



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

MCIEAST-MCB CAMLEJO 3721.1D  
G-3/5/ATC T&R  
25 Sep 23

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

From: Commander  
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
REGIONAL AIR TRAFFIC CONTROL MAINTENANCE ORDER (SHORT TITLE: MCIEAST-MCB  
CAMLEJ ATCM ORDER)

Ref: (a) NAVAIR 00-80T-114  
(b) OPNAVINST 3721.5M  
(c) OPNAVINST 4790.4F  
(d) NAVSEAINST 4790.8D  
(e) COMUSFLTFORCOMINST 4790.3  
(f) MCIEAST-MCB CAMLEJO 3700.1  
(g) OPNAV M-5100.23  
(h) MCO 4790.2  
(i) NTRP 1-03.1  
(j) NAVAIR 16-1-520  
(k) MCO 5530.14A  
(l) MILHDBK 419A, Volume 1 & 2, "Military Handbook Grounding,  
Bonding, and Shielding for Electronic Equipment's and  
Facilities," December 29, 1987  
(m) Title 29 CFR 1910  
(n) OPNAV Manual OP43P6  
(o) NAVSUP P485 Volume I Revision 6  
(p) NAVSUP P409  
(q) MOU btwn MCIEAST-MCB CAMLEJ/MCINCR of 28 Oct 14

Encl: (1) MCIEAST-MCB CAMLEJ ATCM ORDER

1. Situation. In accordance with the references, the Air Traffic Control (ATC) Training and Readiness (T&R) Office supports three Marine Corps Installations East - Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) air stations and Marine Corps Air Facility (MCAF) Quantico. Air Traffic Control Maintenance (ATCM) information must be disseminated and procedures must be established within MCIEAST to ensure compliance with the references.

2. Cancellation. MCIEAST-MCB CAMLEJO 3721.1C.

3. Mission

a. MCIEAST-MCB CAMLEJ will promulgate information and establish procedures for the ATC Naval Air Training and Operating Procedures Standardization (NATOPS) Program and the Installation ATCM Program.

b. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(1) Commander's Intent. This Order promulgates standardization across the Region for all ATCM Divisions, to include MCAF Quantico.

(2) Concept of Operations. The rules, regulations, and procedures contained in this Order do not change or supersede existing instructions issued by higher headquarters.

b. Tasks

(1) Aviation Affiliated Installation Commands. Commanding Officers (COs) and supervisors shall ensure that all personnel concerned are thoroughly familiar, and comply with the rules and regulations set forth herein. Per reference (q), MCAF Quantico shall adhere to policies set forth within this document until Marine Corps Installations National Capital Region (MCINCR) can assume responsibility.

(2) MCIEAST-MCB CAMLEJ Assistant Chief of Staff, G-3/5 (APP). Provide staff assistance to subordinate commands, as necessary.

5. Administration and Logistics

a. The contents of this Order have been coordinated with the COs of Marine Corps Air Stations (MCAS) Beaufort, New River, Cherry Point, MCINCR, and MCAF Quantico.

b. Recommendations concerning the contents of this Order should be forwarded to the MCIEAST-MCB CAMLEJ ATC T&R Officer, via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ, MCAS Beaufort, MCAS New River, MCAS Cherry Point, and MCAF Quantico.

b. Signal. This Order takes effect 30 days following signature.

M. J. FITZGERALD  
Chief of Staff

DISTRIBUTION: A/B/C, plus MCIEAST-MCB CAMLEJ ATC Dist A

Copy to: CMC (AXE-8)  
CNO (N980A)  
COMMCICOM (G3/5/7)  
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MCIWEST-MCB CAMPEN AC/S, G-3/5  
MCIPAC-MCB CMBUT AC/S, G-3/5  
MCINCR-MCB QUANTICO AC/S, G-3/5  
PMA-213  
COMNAVWARSSYSCOM  
NIWC - Atlantic  
NIWC - Pacific  
COMNAVSAFCEN (Code 11)

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## Chapter 1

### General

1. General. 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 ATCM technician qualifications and procedures mandated by other orders or instructions. All ATC technicians and personnel with cognizance over Naval Air Traffic Control, Air Navigation Aids, and Landing Systems (NAALS) equipment and functions are required to be familiar, and comply with the provisions of this Order that pertain to their operational duties and responsibilities.

2. Purpose. 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.

3. Scope. This Order applies to all NAALS and meteorological systems, associated support equipment, and maintenance personnel assigned to MCIEAST ATC facilities and their associated auxiliary or outlying ATC equipment locations.

4. Distribution. This Order is distributed to all Airfield Operations departments, Air Traffic Control Facilities (ATCF), and ATCMD under the cognizance of the MCIEAST-MCB CAMLEJ ATC T&R Officer.

### 5. Changes and Updates

a. This Order shall be reviewed annually during the month of June. All proposed changes to this Order shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Office, via the change request form in Appendix A, no later than 31 May. Results 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.

6. Waivers. Requests to deviate from the provisions of this Order shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Officer, via the chain of command. Where the need arises, special instructions or waivers will be promulgated by the MCIEAST-MCB CAMLEJ ATC T&R Office.

### 7. Word Usage and Definitions

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

b. Definitions shall be in accordance with the references.

8. ATC T&R Office Responsibilities

a. The MCIEAST-MCB CAMLEJ ATC T&R Office advises the Commanding General (CG) MCIEAST-MCB CAMLEJ on matters pertaining to airspace, ATC, and systems maintenance. The office ensures standardized execution of airspace management; ATC plans and policies; NATOPS Evaluations; ATC staffing, training, and management; NAALS program management; maintenance staffing and training; Terminal Instrument Procedures review and assistance to installations; as well as other airspace or ATC issues that the CG MCIEAST-MCB CAMLEJ directs. The MCIEAST-MCB CAMLEJ ATC T&R Office shall also examine and share recognized best practices throughout the region.

b. The MCIEAST-MCB CAMLEJ ATC T&R Office consists of the ATC T&R Officer, Staff Non-commissioned Officer-in-Charge, Regional Airspace Coordinator (RAC), and NAALS Program Analyst. Responsibilities include, but are not limited to:

(1) Maintaining cognizance of ATC, airspace, and NAALS program issues that impact MCIEAST air stations and installations.

(2) Conducting NATOPS Evaluations, per reference (a) and this Order.

(3) Distributing ATC and ATCM formal school quota assignments.

(4) Reviewing all Letters of Agreement (LOA) and Memoranda of Understanding (MOU) that impact air traffic, ATCM, and aviation safety within MCIEAST's purview.

(5) Reviewing all Base Electronics Systems Engineering Plans (BESEP) for installations and upgrades of NAALS equipment.

(6) Reviewing and endorsing all NAALS Operational Capability Improvement Requests (OCIR).

(7) Assisting with personnel issues, as necessary.

(8) Representing the CG MCIEAST-MCB CAMLEJ at ATC and ATCM conferences regarding Department of the Navy (DON) ATC policies and procedures.

(9) Endorsing requests for Military Occupational Specialty (MOS) waivers and revocations.

(10) Facilitating coordination between ATC facilities, Marