Firstname MI LName XXX XX Last 4/MOS -or-
Mr. Im A. Civilian, GS-0856-12
To: Air Traffic Control Maintenance Officer, Marine Corps Air Station, _____

1. I hereby acknowledge designation as an SME and accept the associated responsibilities.

T. O. MARINE -or- I. A. CIVILIAN

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APPENDIX G

SAFETY TRAINING

NAME: _____ RANK: _____ DATE ARRIVED: _____

TOPIC	INSTRUCTOR/DATE	INSTRUCTOR/DATE	INSTRUCTOR/DATE
NAVOSH Program (Annually)			
Safety Precautions and Standards (Annually)			
Hearing Conservation (Annually)			
Sight Conservation (Annually)			
First Aid (Annually)			
Fire Prevention Equipment (Annually)			
Radio Frequency Radiation (Annually)			
Cardiopulmonary Resuscitation (CPR) (verify expiration date)			
HAZARD Communication (Annually)			
HAZMAT (Annually)			
Lockout/Tagout (Annually)			
Fall Protection (Annually)			
Personal Protective Equipment (PPE) (Annually)			
Electrical/Electronic Safety (Annually)			
Airfield Safety (Annually)			
Asbestos Control (Annually)			
Operational Risk Management (ORM) (Annually)			

APPENDIX H

MATERIALS FOR 3M PMS ASSESSMENT AND PMS SPOT-CHECK

"Though standard in concept and procedure, PMS is flexible enough to be adjusted by the organization to be compatible with operational and other schedules." (Ref (a) § 1-1)

20 JUN 2012

ATC MAINTENANCE DIVISION

3M PMS Administration Assessment Checklist

Station _____ Date _____

- References: (a) NAVSEAINST 4790.8(B) Ships' Maintenance and Material Management 3-M Manual
(b) NAVAIR 00-80T-114 Interim Change 5 Shore Air Traffic Control (ATC) Systems Maintenance Policy
(c) MCIEASTO 3721.1 Marine Corps Installations East Air Traffic Control Maintenance Order

1. Are the 3M "Administrators" able to access, and do they maintain, the most current electronic and/or paper copies of the following PMS Master File items?

- a. NAVY PMS disk [Force Revision (FR)] [Ref (a) § 1-5.1]
- b. MIP to WC/G indices (PMS-4) [Ref (a) § 1-5.1]
- c. Work Center/Group (WC/G) List of Effective Pages (LOEP) [Ref (a) § 1-5.1]
- d. MIP/MRC for reportable Configuration Items (CI) not yet published on the PMS disk [Ref (a) § 1-5.1]
- e. Advance Change Notices (ACN) for information applicable to the Division and not yet published on the PMS disk [Ref (a) § 1-5.11]
- f. Tag Guide List, for applicable MRCs [Ref (a) § 1-5.1]
- g. Change Service Accountability Log [Ref (a) § 1-5.20]
- h. Local planned maintenance procedures indicating WC/G, Local CI, and procedures [Ref (b) § 5.b; Ref (c) § 8.3.c and 8.5]
- i. Letter designating the ATC Maintenance Officer [Ref (b) § 6.b]
- j. Letter assigning the 3M Coordinator [Ref (a) § 1-4.3; Ref (c) § 8.3.b]
- k. Letters assigning Work Center and/or Group Supervisors [Ref (a) § 1-4.9 & 10]
- l. PMS signature and initial list [Ref (c) § 4.5]

SAT / UNSAT

2. A review of SKED, current and randomly selected archived Quarters, indicates:

- a. The most current approved version of SKED is installed and properly utilized. [Ref (c) § 8-3]

- b. FR are being installed in a timely manner. [Ref (a) § 1-5.19.3.e.1]
- c. The Division must retain the first Quarter after SKED overhaul (Shore stations will reset after every 20 quarters) and the previous four Quarters to the current Quarter at a minimum. [Ref (a) § 1-5.12.2.1.c]
- d. The Division PMS Performance Report (PPR) is > 80 percent.
[Ref (a) § II-2-3]
- e. The Division Spot Check Accomplishment Confidence Factors (ACF) confirm MCIEAST spot check requirements are being met.
[Ref (a) § 1-5.12.2.1.c; Ref (c) § 8-3.d]
- f. The Division creates, maintains and publishes Equipment Guide Lists where necessary. [Ref (a) § 1-5.5]
- g. All roles in the SKED 3M "Admin Chain of Command" are filled and the personnel meet the qualifications outlined for their 3M role.
 - (1) ATC Maintenance Officer [Ref (b) § 5.c]
 - (2) 3M Coordinator [Ref (c) § 3-2.a & b; Ref (a) § 1-4.3]
 - (3) WC/G Supervisor [Ref (c) § 3-4.a.(2); Ref (a) § 1-4.9 & 10]
- h. Technical Feed Back Reports (TFBR) are updated and properly tracked in SKED. [Ref (a) § 1-5.18; Ref (c) § 8-3.e]

SAT / UNSAT

3. Is there a paper and/or electronic means of communicating PMS documentation changes (i.e. PMS change routing sheet or task list)?
[Ref (a) § 1-4.3.e.7]

SAT / UNSAT

4. Has 3-M System training been integrated into the ATCMD training and certification program? [Ref (a) § 1-4.2.e; Ref (c) § 6.8]

SAT / UNSAT

Overall effectiveness of 3M PMS Administration is evaluated and meets the intent and goals of guiding orders and directives.

SAT / UNSAT

Remarks are required for all UNSAT ratings. Provide remarks on flip page of this assessment.

Evaluator: _____

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ATC MAINTENANCE DIVISION WORK CENTER/GROUP

3M PMS Administration Assessment Checklist

Station _____ Date _____ Branch/Work Center _____

References: (a) NAVSEAINST 4790.8(B) Ships' Maintenance and Material Management 3-M Manual
 (b) NAVAIR 00-80T-114 Interim Change 5 Shore Air Traffic Control (ATC) Systems Maintenance Policy
 (c) MCIEASTO 3721.1 Marine Corps Installations East Air Traffic Control Maintenance Order

1. Does a review of the Work Center/Group (WC/G) published PMS working materials indicate the following?

a. NAVSEA LOEP properly reflects WC/G configuration (if maintained in the WC/G).

b. Local planned maintenance procedures for non-CDM managed CI are accurate and up to date. [Ref (a) § 1-6.2.c; Ref (b) § 5.b]

c. MIP "line-outs" accurately reflect the WC/G configuration and operational requirements (if maintained in the WC/G). [Ref (a) § 1-5.15]

d. MIP "line-outs" are reviewed and initialed by the Maintenance Chief or properly appointed designee (if maintained in the WC/G). [Ref (a) § 1-4.8.d]

e. MRC routinely used in the work center are maintained and current. [Ref (a) § 1-5.3]

f. MRC periodicities are properly scheduled and unchanged, except in the case of increasing periodicity to meet local requirements. [Ref (a) § 1-5.8.d]

g. MRC "line-outs" accurately reflects the WC/G configuration and operational requirements. [Ref (a) § 1-5.8.b]

h. MRC "line-outs" are reviewed and initialed by the Maintenance Chief or properly appointed designee. [Ref (a) § 1-4.8.d]

i. 13 weeks of completed 13 Week Accountability Logs are maintained. [Ref (a) § 1-5.12.4]

j. Maintenance actions are assigned to technicians and the senior person assigned is signing the 13 Week Accountability Log. [Ref (a) § 1-5.12.4]

k. 13 Week Accountability Logs are signed by the ATCMO and WC/G Supervisor. [Ref (a) § 1-5.12.4]

l. Advance Change Notices (ACN) for applicable changes not yet published on the PMS disk are properly maintained. [Ref (a) § 1-5.2; Ref (a) § 1-5.11]

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m. Equipment Guide Lists (EGL) are generated and published for MRC on like systems meeting EGL requirements. [Ref (a) § 1-5.5]

n. EGL are properly serialized and numbered. [Ref (a) § 1-5.5]

o. Tag Guide Lists (TGL) are generated and published for MRC requiring Tag-out and that do not otherwise specify the quantity of tags required and/or the specific procedures for Tag-out. [Ref (a) § 1-5.6]

p. Tag-out tags are utilized and properly entered on the 13 Week Report. [Ref (a) § 1-5.12.4.a]

q. WC/G personnel are qualified to perform assigned MRC tasks.

(1) Watch Standers [Ref (c) § 6-8.b; Ref (c) § 8-3.f.(2)]

(2) Personnel performing MRC designated as Ground Inspection [Ref (b) § 7.c.1]

SAT / UNSAT

2. Do current and randomly selected archived Quarters in SKED indicate the following?

a. Force Revisions (FR) are being installed in a timely manner. [Ref (a) § 1-5.19.3.e.(1)]

b. WC/G PMS Performance Report (PPR) is > 80 percent. [Ref (a) § II-2-3]

c. WC/G Spot Check Accomplishment Confidence Factors (ACF) confirms MCIEAST spot check requirements are being met (3 per WC/G per month). [Ref (c) § 8-3.d.(2)]

d. Situational MRC are scheduled properly and in accordance with operational requirements. [Ref (a) § 1-5.12.2.1.c; Ref (a) § 1-5.12.1.1.g]

e. Related MRC are properly scheduled. [Ref (a) § 1-5.12.1.1.g]

f. SKED scheduling notations and verifications are current and properly performed (i.e., Completion, Re-scheduling, and Deletion mark ups). [Ref (a) § 1.5.12.]

g. Lost or partially completed MRC have an accompanying flip page entry in SKED, and if within last 13 weeks the report on file reflects this entry. [Ref (a) § 1-5.12.2.1.c]

h. Scheduled and Re-scheduled MRC are within periodicity as indicated by a Schedule Verification report. [Ref (a) § 1-5.7.f; Ref (a) § 1-5.4.b]

SAT / UNSAT

MCIEAST-MCB CAMLEJO 3721.1

20 JUN 2012

Overall effectiveness of 3M PMS Administration is evaluated and meets the intent and goals of guiding orders and directives.

SAT / UNSAT

Remarks are required for all UNSAT ratings. Provide remarks on flip page.

Evaluator: _____

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MRC EVALUATION AND PMS SPOT CHECK SHEET

Work Center: _____ Date of Spot Check: _____ Evaluator: _____

1. Select at random, from the Weekly or Quarterly schedules, a maintenance requirement that has been marked as being FULLY accomplished.

Wkly _____ Qtrly _____ Equipment Nomenclature: _____

MIP: _____ MRC: _____ EGL#: _____

PMS accomplished date: _____ By Technician: _____

2. Contact the technician who accomplished the MRC. Have that individual deliver MRC and EGL (if applicable). Determine the following, by questions and/or personal observation.

	Circle One
a. Is the technician qualified to perform the MR?	YES/NO*
b. Technician validated MRC using the WC PMS record?	YES/NO
c. Technician reviewed the MRC before accomplishment of the MR? and	YES/NO
(1) Discussed the appropriate safety precautions, e.g., HAZMAT, PPE, Tagout/Lockout, etc?	YES/NO
(2) Presented the correct tools, parts, material and calibrated test equipment?	YES/NO/NA*
(3) Properly identified the equipment?	YES/NO
d. Technician demonstrated all steps of MR. To include all notes, warnings and cautions.	YES/NO
(1) Followed all steps of the MRC?	YES/NO
(2) Can the procedure be followed exactly as written?	YES/NO
(3) Correctly demonstrated use and disposal of HAZMAT?	YES/NO/NA
(4) Correctly performed equipment Tagout/Lockout?	YES/NO/NA*
(5) Proper PPE used?	YES/NO/NA
(6) Followed all safety precautions?	YES/NO*
(7) Are the safety precautions complete as listed?	YES/NO
(8) Is the man-hour estimate correct? If not, what is the correct estimate?	YES/NO
(9) Is the tool/material list complete as written? If not, what should be changed?	YES/NO
(10) Does the assigned individual have the capability to perform the MRC as written?	YES/NO
(11) If an EGL is used, was the MRC performed on all equipment listed?	YES/NO/NA
e. Does the equipment condition reflect accomplishment of the MRC?	YES/NO
(1) If disassembly is part of the procedure, was equipment properly disassembled?	YES/NO/NA
(2) If so, was equipment reassembled correctly?	YES/NO/NA

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f. Technician reports status of MR to the WCS as Completed or Not Fully Accomplished. Technician has taken the proper corrective action if necessary?	YES/NO
---	--------

NOTES:

a. If all answers to spot-check sheet are YES or NA, then spot-check is considered FULLY ACCOMPLISHED.

b. If any item annotated with an asterisk (*) is answered NO, then spot-check is automatically considered NOT ACCOMPLISHED.

c. If NO is marked for any item, spot-check evaluator is to provide guidance and instruction to ensure future compliance. Remarks for any discrepancies are required.

3. Overall effectiveness of the MRC accomplishment is evaluated to be:

(SAT / UNSAT)

4. Comments:

5. Spot-check sheets shall be submitted to the 3M Coordinator with the 13 Week Reports for verification in SKED.

Evaluator: _____

Work Center Supervisor: _____

Maintenance Officer: _____

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APPENDIX I

MCIEAST NATOPS EVALUATION CHECKLIST

This checklist is a combined listing of the following documents:

AIRS TAB 900 Inspector General Command Inspection Program

NAVAIR 00-80T-114 NATOPS Air Traffic Control Manual Inspection Checklist

MCIEAST Directed Items. Directed items are the result of a requirement determined by the ATC T&R Officer and are of enough importance to require evaluation. These checklist items use a reference marking of [MCIEASTO 3721.1].

1. ATC Maintenance Administration

a. Administration

(1) Is the Maintenance Officer designated in writing by the Station Commanding Officer? [OPNAVINST 3721.5]

(2) Does the Maintenance Officer maintain copies of NATOPS Evaluation Reports for evaluations conducted during the preceding six years? [NAVAIR 00-80T-114]

(3) Have the major and minor discrepancies identified during the previous NATOPS Evaluation been resolved? If not, explain. [MCIEASTO 3721.1]

(4) Is there an ATCMD Facility Electronics Manual (FACMAN)? [OPNAVINST 3721.5]

(5) Is the content of the FACMAN as per enclosure (1) of the Shore ATC System Maintenance Policy? [OPNAVINST 3721.5]

(a) Does the FACMAN contain Standing Operating Procedures for key positions? [MCIEASTO 3721.1]

(b) Do all personnel understand their responsibilities and duties according to the SOP? [MCIEASTO 3721.1]

(c) Are signatures and initials of current military and civilian technicians on file? [NAVSEAINST 4790.8B, MCIEASTO 3721.1]

(d) Is the ATCMD's recall roster current? [MCIEASTO 3721.1]

(e) Do key personnel have access to the ATC Web Site? [MCIEASTO 3721.1]

(f) Is there a written/published Destructive Weather Plan in force that lists ATCMD responsibilities and preparation events necessary to secure ATC equipment in event of destructive weather? [MCIEASTO 3721.1]

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(6) Is the Maintenance Officer assigned to and an active member of local and regional planning boards whose actions may affect the operation of ATC equipment? [OPNAVINST 3721.5]

(7) Does the Maintenance Officer maintain a facility maintenance plan that supports equipment maintenance and calibration that minimizes the impact to operations? [OPNAVINST 3721.5]

(8) Is the authorized allowance and onboard strength of military and civilian personnel adequate to support the mission assigned? [OPNAVINST 1000.16]

(a) Is the division staffed to support the systems installed?
[Table of Organization [MCIEASTO 3721.1]

(b) Do electronic technicians assigned possess a Military Occupational Specialty (MOS) or equivalent civilian rating relative to their work assignment? [NAVAIR 80T-114]

(c) Are personnel enrolled in a structured Individual Training Standards System (ITSS) or JQR to obtain qualification for the systems on which they are not MOS/equivalent civilian rating qualified?
[Equipment-specific NTSPs and JQRs, MCIEASTO 3721.1]

(d) Are ATC electronics technicians normally not assigned duties outside their professional specialty? [OPNAVINST 3721.5]

(e) Unless operational requirements dictate otherwise, are working hour limitations in effect for air traffic controllers (NAVAIR 00-80T-114, paragraph 3.3.7) imposed on electronic technicians maintaining ATC related equipment? [NAVAIR 00-80T-114]

(9) Does the ATCMD have a billet authorization for a supply technician? [Table of Organization (USMC)] If authorized, is the billet:

(a) filled on a full-time basis? [Table of Organization (USMC)]
[MCIEASTO 3721.1]

(b) combined with test equipment coordinator or other collateral duties?

(10) Do technicians perform corrective and preventive maintenance as well as daily checks in accordance with existing maintenance policies and philosophies? [NAVAIR 00-80T-114]

(11) Are duty technicians, assigned ATC maintenance responsibilities, present anytime the facility is open and available to provide ATC services?
[NAVAIR 00-80T-114]

(12) Are logbooks used to document and pass information between crews in an effort to provide continuity of the maintenance effort? [MCIEASTO 3721.1]

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(13) Do maintenance technicians keep ATCF supervisory personnel apprised of equipment status? [NAVAIR 00-80T-114]

(14) Are duty technicians authorized to recall electronic maintenance personnel to perform corrective maintenance should an after-hour outage adversely impact fleet support mission requirements? [NAVAIR 00-80T-114]

(15) Is the security (controlled access) of ATC equipment spaces maintained? [NAVAIR 00-80T-114]

(16) Are all visits to ATC equipment spaces approved by the ATCMO? [NAVAIR 00-80T-114]

(17) Are visitors escorted while in ATC equipment spaces? [NAVAIR 00-80T-114]

(18) Is classified material under the cognizance of the ATCMD properly stowed? [SECNAVINST 5510.36]

(19) Are classified material destruction bills posted in conspicuous locations? [SECNAVINST 5510.36]

(20) Is training conducted on a recurring basis to keep personnel knowledgeable of destruction procedures? [SECNAVINST 5510.36]

(21) Is the Maintenance Officer or NCOIC knowledgeable of the procedures for monitoring navigation aids? [NAVAIR 00-80T-114]

(22) If navigational aids require relocation, does the Maintenance Officer ensure compliance with OPNAVINST 3722.16 (TERPS)? [OPNAVINST 3721.5]

(23) Is the Maintenance Officer cognizant of Notice to Airman (NOTAM) procedures for radar and NAVAIDS removed from service for routine or corrective maintenance? [NAVAIR 00-80T-114]

(24) Are technicians aware of NO-NOTAM preventive maintenance periods? [NAVAIR 00-80T-114]

(25) Does the Maintenance Officer maintain copies of Radar Data Sharing Agreements with FAA (if applicable) or other Letters/Memoranda of Agreement related to electronic maintenance support? [NAVAIR 00-80T-114, OPNAVINST 3721.5]

(26) Is the Maintenance Officer or NCOIC (if designated) held accountable for the frequency assignment of equipment transmitting onboard the station? [OPNAVINST 2400.20, NTP-6]

(27) Does the Maintenance Officer coordinate with local and regional frequency coordinators as well as transient units and tenant commands to ensure no radio emissions are permitted on or around ATC facilities that may cause interference with ATC frequencies? [OPNAVINST 3721.5]

(28) Are adequate measures in place to secure/monitor ATC electronic equipment at remote facilities and unmanned sites? [NAVAIR 00-80T-114]

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(29) Is reliable two-way communications available between the NAVAID site and the primary monitor facility when a NAVAID is monitored at the NAVAID site? [NAVAIR 00-80T-114]

(30) Does the Maintenance Officer coordinate with the Resident Officer-In-Charge of Construction, Regional Commander, ATC T&R Office, and ISEAs to ensure that facility projects, such as Military Construction/road construction, address the impacts and specifically identify and include relocation costs of existing equipment, if necessary, to prevent unplanned costs, or system performance impacts? [OPNAVINST 3721.5]

(31) Does the Maintenance Officer maintain a file of installation documents issued by the sponsoring ISEA (e.g., Site Surveys, BESEPs, IDPs, FRSS, etc.) for the ATC equipment under their cognizance? [NAVAIR 00-80T-114]

(32) In those instances where deviations from OPNAVINST 3722.35 baseline criteria resource allocations are required, does the ATCF document such deviation(s) in an OCIR or similar media providing for command endorsements? [OPNAVINST 3722.35]

(33) Does the Maintenance Officer fully understand the Operational Capability Improvement Request (OCIR) process? [OPNAVINST 3721.5]

(34) Does the Maintenance Officer maintain a complete and accurate file of command generated OCIRs, including chain of command endorsements? [OPNAV 3721.5]

(35) When command determines the NAALS equipment is "in excess," are disposition instructions requested from COMNAVAIRSYSCOM? [OPNAVINST 3721.5]

(36) Is the ATCFO consulted during the preparation of CASREPs to ascertain operational impacts, and notified of CASREP status associated with ATC systems outages? [NAVAIR 00-80T-114]

(37) Does the Maintenance Officer use the classifications of full system capable, partial system capable and non-operational system when preparing ATC system(s) CASREPs and UPDATES? [NAVAIR 00-80T-114]

(38) Do the Maintenance Officer and NCOIC have access to the ATC Community Website (web account) to verify current Casualty Reports (CASREP) for systems/equipment supported? [NWP 1-03.1]

(39) Are CASREP History Files maintained for two years? [NWP 1-03.1]

(a) Are active CASREPs current with timely UPDATES? [NWP 1-03.1]

(b) Are locally-held records in accord with records on the ATC Community Website? [NWP 1-03.1]

(40) Are the personnel assigned to the ATCMD with a need to know knowledgeable of and proficient in executing the duties prescribed to support FAA Flight Inspections? [NAVAIR 16-1-520]

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(41) Does the Maintenance Officer understand the procedures to follow concerning Condition Based Field Maintenance (CBFM) of ATC system(s) under their cognizance? [OPNAVINST 3721.5]

(42) Was a VADM William P. Lawrence Air Traffic Control Technician of the Year Award nomination submitted? [NAVAIR 00-80T-114]

(43) Are subject nominations submitted to T&R Office by 31 January? [NAVAIR 00-80T-114]

(44) Does the ATCMD have sufficient vehicles assigned to assure timely access to all systems/equipment under their cognizance? [Subjective: Each location will be assessed based upon span of control, system diversity and geographic/weather conditions] [MCIEASTO 3721.1]

b. Safety

(1) Does the ATCMD have a safety program structured to disseminate NAVOSH information to division personnel and support contractors? [OPNAVINST 5100.23]

(2) Has the Maintenance Officer and/or designated safety NCO established a target safety program to include noise control and hearing conservation, asbestos control, sight conservation, ORM? [OPNAVINST 5100.23]

(3) Has the Maintenance Officer established a hazardous energy control (Lock Out/Tag Out) program? [OPNAVINST 5100.23]

(4) Are safety precautions written to cover unusual hazards found in ATCMD spaces such as working aloft and using climbing equipment, working near radiating antennas, handling radioactive tubes, use of rubber floor coverings, properly labeled fuse box covers, tag-out procedures, and safe driving? [OPNAVINST 5100.23]

c. Material

(1) Does equipment performance meet or exceed the standards established by the ISEA? [OPNAVINST 3721.5] Review equipment performance forms and maintenance data.

(2) Does the Maintenance Officer coordinate with SPAWARSYSCEN Atlantic for all issues related to test equipment? [OPNAVINST 3721.5]

(3) Has the command funded the ATCMD Operation Target (OPTAR) to assure adequate resources to support systems installed, test equipment calibration, UPS maintenance contracts, and technical training? [Compare budget call input to budget approved] [MCIEASTO 3721.1]

d. Publications, Records, and Reports

(1) Does the ATCMD maintain a Technical Library? [OPNAVINST 3721.5]

(2) Are the following publications retained or available to the ATCMD? Are the available publications up-to-date? [OPNAVINST 3721.5]

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- (a) Personnel Qualification Standards (PQS). [OPNAVINST 3500.34]
- (b) Catalog of Navy Training Courses. [CANTRAC, NAVEDTRA 10500]
- (c) Naval Shore Safety Manual. [OPNAVINST 5100.23]
- (d) Naval Air Traffic Control, Air Navigation Aids and Landing Systems (NAALS) Program. [OPNAVINST 3721.5]
- (e) United States Interagency Ground Inspection Manual for Air Traffic Control and Navigation Aids. [FAAO 6000.6 Series]
- (f) Facilities Project Instruction Manual. [OPNAVINST 11010.20]
- (g) NATOPS Air Traffic Control Manual. [NAVAIR 00-80T-114]
- (h) United States Standard Flight Inspection Manual. [NAVAIR 16-1-520]
- (i) Facility Planning Criteria for Navy and Marine Corps Shore Installations. [UFC-2-000-05N]
- (j) Design: Navy Air Traffic Control Facilities. [UFC 4-133-01N]
- (k) Design: Aviation Operation and Support Facilities. [UFC 4-141-10N]
- (l) FAA/NAVY MOA for Logistic Support. [AAC-229]
- (m) Configuration and Logistics Support Information System. [ATC Community web site]
- (n) Operational Reports. [NWP 1-03.1]
- (o) Technical Manuals on all supported equipment. [Electronic or paper version is acceptable]
- (p) Policy and Procedures for BESEPs. [NAVAIR BESEP Policy and Procedures]
- (q) Maintenance Material Management (3M) System Policy [OPNAVINST 4790.4]
- (r) Ship's Maintenance and Material Management (3-M) Manual [NAVSEAINST 4790.8]
- (s) Approval and Funding Policy for Coordinated shore-Based Allowance List (COSBAL) [OPNAVINST 4441.13A]

(3) Are the following reports/records current and complete?

- (a) Telecommunications Operating Requirements (TELCOR) Documentation System. [OPNAVINST 2010.3]

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- (b) Frequency Usage Report. [OPNAVINST 2400.7]
 - (c) Telecommunications Service Request (TSR) and Telecommunications Service Order (TSO) records to support connectivity requirements. [OPNAVINST 3721.5, DCA Circular 310-130-1]
 - (d) Inter-facility and intra-facility landline connectivity reports including connectivity diagrams, labeled demarcation points, designation labels on each circuit, and maintenance responsibility information. [OPNAVINST 3721.5]
 - (e) Preventive Maintenance Schedules posted and up to date in each work center. [OPNAVINST 4790.4, NAVSEAINST 4790.8]
 - (f) Airfield IFLOLS/FLOLS Certification, if supported by ATCMD (12 months). [NAVAIRINST 13800.13]
 - (g) 2-M Recertification (18 Months). [NAVAIR 4790-PLN-001, 2M]
 - (h) RADHAZ (HERP/HERF) Survey (SPAWARSYSCEN Atlantic). [NAVSEA OP3565, NAVAIR 16-1-529]
 - (i) HERO Survey (NSWC Dahlgren). [NAVSEA OP3565, NAVAIR 16-1-529, NAVSEAINST 8020.7C]
 - (j) History files that document equipment acceptance, upgrades, removals, transfers, DRMO and shipment. [OPNAVINST 3721.5]
 - (k) Files that document current and planned installations with BESEPS for those systems. [OPNAVINST 3721.5]
 - (l) Maintenance data reported via an approved method? [OPNAVINST 3721.5]
 - (m) Commissioning flight check reports and the most recent flight check report for ATC radars, landing systems and NAVAIDS, and magnetic offset (variation) information. [OPNAVINST 3721.5]
- (4) Are as-built drawings available for each equipment/system installed? [OPNAVINST 3721.5]
- (5) Are all General Purpose Electronic Test Equipment (GPETE) items covered under the MEASURE Calibration Program? [NAVSEA OD 45845]
- (6) Does the command maintain a current copy of the Test Equipment Allowance Process (TEAP) Report? [OPNAVINST 3721.5, OP 43P6A]
- (7) Is the ATC (CDM) current on the ATC Community website? [OPNAVINST 3721.5]
- (a) Are the site validations being accomplished biennially as per the Shore ATC System Maintenance Policy? [OPNAVINST 3721.5]
 - (b) Date of last site validation completed? _____

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(8) Are Equipment Performance Forms maintained on file for at least two years? [OPNAVINST 3721.5]

e. Maintenance Procedures

(1) Do division personnel perform maintenance actions in accordance with the 3M system? [OPNAVINST 4790.4, NAVSEAINST 4790.8, MCIEASTO 3721.1].

(a) Are PMS assignments given to personnel possessing the corresponding equipment MOS (USMC)/equivalent rating (civilian) as set forth in equipment Maintenance Requirement Cards (MRC)? [OPNAV 4790.4, NAVSEAINST 4790.8]

(b) For equipment not included in the PMS system, are locally-generated MRCs developed using manufacturer's maintenance specifications and technical data? [NAVSEAINST 4790.8]

(c) Is equipment that does not meet the safety of flight and flight check tolerances as set forth in the MRC removed from service and repaired? [OPNAVINST 3721.5]

(d) Is the Maintenance Data Analysis Tool (MDAT) utilized to generate and track maintenance actions, preventive and corrective maintenance man-hours and equipment costs? [MCIEASTO 3721.1]

(e) Are Maintenance Action Items (MAI) opened for all equipment requiring maintenance? [MCIEASTO 3721.1]

(f) Are MAI reviewed and approved by Maintenance Officer prior to final submission in MDAT? [MCIEASTO 3721.1]

(g) Are all equipment/systems not in use tagged indicating status and referencing work order number and maintenance action? [MCIEASTO 3721.1, NAVSEAINST 4790.8]

(2) Is each configuration change in equipment sent to the Configuration Data Manager (CDM) via the ATC Community web site? [NAVSEAINST 4790.8, NAVSEAINST 4130.1C]

f. ATCMD Responsibility for Recordings

(1) Do only maintenance technicians change ATC recorder media? [NAVAIR 00-80T-114]

(2) During the period of required retention, are voice/data recordings securely stored under the custody of the Maintenance Officer? [NAVAIR 00-80T-114]

(3) Is each recorded medium (tape, disc, cartridge, etc.) annotated with a unique identification? [NAVAIR 00-80T-114]

(4) Are voice/data recordings retained for normal retention period and for incident/mishap purposes identified in a log maintained by the

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electronics maintenance officer or equivalent with recorder identification, date/timeframe of recording, and name of technician placing the media into storage? [NAVAIR 00-80T-114]

(5) Are voice/data recordings made available to ATCF supervisory personnel only as indicated in an authorization letter signed by the ATCFO? [NAVAIR 00-80T-114]

g. Facilities Maintenance

(1) Are ATC related facilities configured with auxiliary power sources sufficient to ensure continuity of ATC services during emergency conditions? [NAVAIR 00-80T-114]

(2) Are auxiliary power generators for ATC related facilities including navigational aids operated as directed by the ATCFO? [NAVAIR 00-80T-114]

(3) Unless reliable automatic transfer equipment is installed, does the ATCF shift to auxiliary power at least 30 minutes before severe weather is anticipated? [NAVAIR 00-80T-114]

(4) Does the ATCF have a program of preventive maintenance and periodic load and no-load operation of auxiliary power sources to ensure maximum continuity of ATC service? [NAVAIR 00-80T-114]

(5) Has the Maintenance Officer coordinated with Public Works to implement a planned maintenance process to exercise and document the grounding systems, electrical systems and lightning protection systems every 18 months? [MILHDBK 419, NFPA 780-97, MIP C-952, 001 18M-1R]

h. Supply Procedures

(1) Are ATCMD Managers familiar with the Memorandum of Agreement (AAC-229) between FAA and DON (NAVAIRSYSCOM) concerning supply support, repair and return service, and exchange and repair items? [NAVAIR 00-80T-114, AAC-229]

(2) Are replacement/repair parts ordered in a timely manner? [NAVSUP Pub 485 Volume III, MCIEASTO 3721.1]

(3) Is proper priority assigned based on system failure and mission? [NAVSUP Pub 485 Volume III, MCIEASTO 3721.1]

(4) Are DLR parts being properly turned in when replacement is ordered? [NAVSUP Pub 485 Volume III, MCIEASTO 3721.1]

(5) Is carcass tracking being done to ensure proper credit of turn-in? [NAVSUP Pub 485 Volume III, MCIEASTO 3721.1]

(6) Is status of parts ordered checked regularly until received? If so, how? [NAVSUP Pub 485 Volume III, MCIEASTO 3721.1]

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(7) Is parts information updated on the Maintenance Action Item by branch/work center or supply technician? [MCIEASTO 3721.1]

(8) Do work order numbers and document numbers match the equipment tagged awaiting parts (AWP)? [MCIEASTO 3721.1]

(9) If pre-expended bin (PEB) items are kept on hand to support the mission, is there an up-to-date inventory? [MCIEASTO 3721.1]

(10) Is there an adequate Tool Control Program? [MCIEASTO 3721.1]

(11) Are tools routinely inventoried and inspected? [MCIEASTO 3721.1]

i. ATCMD Overview. Prepare a general assessment of the ATCMD including: [MCIEASTO 3721.1]

(1) Operational capability to support the ATC-related mission of the command.

(2) Observed cooperation/coordination between the ATC Facility and the ATC Maintenance Division.

(3) Effectiveness of the ATCMD membership on local and regional planning boards whose actions may affect operation of ATC equipment, specifically radars, landing systems and NAVAIDS.

2. ATC Maintenance Training

a. Training Program

(1) Has the Maintenance Officer instituted a training program for the continuing development of all personnel assigned to the division? [OPNAVINST 3120.32, OPNAVINST 3721.5]

(2) Does the training program contain elements for long range, quarterly, and monthly training? [OPNAVINST 3120.32]

(a) Is annual General Military Training (GMT) conducted and documented in training records?

(b) Is in-rate training conducted and documented in training records?

(3) Does the Maintenance Officer secure formal in-service, factory, or Federal Aviation Administration (FAA) school quotas in order to provide for the professional development of maintenance personnel? [MCIEASTO 3721.1]

(4) Has the Maintenance Officer or NCOIC designated a NCO or civilian to schedule, track and record individual training accomplishments? [OPNAVINST 3120.32]

b. Job Qualification Requirements (JQR)

(1) Is the training NCO or civilian aware of the technical training assistance available to the division in the form of Personnel Qualification Standards (PQS)/Job Qualification Requirement (JQR) from the cognizant Technical Authority? [OPNAVINST 3120.32]

(2) Has the training NCO or civilian established PQS or JQR courses for personnel assigned to work on equipment covered by PQS? [OPNAVINST 3120.32, OPNAVINST 3721.5]

(a) For systems with an ISEA-approved JQR, have the maintenance technicians working on those systems completed the approved JQR? [OPNAVINST 3721.5]

(b) Are oral qualification boards comprised of technicians qualified on the specific equipment? [OPNAVINST 3721.5]

(c) If an abridged ATCMD qualification package is used for those technicians with previous equipment experience, does it include a JQR and an oral board and/or written exam? [OPNAVINST 3721.5]

(d) Are ATC systems maintenance technicians designated in writing by the Maintenance Officer as qualified to perform Ground Inspection and maintenance for each particular system? [OPNAVINST 3721.5]

c. Technical Qualification OJT Program

(1) Has the Maintenance Officer implemented a quality, extensive and well-documented technical qualification on-the-job training (OJT) program that ensures the timely qualification of military and civilian technical personnel as independent watch standers and maintenance technicians? [MCIEASTO 3721.1]

(a) Have goals and timelines been identified to qualify sufficient numbers of technicians on each task to ensure complete and continuous coverage (i.e., enough qualified technicians for on-duty, on-call, standby, and during periods when personnel are on leave, TAD, sick, etc.)? [MCIEASTO 3721.1]

(b) Is training on Operations and Maintenance Administration functions (i.e., 3M, PMS, SKED, MDAT, Supply, CASREP, NOTAM, Flight Check, etc.) included? [MCIEASTO 3721.1]

(c) Is training on ancillary equipment (i.e., test equipment, UPS, back-up generator, etc.) included? [MCIEASTO 3721.1]

(d) Does the program incorporate elements of applicable ISEA-approved JQR? [MCIEASTO 3721.1]

(e) Are current and relevant materials (e.g., lesson guides, student handouts, and training aids) utilized? [MCIEASTO 3721.1]

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(2) Does the branch/work center supervisor make recommendations to the Maintenance Officer for a technician's qualification status? [MCIEASTO 3721.1]

(3) Has the ATCMO appointed, in writing, work center personnel qualified to perform system and equipment maintenance? [MCIEASTO 3721.1]

(4) Does the branch/work center supervisor make recommendations to the Maintenance Officer for qualified technicians to become Subject Matter Experts (SME), i.e., ground inspection technicians and trainers? [MCIEASTO 3721.1]

(5) Do technicians receive a qualification review at least annually, have passed a critical PMS within that review and have the results been documented in the technician's qualification record? [MCIEASTO 3721.1]

(6) Are technicians cross-qualified, if necessary, on additional or secondary systems once the technician has demonstrated the required knowledge and experience through OJT and JQRs and passed an oral board and/or written exam? [OPNAVINST 3721.5]

d. Recurring Training

(1) Do all technicians attend the Airfield Vehicle Operators Course and possess a current local airfield driver's license and/or permit? [NAVAIR 00-80T-114, OPNAVINST 3721.5]

(2) Is basic first aid and Cardiopulmonary Resuscitation (CPR) training a mandatory continuing requirement for each technician assigned to the division and documented in training records? [OPNAVINST 5100.23, OPNAVINST 3721.5]

(3) Is prevention and treatment of electrical shock a continuing part of the division training program, and documented in training records? [OPNAVINST 5100.23]

(4) Is annual training on hazardous energy control (Lock Out/Tag Out) conducted and documented in training records? [OPNAVINST 5100.23, MCIEASTO 3721.1]

e. ATCMD Training Overview. Prepare a general assessment of the effectiveness of ATCMD training programs. [MCIEASTO 3721.1]

3. ATC Maintenance Communications

a. Administration

(1) Is the branch/work center supervisor knowledgeable of his/her duties and responsibilities regarding the rules, regulations, and procedures for operating and maintaining ATC equipment? [OPNAVINST 3721.5, MCIEASTO 3721.1]

(2) Has the branch/work center supervisor developed comprehensive and up-to-date turnover files and are desktop procedures established for each

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billet involving administrative or management functions to facilitate daily work center operations? [OPNAVINST 3721.5, MCIEASTO 3721.1]

(3) Does the branch/work center supervisor perform regular inspections of maintenance activities to ensure a safe operational environment and compliance with established policies and directives? [OPNAVINST 3721.5, MCIEASTO 3721.1]

(4) Does the branch/work center supervisor ensure necessary test equipment, materials, and tools required to maintain equipment are readily available, serviceable, and positively controlled? [MCIEASTO 3721.1]

(a) Work Center Test Equipment inventory?

(b) Work Center HAZMAT inventory?

(c) Work Center Tool Control inventory?

(5) Has the branch/work center supervisor ensured necessary orders, technical manuals, as-built drawings, and other technical and procedural guidance are available, complete, and accessible to maintenance personnel? [MCIEASTO 3721.1]

b. Safety

(1) Are all personnel informed of the types and uses of hazardous materials found in division workspaces? [OPNAVINST 5100.23]

(2) Are Material Safety Data Sheets readily available? [OPNAVINST 5100.23]

(3) Are safety warning and precaution signs (to include use of power and hand tools, electrical shock, electronic safety, high voltage signs, radiation hazard signs, hazardous material signs, etc.) posted in conspicuous locations in each of the division work centers? [OPNAVINST 5100.23, DD Form 2272]

(4) Do technical personnel (selected at random) know the tag-out or lock-out procedures for working on electrical/electronic equipment? [OPNAVINST 5100.23]

(5) Are safety precautions written to cover unusual hazards found in ATCMD spaces such as working aloft and using climbing equipment, working near radiating antennas, handling radioactive tubes, use of rubber floor coverings, properly labeled fuse box covers, tag-out procedures, and safe driving? [OPNAVINST 5100.23]

(6) Do technicians (selected at random) possess a current local airfield driver's license and/or permit? [NAVAIR 00-80T-114]

(7) Do technicians (selected at random) possess a current Cardiopulmonary Resuscitation (CPR) card? [OPNAVINST 5100.23]

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(8) Is personal protective equipment (PPE) provided and worn by work center personnel? (head protection, hearing protection, eye protection, safety footwear etc.)? [OPNAVINST 5100.23]

(9) Is lighting sufficient for troubleshooting? [CFR 1910.303]

(10) Is all electronic/electrical equipment properly grounded? [CFR 1910.243, 1910.304F]

(11) Are grounding systems and lightning protection systems in place and checked for markings, continuity, corrosion and resistance? [OPNAVINST 3721.5]

(12) Are technicians aware of the location of circuit breakers for the equipment in their space? [CFR 1910.304]

(13) Are those circuit breakers properly labeled as to function? [CFR 1910.304]

(14) Are electrical cords (extension and test equipment) being checked and are the safety tags current? [CFR 1910.334]

(15) Are properly constructed shorting probes easily located within each work center? [OPNAVINST 5100.23]

(16) Do personnel (selected at random) know the procedures to use when treating electrical shock? [OPNAVINST 5100.23]

(17) Are safety elements such as goggles, facemasks, gloves, and blankets attached to an approved safety board easily accessible in each work center? [OPNAVINST 5100.23, CFR 1910.132]

(18) Are aprons, chemical resistance face shields and gloves in areas containing wet cell batteries and is there an eyewash station mounted in this area? [OPNAVINST 5100.23]

(19) Are proper types of fire extinguishers readily available in each work center? [CFR 1910.157, (D2) and (D4)]

(a) Are they correctly located? [CFR 1910.157, (D2) and (D4)]

(b) Is the inspection date current? [CFR 1910.157, (D2) and (D4)]

(c) Who is responsible for the inspection?

(20) Is there a fire and emergency evacuation route posted for each work space? [CFR 1910.39, CFR 1910.38]

(21) Are the emergency lights operational in case of power loss? [CFR 1910.308]

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c. Media Recordings

(1) Are daily media checks being performed and recorded by maintenance personnel? [NAVAIR 00-80T-114]

(2) Do only maintenance technicians change ATC recorder media? [NAVAIR 00-80T-114]

(3) During the period of required retention, are voice/data recordings securely stored under the custody of the Maintenance Officer? [NAVAIR 00-80T-114]

(4) Is each recording medium (tape, disc, cartridge, etc.) annotated with a unique identification? [NAVAIR 00-80T-114]

(5) Are voice/data recordings retained for normal retention period and for incident/mishap purposes identified in a log maintained by the electronics maintenance officer or equivalent with recorder identification, date/timeframe of recording, and name of technician placing the media into storage? [NAVAIR 00-80T-114]

d. Maintenance Procedures

(1) Does the branch/work center supervisor strictly enforce the policies and procedures governing configuration management to include the introduction and documentation of equipment modifications and Engineering Change Proposals (ECP)? [OPNAVINST 3721.5]

(2) Are all authorized field changes and modifications installed and recorded? [OPNAVINST 3721.5]

(3) Is all ATC equipment properly configured and free from all unauthorized modifications? [OPNAVINST 3721.5]

(4) Are timely configuration changes submitted to the Configuration Data Manager via the ATC Web? [OPNAVINST 3721.5]

(5) Has the branch/work center supervisor effectively implemented the maintenance and material management system (3-M) and ensured maintenance is appropriately planned, conducted, and documented? [OPNAVINST 4790.4, NAVSEAINST 4790.8, OPNAVINST 3721.5]

(6) Are PMS assignments given to personnel possessing the corresponding equipment MOS/equivalent rating (civilian) IAW in MRCs? [NAVSEAINST 4790.8]

(7) Are locally generated MRCs being developed using manufacturer's maintenance specifications and technical data for any equipment that is not included in the PMS system? [NAVSEAINST 4790.8]

(8) Does the branch/work center supervisor ensure flight inspections are scheduled as required and that certified technicians are available to assist? [NAVAIR 00-80T-114, OPNAVINST 3721.5]

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(9) Does the equipment performance meet or exceed the standards established by the ISEA? [OPNAVINST 3721.5]

(10) Are Equipment Performance Forms being used to document equipment operating condition at specified intervals in order to assist in certification and determining any performance trends? [OPNAVINST 3721.5]

(11) Is equipment that does not meet the safety of flight, flight check tolerances or performance parameters in the MRC removed from service and repaired? [OPNAVINST 3721.5]

(12) Does the work center use a logbook to document and pass information between crews in an effort to provide continuity of the maintenance effort? [MCIEASTO 3721.1]

(13) Do maintenance technicians keep ATCF supervisory personnel apprised of equipment status? [NAVAIR 00-80T-114]

(14) Is Maintenance Data Analysis Tool (MDAT) utilized to generate and track maintenance actions? [MCIEASTO 3721.1]

(15) Are man-hours tracked and documented for preventive and corrective maintenance in accordance with the 3M system? [NAVSEAINST 4790.8B]

(16) Has the work center supervisor ensured corrective maintenance is accomplished according to technical manuals, assigned echelon of maintenance, and equipment Source, Maintenance and Recoverability (SM&R) codes? [NAVSEAINST 4790.8B]

(17) Are all equipment/systems not in use tagged indicating operational status, referencing applicable maintenance and supply action? [MCIEASTO 3721.1]

(18) Is there an established work center procedure to order replacement or repair parts? [MCIEASTO 3721.1]

(a) Are replacement/repair parts ordered in a timely manner?

(b) Is priority assigned based on system failure and mission?

(c) Is the status of parts on order routinely monitored?

(d) Can received parts be traced to the equipment requiring the part?

(e) Are Depot Level Repairables (DLR) turned in when replacement is ordered?

(19) If the branch/work center maintains pre-expended bin (PEB) items in the workspace to support the mission, is there an up-to-date inventory? [NAVSUP Pub 485 Vol III, MCIEASTO 3721.1, MCO 4400.177F]

(20) Does the branch/work center supervisor notify the ATC Maintenance Officer when equipment failure necessitates release of a Casualty

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Report (CASREP) when failure is beyond the units ability to repair (i.e., request for distance support, on-site ISEA technical assistance, or parts assistance)? [MCIEASTO 3721.1]

e. Facility Maintenance

(1) Has Public Works implemented a planned maintenance process to exercise and document the grounding systems, electrical systems and lightning protection systems every 18 months? [MCIEASTO 3721.1]

(2) Are primary and stand-by power systems adequate to support operations at the sites? [NAVAIR 00-80T-114, Applicable Tech Manual, MCIEASTO 3721.1]

(3) Do site backup generators have the ability to support the equipment and environmental control unit for at least 15 minutes? [MCIEASTO 3721.1, MCIEASTO 3721.1]

(4) Is the emergency generator fully operational? [NAVAIR 00-80T-114]

(a) Is it routinely checked for load/no load operation?

(b) Who is responsible for PMS on the emergency generator?

(5) Do the HVAC systems adequately maintain the desired temperature/humidity regulation? [Applicable Tech Manual, MCIEASTO 3721.1, MCIEASTO 3721.1]

(6) Do access roads allow for safe access to all communications sites in all but the most extreme weather condition? [MCIEASTO 3721.1]

(7) Are grounds adjacent to communication site facilities maintained to ensure adequate vegetation control and drainage? Is there a weeds control system and adequate "clear zone" around the building and antennas at the sites? [MCO P5530.14]

(8) Is the associated antenna field free of items that could cause radiation pattern problems (including reflectors)? [Applicable Tech Manual, MCIEASTO 3721.1]

(9) Is vegetation groomed such that it does not interfere with antenna, antenna mast, and guy wire maintenance? [Applicable Tech Manual, MCIEASTO 3721.1]

(10) Are there any siting or equipment installation/design problems known or suspected to exist that may negatively impact communications reliability, availability or maintainability? [Applicable Tech Manual, MCIEASTO 3721.1]

(11) Is the building or shelter in serviceable condition, i.e., no cracks, peeling paint, water intrusion, etc? [MCIEASTO 3721.1]

(12) Are the facilities and workspaces clean, well ordered, and professional in appearance? [MCIEASTO 3721.1]

(13) Conduct a visual inspection of equipment at each location.
[MCIEASTO 3721.1]

(a) Are all ATC equipment and facilities properly grounded to ensure personnel and equipment protection?

(b) Are there any cracked or missing buttons or switches?

(c) Are all lighted indicators working properly?

(d) Are there any holes in consoles not covered by blank panels?

(e) Are all panel screws in place?

(14) Is outside lighting adequate at the work center remote sites to ensure access after dark? [MCIEASTO 3721.1]

(15) Are obstruction lights operational? [NAVAIR 51-50AAAA-2]

(16) Are ATC facilities and equipment properly secured? [NAVAIR 00-80T-114, MCO P5530.14]

(a) Is security fencing in place at remote sites, excluding ASOS, in good condition? [MCO P5530.14]

(b) Are remote sites locked when not occupied?

(c) Is there a fire/smoke and/or an over-temp alarm in place at remote sites that is remoted to a manned work area?

f. Technical Evaluation of ATC Communications Equipment

Note: Applicable equipment technical manuals, PMS MRC's, and baseline performance parameters shall be utilized to verify operation and maintenance of ATC Communications equipment at various sites (i.e., Transmitter Site (TX), Receiver Site (RX), Radar Air Traffic Control Facility (RATCF), Emergency Communications System Room (ECS), and ATC Tower).

(1) If installed, is PMS being performed on the Enhanced Terminal Voice Switch (ETVS), AN/FSC-127, and does the system meet all specified tolerances? [FAA Order 6480.6B, Applicable Technical Manual, PMS MRC, baseline performance parameters]

(2) If installed, is PMS being performed on the Integrated Voice Communications Switching System (IVCSS), AN/FSC-119(V), and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(3) Is PMS being performed on the Emergency Communications System (ECS), AN/FSC-104, and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

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(4) Is PMS being performed on all ATC Communications antennae and do they meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(5) Are PMS and equipment performance forms being completed on radio transmitters, CM-200VT/UT, and does the equipment meet all specified tolerances? [FAA Order 6580.5, Applicable Technical Manual, PMS MRC, baseline performance parameters]

(6) (XMIT) Have a randomly selected technician switch transmitter spares on-line and perform MRC S-1. [MCIEASTO 3721.1]

(7) Are PMS and equipment performance forms being completed on radio receivers, CM-200VR/UR, and does the equipment meet all specified tolerances? [FAA Order 6580.5, Applicable Technical Manual, PMS MRC, baseline performance parameters]

(8) (RCVR) Have a randomly selected technician switch receiver spares on-line and perform MRC S2. [MCIEASTO 3721.1]

(9) Is PMS being performed on the multi-channel UHF radio set, AN/GRC-171, and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(10) Is PMS being performed on the Digital Audio/Data Recorder (DADR) or if installed the Digital Audio Legal Recorder (DALR) and does it meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(11) Does the Automatic Terminal Information System (ATIS) provide adequate audio quality and coverage? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(12) Monitor randomly selected technicians to perform PMS procedures designated by the Evaluator. (At least one PMS per work center per watch. Record the process and results on PMS Spot Check Form). [MCIEASTO 3721.1]

g. Communications Overview

(1) Does the overall equipment condition and operation indicate that good maintenance techniques are being utilized?

(2) Are all Communications systems fully mission capable?

(3) Observe and note cooperation/coordination between the ATC Facility (controllers) and the ATC Maintenance Communications Branch/Work Center.

4. ATC Maintenance Radar

a. Administration

(1) Is the branch/work center supervisor knowledgeable of his/her duties and responsibilities regarding the rules, regulations, and procedures

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for operating and maintaining ATC equipment? [OPNAVINST 3721.5, MCIEASTO 3721.1]

(2) Has the branch/work center supervisor developed comprehensive and up-to-date turnover files and are desktop procedures established for each billet involving administrative or management functions to facilitate daily work center operations? [OPNAVINST 3721.5, MCIEASTO 3721.1]

(3) Does the branch/work center supervisor perform regular inspections of maintenance activities to ensure a safe operational environment and compliance with established policies and directives? [OPNAVINST 3721.5, MCIEASTO 3721.1]

(4) Does the branch/work center supervisor ensure necessary test equipment, materials, and tools required to maintain equipment are readily available, serviceable, and positively controlled? [MCIEASTO 3721.1]

(a) Work Center Test Equipment inventory?

(b) Work Center HazMat inventory?

(c) Work Center Tool Control inventory?

(5) Has the branch/work center supervisor ensured necessary orders, technical manuals, as-built drawings, and other technical and procedural guidance are available, complete, and accessible to maintenance personnel? [MCIEASTO 3721.1]

b. Safety

(1) Are all personnel informed of the types and uses of hazardous materials found in division workspaces? [OPNAVINST 5100.23]

(2) Are Material Safety Data Sheets readily available? [OPNAVINST 5100.23]

(3) Are safety warning and precaution signs (to include use of power and hand tools, electrical shock, electronic safety, high voltage signs, radiation hazard signs, hazardous material signs, etc) posted in conspicuous locations in each of the division work centers? [OPNAVINST 5100.23, DD Form 2272]

(4) Do technical personnel (selected at random) know the tag-out or lock-out procedures for working on electrical/electronic equipment? [OPNAVINST 5100.23]

(5) Are safety precautions written to cover unusual hazards found in ATCMD spaces such as working aloft and using climbing equipment, working near radiating antennas, handling radioactive tubes, use of rubber floor coverings, properly labeled fuse box covers, tag-out procedures, and safe driving? [OPNAVINST 5100.23]

(6) Do technicians (selected at random) possess a current local airfield driver's license and/or permit? [NAVAIR 00-80T-114]

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(7) Do technicians (selected at random) possess a current Cardiopulmonary Resuscitation (CPR) card? [OPNAVINST 5100.23]

(8) Is personal protective equipment (PPE) provided and worn by work center personnel? (e.g., head protection, hearing protection, eye protection, safety footwear?) [OPNAVINST 5100.23]

(9) Is lighting sufficient for troubleshooting? [CFR 1910.303]

(10) Is all electronic/electrical equipment properly grounded? [CFR 1910.243, 1910.304F]

(11) Are grounding systems and lightning protection systems in place and checked for markings, continuity, corrosion and resistance? [OPNAVINST 3721.5]

(12) Are technicians aware of the location of circuit breakers for the equipment in their space? [CFR 1910.304]

(13) Are those circuit breakers properly labeled as to function? [CFR 1910.304]

(14) Are electrical cords (extension and test equipment) being checked and are the safety tags current? [CFR 1910.334]

(15) Are properly constructed shorting probes easily located within each work center? [OPNAVINST 5100.23]

(16) Do personnel (selected at random) know the procedures to use when treating electrical shock? [OPNAVINST 5100.23]

(17) Are safety elements such as goggles, facemasks, gloves, and blankets attached to an approved safety board easily accessible in each work center? [OPNAVINST 5100.23, CFR 1910.132]

(18) Are aprons, chemical resistance face shields and gloves in areas containing wet cell batteries and is there an eyewash station mounted in this area? [OPNAVINST 5100.23]

(19) Are proper types of fire extinguishers readily available in each work center? [CFR 1910.157, (D2) and (D4)]

(a) Are they correctly located? [CFR 1910.157, (D2) and (D4)]

(b) Is the inspection date current? [CFR 1910.157, (D2) and (D4)]

(c) Who is responsible for the inspection?

(20) Is there a fire and emergency evacuation route posted for each work space? [CFR 1910.39, CFR 1910.38]

(21) Are the emergency lights operational in case of power loss? [CFR 1910.308]

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c. Media Recordings

- (1) Are daily media checks being performed and recorded by maintenance personnel? [NAVAIR 00-80T-114]
- (2) Do only maintenance technicians change ATC recorder media? [NAVAIR 00-80t-114] [NAVAIR 00-80T-114]
- (3) During the period of required retention, are voice/data recordings securely stored under the custody of the Maintenance Officer? [NAVAIR 00-80T-114]
- (4) Is each recording medium (tape, disc, cartridge, etc.) annotated with a unique identification? [NAVAIR 00-80T-114]
- (5) Are voice/data recordings retained for normal retention period and for incident/mishap purposes identified in a log maintained by the electronics maintenance officer or equivalent with recorder identification, date/timeframe of recording, and name of technician placing the media into storage? [NAVAIR 00-80T-114]

d. Maintenance Procedures

- (1) Does the branch/work center supervisor strictly enforce the policies and procedures governing configuration management to include the introduction and documentation of equipment modifications and Engineering Change Proposals (ECP)? [OPNAVINST 3721.5]
- (2) Are all authorized field changes and modifications installed and recorded? [OPNAVINST 3721.5]
- (3) Is all ATC equipment properly configured and free from all unauthorized modifications? [OPNAVINST 3721.5]
- (4) Are timely configuration changes submitted to the Configuration Data Manager via the ATC Web? [OPNAVINST 3721.5]
- (5) Has the branch/work center supervisor effectively implemented the maintenance and material management system (3-M) and ensured maintenance is appropriately planned, conducted, and documented? [OPNAVINST 4790.4, NAVSEAINST 4790.8, OPNAVINST 3721.5]
- (6) Are PMS assignments given to personnel possessing the corresponding equipment MOS/equivalent rating (civilian) IAW in MRCs? [NAVSEAINST 4790.8]
- (7) Are locally generated MRCs being developed using manufacturer's maintenance specifications and technical data for any equipment that is not included in the PMS system? [NAVSEAINST 4790.8]
- (8) Does the branch/work center supervisor ensure flight inspections are scheduled as required and that certified technicians are available to assist? [NAVAIR 00-80T-114/OPNAVINST 3721.5]

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(9) Does the branch/work center supervisor ensure ground certifications are performed and documented by qualified technicians, and that equipment meets all specified tolerances? [NAVAIR 00-80T-114, OPNAVINST 3721.5]

(10) Does the equipment performance meet or exceed the standards established by the ISEA? [OPNAVINST 3721.5]

(11) Are Equipment Performance Forms being used to document equipment operating condition at specified intervals in order to assist in certification and determining any performance trends? [OPNAVINST 3721.5]

(12) Is equipment that does not meet the safety of flight, flight check tolerances or ground inspection parameters in the MRC removed from service and repaired? [OPNAVINST 3721.5]

(13) Does the work center use a logbook to document and pass information between crews in an effort to provide continuity of the maintenance effort? [MCIEASTO 3721.1]

(14) Do maintenance technicians keep ATCF supervisory personnel apprised of equipment status? [NAVAIR 00-80T-114]

(15) Is Maintenance Data Analysis Tool (MDAT) utilized to generate and track maintenance actions? [MCIEASTO 3721.1]

(16) Are man-hours tracked and documented for preventive and corrective maintenance in accordance with the 3M system? [NAVSEAINST 4790.8B]

(17) Has the work center supervisor ensured corrective maintenance is accomplished according to technical manuals, assigned echelon of maintenance, and equipment Source, Maintenance and Recoverability (SM&R) codes? [NAVSEAINST 4790.8B]

(18) Are all equipment/systems not in use tagged indicating operational status, referencing applicable maintenance and supply action? [MCIEASTO 3721.1]

(19) Is there an established work center procedure to order replacement or repair parts? [MCIEASTO 3721.1]

(a) Are replacement/repair parts ordered in a timely manner?

(b) Is priority assigned based on system failure and mission?

(c) Is the status of parts on order routinely monitored?

(d) Can received parts be traced to the equipment requiring the part?

(e) Are Depot Level Repairables (DLR) turned in when replacement is ordered?

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(20) If the branch/work center maintains pre-expanded bin (PEB) items in the workspace to support the mission, is there an up-to-date inventory? [NAVSUP Pub 485 Volume III, MCIEASTO 3721.1, MCO 4400.177F]

(21) Does the work center supervisor notify the ATC Maintenance Officer when equipment failure necessitates release of a Casualty Report (CASREP) when failure is beyond the units' ability to repair (i.e., request for distance support, on-site ISEA technical assistance, or parts assistance)? [MCIEASTO 3721.1]

e. Facility Maintenance

(1) Has Public Works implemented a planned maintenance process to exercise and document the grounding systems, electrical systems and lightning protection systems every 18 months? [MCIEASTO 3721.1]

(2) Are primary and stand-by power systems adequate to support operations at the sites? [NAVAIR 00-80T-114, Applicable Tech Manual, MCIEASTO 3721.1]

(3) Do site backup generators have the ability to support the equipment and environmental control unit for at least 15 minutes? [MCIEASTO 3721.1]

(4) Is the emergency generator fully operational? [NAVAIR 00-80T-114]

(a) Is it routinely checked for load/no load operation?

(b) Who is responsible for PMS on the emergency generator?

(5) Do the HVAC systems adequately maintain the desired temperature/humidity regulation? [Applicable Tech Manual, MCIEASTO 3721.1]

(6) Do access roads allow for safe access to all radar sites in all but the most extreme weather condition? [MCIEASTO 3721.1]

(7) Are grounds adjacent to radar site facilities maintained to ensure adequate vegetation control and drainage? Is there a weeds control system and adequate "clear zone" around the building and antennas at the sites? [MCO P5530.14]

(8) Is the associated antenna field free of items that could cause radiation pattern problems (including reflectors)? [Applicable Tech Manual, MCIEASTO 3721.1]

(9) Is vegetation groomed such that it does not interfere with antenna, antenna mast, and guy wire maintenance? [Applicable Tech Manual, MCIEASTO 3721.1]

(10) Are there any siting or equipment installation/design problems known or suspected to exist that may negatively impact radar reliability, availability or maintainability? [Applicable Tech Manual, MCIEASTO 3721.1]

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(11) Is the building or shelter in serviceable condition, i.e., no cracks, peeling paint, water intrusion, etc.? [MCIEASTO 3721.1]

(12) Are the facilities and workspaces clean, well ordered, and professional in appearance? [MCIEASTO 3721.1]

(13) Conduct a visual inspection of equipment at each location. [MCIEASTO 3721.1]

(a) Are all ATC equipment and facilities properly grounded to ensure personnel and equipment protection?

(b) Are there any cracked or missing buttons or switches?

(c) Are all lighted indicators working properly?

(d) Are there any holes in consoles not covered by blank panels?

(e) Are all panel screws in place?

(14) Is outside lighting adequate at the work center remote sites to ensure access after dark? [MCIEASTO 3721.1]

(15) Are obstruction lights operational? [NAVAIR 51-50AAAA-2]

(16) Are ATC facilities and equipment properly secured? [NAVAIR 00-80T-114, MCO P5530.14]

(a) Is security fencing in place at remote sites, excluding ASOS, in good condition? [MCO P5530.14]

(b) Are remote sites locked when not occupied?

(c) Is there a fire/smoke and/or an over-temp alarm in place at remote sites that is remoted to a manned work area?

f. Technical Evaluation of ATC Radar Equipment

Note: Applicable equipment technical manuals, PMS MRC's, and baseline performance parameters shall be utilized to verify operation and maintenance of ATC Radar equipment at various sites (i.e., AN/FPN-63 Precision Approach Radar (PAR), AN/GPN-27 Airport Surveillance Radar (ASR), AN/GPN-30 Digital Airport Surveillance Radar (DASR), and any Radar associated equipment located in the Radar Air Traffic Control Facility (RATCF) and ATC Tower locations).

(1) Complete the following for Precision Approach Radar (PAR) AN/FPN-63: [MCIEASTO 3721.1]

(a) Date of Installation _____

(b) Are all authorized field changes and modifications installed and recorded?

(c) Date of last field change _____

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(d) Date of last CBFM _____

(e) Date of last FAA Flight Check _____

(2) Is the PAR properly configured and free from all unauthorized modifications? [MCIEASTO 3721.1]

(3) If not 24-hour operation, observe daily PAR turn-up procedures and system checks. [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(4) Is the bailout alarm tested and recorded into the daily ATC Facility Log? [NAVAIR 00-80T-114]

(5) Are current PAR alignment photographs readily available to final controllers and posted in PAR maintenance areas for technician use? [NAVAIR 00-80T-114]

(6) Do PAR indicators display proper operation? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(7) Have technician switch to the channel A/B:B/A and observe result for PAR? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(8) Are PMS and equipment certifications being performed on the Precision Approach Radar (PAR), AN/FPN-63, and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(9) Monitor randomly selected technicians perform PMS procedures designated by the Evaluator. (At least one PMS per watch. Record the process and results on PMS Spot Check Form). [MCIEASTO 3721.1]

(10) Are all PAR systems and services currently operational, flight checked, and ground certified? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(11) Are PAR systems and services recertified after an aircraft accident/incident, replacement of major components, or after adjustments to certifiable parameters? [OPNAVINST 3721.5]

(12) Are all PAR key performance parameters and critical inspection elements within operating tolerance? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(13) Per applicable technical manual, are SM-225 Antenna Reflectors (SM-225): [MCIEASTO 3721.1]

(a) Well mounted and secure?

(b) Free of rust and corrosion?

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(c) Line of sight to the radar?

(d) Readily apparent on indicators in the MTI mode?

(14) Complete the following for applicable Airport Surveillance Radar either the AN/GPN-27 ASR-8 or the AN/GPN-30 DASR-11: [MCIEASTO 3721.1]

(a) Date of installation? _____

(b) Are all authorized field changes and modifications installed and recorded?

(c) Date of last field change? _____

(d) Date of last CBFM? _____

(e) Date of last FAA Flight Check? _____

(15) Is the ASR/DASR properly configured and free from all unauthorized modifications? [MCIEASTO 3721.1]

(16) If not 24-hour operation, observe ASR/DASR turn-up procedures and system checks. [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(17) Do ASR/DASR indicators display proper operation? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(18) Have technician switch to the channel A/B:B/A and observe result for ASR/DASR radars? [MCIEASTO 3721.1]

(19) Monitor randomly selected technicians perform PMS procedures designated by the Evaluator. (At least one PMS per watch. Record the process and results on PMS Spot Check Form). [MCIEASTO 3721.1]

(20) Are all ASR/DASR systems and services currently operational, flight checked, and ground certified? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(21) Are ASR/DASR systems and services recertified after an aircraft accident/incident, replacement of major components, or after adjustments to certifiable parameters? [OPNAVINST 3721.5]

(22) Are all ASR/DASR key performance parameters and critical inspection elements within operating tolerance? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(23) Per applicable technical manual, are SM-225 Antenna Reflectors (SM-225): [MCIEASTO 3721.1]

(a) Well mounted and secure?

(b) Free of rust and corrosion?

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(c) Line of sight to the radar?

(d) Readily apparent on indicators in the MTI mode?

(24) If installed, are PMS and equipment certifications being performed on Interrogator, AN/TPX-42(V)5/10, and does the equipment meet specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(25) If installed, are PMS and equipment certifications being performed on Video Map Generator (VMG) and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(26) If installed, are PMS and equipment certifications being performed on the AN/UYX-1 Bright Radar Alpha Numeric Display System (BRANDS) and FA-10222 Digital Bright Radar Indicator Tower Equipment (DBRITE) and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(27) If installed, are PMS and equipment certifications being performed on the AN/FSQ-204 Standard Terminal Automation Replacement System (STARS) and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(28) If installed, are PMS and equipment certifications being performed on the AN/FYC-22 Visual Information Display System (VIDS) and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(29) Monitor randomly selected technicians perform PMS procedures designated by the Evaluator. (At least one PMS per watch. Record the process and results on PMS Spot Check Form). [MCIEASTO 3721.1]

g. Radar Overview

(1) Does the overall Radar equipment condition and operation indicate that good maintenance techniques are being utilized in the Radar Work Center?

(2) Are all Radar systems fully mission capable?

(3) Observe and note cooperation/coordination between the ATC Facility (controllers) and the ATC Maintenance Radar Branch/Work Center.

5. ATC Maintenance NAVAIDS

a. Administration

(1) Is the branch/work center supervisor knowledgeable of his/her duties and responsibilities regarding the rules, regulations, and procedures for operating and maintaining ATC equipment? [OPNAVINST 3721.5, MCIEASTO 3721.1]

(2) Has the branch/work center supervisor developed comprehensive and up-to-date turnover files and are desktop procedures established for each billet involving administrative or management functions to facilitate daily work center operations? [OPNAVINST 3721.5, MCIEASTO 3721.1]

(3) Does the branch/work center supervisor perform regular inspections of maintenance activities to ensure a safe operational environment and compliance with established policies and directives? [OPNAVINST 3721.5, MCIEASTO 3721.1]

(4) Does the branch/work center supervisor ensure necessary test equipment, materials, and tools required to maintain equipment are readily available, serviceable, and positively controlled? [MCIEASTO 3721.1]

(a) Work Center Test Equipment inventory?

(b) Work Center HazMat inventory?

(c) Work Center Tool Control inventory?

(5) Has the branch/work center supervisor ensured necessary orders, technical manuals, as-built drawings, and other technical and procedural guidance are available, complete, and accessible to maintenance personnel? [MCIEASTO 3721.1]

b. Safety

(1) Are all personnel informed of the types and uses of hazardous materials found in division workspaces? [OPNAVINST 5100.23]

(2) Are Material Safety Data Sheets readily available? [OPNAVINST 5100.23]

(3) Are safety warning and precaution signs (to include use of power and hand tools, electrical shock, electronic safety, high voltage signs, radiation hazard signs, hazardous material signs, etc...) posted in conspicuous locations in each of the division work centers? [OPNAVINST 5100.23, DD Form 2272]

(4) Do technical personnel (selected at random) know the tag-out or lock-out procedures for working on electrical/electronic equipment? [OPNAVINST 5100.23]

(5) Are safety precautions written to cover unusual hazards found in ATCMD spaces such as working aloft and using climbing equipment, working near radiating antennas, handling radioactive tubes, use of rubber floor coverings, properly labeled fuse box covers, tag-out procedures, and safe driving? [OPNAVINST 5100.23]

(6) Do technicians (selected at random) possess a current local airfield driver's license and/or permit? [NAVAIR 00-80T-114]

(7) Do technicians (selected at random) possess a current Cardiopulmonary Resuscitation (CPR) card? [OPNAVINST 5100.23]

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(8) Is personal protective equipment (PPE) provided and worn by work center personnel? (e.g., head protection, hearing protection, eye protection, safety footwear?) [OPNAVINST 5100.23]

(9) Is lighting sufficient for troubleshooting? [CFR 1910.303]

(10) Is all electronic/electrical equipment properly grounded? [CFR 1910.243, 1910.304F]

(11) Are grounding systems and lightning protection systems in place and checked for markings, continuity, corrosion and resistance? [OPNAVINST 3721.5]

(12) Are technicians aware of the location of circuit breakers for the equipment in their space? [CFR 1910.304]

(13) Are those circuit breakers properly labeled as to function? [CFR 1910.304]

(14) Are electrical cords (extension and test equipment) being checked and are the safety tags current? [CFR 1910.334]

(15) Are properly constructed shorting probes easily located within each work center? [OPNAVINST 5100.23]

(16) Do personnel (selected at random) know the procedures to use when treating electrical shock? [OPNAVINST 5100.23]

(17) Are safety elements such as goggles, facemasks, gloves, and blankets attached to an approved safety board easily accessible in each work center? [OPNAVINST 5100.23, CFR 1910.132]

(18) Are aprons, chemical resistance face shields and gloves in areas containing wet cell batteries and is there an eyewash station mounted in this area? [OPNAVINST 5100.23]

(19) Are proper types of fire extinguishers readily available in each work center? [CFR 1910.157, (D2) and (D4)]

(a) Are they correctly located? [CFR 1910.157, (D2) and (D4)]

(b) Is the inspection date current? [CFR 1910.157, (D2) and (D4)]

(c) Who is responsible for the inspection?

(20) Is there a fire and emergency evacuation route posted for each work space? [CFR 1910.39, CFR 1910.38]

(21) Are the emergency lights operational in case of power loss? [CFR 1910.308]

c. Maintenance Procedures

(1) Does the branch/work center supervisor strictly enforce the policies and procedures governing configuration management to include the introduction and documentation of equipment modifications and Engineering Change Proposals (ECP)? [OPNAVINST 3721.5]

(2) Are all authorized field changes and modifications installed and recorded? [OPNAVINST 3721.5]

(3) Is all ATC equipment properly configured and free from all unauthorized modifications? [OPNAVINST 3721.5]

(4) Are timely configuration changes submitted to the Configuration Data Manager via the ATC Web? [OPNAVINST 3721.5]

(5) Has the branch/work center supervisor effectively implemented the maintenance and material management system (3-M) and ensured maintenance is appropriately planned, conducted, and documented? Complete ATCMD Branch/Work Center PMS Self Assessment. [OPNAVINST 4790.4, NAVSEAINST 4790.8, OPNAVINST 3721.5]

(6) Are PMS assignments given to personnel possessing the corresponding equipment MOS/equivalent rating (civilian) as identified in the MRC? [NAVSEAINST 4790.8]

(7) Are locally generated MRCs being developed using manufacturer's maintenance specifications and technical data for any equipment that is not included in the PMS system? [NAVSEAINST 4790.8]

(8) Does the branch/work center supervisor ensure flight inspections are scheduled as required and that certified technicians are available to assist? [NAVAIR 00-80T-114/OPNAVINST 3721.5]

(9) Does the branch/work center supervisor ensure ground certifications are performed and documented by qualified technicians, and that equipment meets all specified tolerances? [NAVAIR 00-80T-114, OPNAVINST 3721.5]

(10) Does the equipment performance meet or exceed the standards established by the ISEA? [OPNAVINST 3721.5]

(11) Are Equipment Performance Forms being used to document equipment operating condition at specified intervals in order to assist in certification and determining any performance trends? [OPNAVINST 3721.5]

(12) Is equipment that does not meet the safety of flight, flight check tolerances or ground inspection parameters in the MRC removed from service and repaired? [OPNAVINST 3721.5]

(13) Does the work center use a logbook to document and pass information between crews in an effort to provide continuity of the maintenance effort? [MCIEASTO 3721.1]

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(14) Do maintenance technicians keep ATCF supervisory personnel apprised of equipment status? [NAVAIR 00-80T-114]

(15) Is Maintenance Data Analysis Tool (MDAT) utilized to generate and track maintenance actions? [MCIEASTO 3721.1]

(16) Are man-hours tracked and documented for preventive and corrective maintenance in accordance with the 3M system? [NAVSEAINST 4790.8B]

(17) Has the work center supervisor ensured corrective maintenance is accomplished according to technical manuals, assigned echelon of maintenance, and equipment Source, Maintenance and Recoverability (SM&R) codes? [NAVSEAINST 4790.8B]

(18) Are all equipment/systems not in use tagged indicating operational status, referencing applicable maintenance and supply action? [MCIEASTO 3721.1]

(19) Is there an established work center procedure to order replacement or repair parts? [MCIEASTO 3721.1]

(a) Are replacement/repair parts ordered in a timely manner when needed?

(b) Is priority assigned based on system failure and mission?

(c) Is the status of parts on order routinely monitored?

(d) Can received parts be traced to the equipment requiring the part?

(e) Are Depot Level Repairables (DLR) turned in when replacement is ordered?

(20) If the branch/work center maintains pre-expended bin (PEB) items in the workspace to support the mission, is there an up-to-date inventory? [NAVSUP Pub 485 Volume III, MCIEASTO 3721.1, MCO 4400.177F]

(21) Does the work center supervisor notify the ATC Maintenance Officer when equipment failure necessitates release of a Casualty Report (CASREP) when failure is beyond the units ability to repair (i.e., request for distance support, on-site ISEA technical assistance, or parts assistance)? [MCIEASTO 3721.1]

(22) Is In-Service Engineering Activity (ISEA) support adequate and responsive to requests for support?

(23) Are there any recurring or unusual equipment problems?

(24) Does the availability of equipment meet mission requirements?

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d. Facility Maintenance

(1) Has Public Works implemented a planned maintenance process to exercise and document the grounding systems, electrical systems and lightning protection systems every 18 months? [MCIEASTO 3721.1]

(2) Are primary and stand-by power systems adequate to support operations at the sites? [NAVAIR 00-80T-114, Applicable Tech Manual, MCIEASTO 3721.1]

(3) Do site backup generators have the ability to support the equipment and environmental control unit for at least 15 minutes? [MCIEASTO 3721.1]

(4) Is the emergency generator fully operational? [NAVAIR 00-80T-114]

(a) Is it routinely checked for load/no load operation?

(b) Who is responsible for PMS on the emergency generator?

(5) Do the HVAC systems adequately maintain the desired temperature/humidity regulation? [Applicable Tech Manual, MCIEASTO 3721.1]

(6) Do access roads allow for safe access to all NAVAIDS sites in all but the most extreme weather condition? [MCIEASTO 3721.1]

(7) Are grounds adjacent to NAVAID site facilities maintained to ensure adequate vegetation control and drainage? Is there a weeds control system and adequate "clear zone" around the building and antennas at the sites? [MCO P5530.14]

(8) Is the associated antenna field free of items that could cause radiation pattern problems (including reflectors)? [Applicable Tech Manual, MCIEASTO 3721.1]

(9) Is vegetation groomed such that it does not interfere with antenna, antenna mast, and guy wire maintenance? [Applicable Tech Manual, MCIEASTO 3721.1]

(10) Are there any siting or equipment installation/design problems known or suspected to exist that may negatively impact NAVAIDS reliability, availability or maintainability? [Applicable Tech Manual, MCIEASTO 3721.1]

(11) Is the building or shelter in serviceable condition, i.e., no cracks, peeling paint, water intrusion, etc.? [MCIEASTO 3721.1]

(12) Are the facilities and workspaces clean, well ordered, and professional in appearance? [MCIEASTO 3721.1]

(13) Conduct a visual inspection of equipment at each location. [MCIEASTO 3721.1]

(a) Are all ATC equipment and facilities properly grounded to ensure personnel and equipment protection?

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- (b) Are there any cracked or missing buttons or switches?
- (c) Are all lighted indicators working properly?
- (d) Are there any holes in consoles not covered by blank panels?
- (e) Are all panel screws in place?

(14) Is outside lighting adequate at the work center remote sites to ensure access after dark? [MCIEASTO 3721.1]

(15) Are obstruction lights operational? [NAVAIR 51-50AAAA-2]

(16) Are ATC facilities and equipment properly secured? [NAVAIR 00-80T-114, MCO P5530.14]

(a) Is security fencing in place at remote sites, excluding ASOS, in good condition? [MCO P5530.14]

(b) Are remote sites locked when not occupied?

(c) Is there a fire/smoke and/or an over-temp alarm in place at remote sites that is remoted to a manned work area?

e. Technical Evaluation of NAVAIDS Equipment

Note: Applicable equipment technical manuals, PMS MRC's, and baseline performance parameters shall be utilized to verify operation and maintenance of ATC NAVAIDS equipment at various sites (i.e., AN/URN-25 TACAN, MK-20A ILS (if installed) and any ancillary equipment maintained by the NAVAIDS Branch/Work Center).

(1) Complete the following for Tactical Air Navigation TACAN, AN/URN-25:

(a) Date of Installation _____

(b) Are all authorized field changes and modifications installed and recorded?

(c) Date of last field change _____

(d) Date of last CBFM _____

(e) Date of last FAA Flight Check _____

(2) Is the TACAN properly configured and free from all unauthorized modifications? [MCIEASTO 3721.1]

(3) Observe daily turn-up procedures and system checks. [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(4) Randomly select technician to switch stacks and observe meter readings for proper operation. [MCIEASTO 3721.1]

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(5) Are PMS and equipment certifications being performed on the TACAN system, AN/URN-25 and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(6) Are PMS and equipment certifications being performed on the TACAN Antenna system, OE-258A FC2 and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(7) Monitor randomly selected technicians perform PMS procedures designated by the Evaluator. (At least one PMS per watch. Record the process and results on PMS Spot Check Form). [MCIEASTO 3721.1]

(8) Does the overall equipment condition and operation indicate that good maintenance techniques are being utilized? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(9) Are TACAN systems fully mission capable? [MCIEASTO 3721.1]

(10) If installed, complete the following for MK20A Instrument Landing Systems (ILS):

(a) Date of Installation _____

(b) Are all authorized field changes and modifications installed and recorded?

(c) Date of last field change _____

(d) Date of last CBFM _____

(e) Date of last FAA Flight Check _____

(11) Are PMS and equipment certifications being performed on the ILS and does the system meet all specified tolerances? [FAA Order 6750.49A, [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(12) Is the localizer aligned and maintained to the proper tolerance? [FAA Order 6750.49A, Applicable Technical Manual, PMS MRC, baseline performance parameters]

(13) Is the glide slope equipment aligned and maintained to the proper tolerances? [FAA Order 6750.49A, Applicable Technical Manual, PMS MRC, baseline performance parameters]

(14) Have any major ILS components been repaired, replaced, or aligned that would require a flight inspection? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(15) Do the localizer and glide slope sites have adequate backup power? [NAVAIR 00-80T-114]

(16) Are ILS critical areas properly marked? [FAA Order 6750.49A]

(17) Monitor randomly selected technicians perform PMS procedures designated by the Evaluator. (At least one PMS per watch. Record the process and results on PMS Spot Check Form). [MCIEASTO 3721.1]

(18) Does the overall equipment condition and operation indicate that good maintenance techniques are being utilized? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(19) Is the ILS fully mission capable? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

f. NAVAIDS Overview

(1) Are all NAVAIDS systems fully mission capable?

(2) Observe and note cooperation/coordination between the ATC Facility (controllers) and the ATC Maintenance NAVAIDS Branch/Work Center.

6. ATC Maintenance Weather

Note: Weather equipment is normally combined with either Communications, NAVAIDS, or Radar Work Centers.

a. Technical Evaluation of Weather Equipment

Note: Applicable equipment technical manuals, PMS MRC's, and baseline performance parameters shall be utilized to verify operation and maintenance of ATC Weather equipment.

(1) Are there any siting or equipment installation/design problems known or suspected to exist that may negatively impact Weather systems reliability, availability or maintainability? [MCIEASTO 3721.1]

(2) Are PMS and equipment certifications being performed on Automated Surface Observation System, ASOS, and do they meet all specified tolerances? [MCIEASTO 3721.1]

b. Weather Overview

(1) Does the overall equipment condition and operation indicate that good maintenance techniques are being utilized?

(2) Are all Weather systems fully mission capable?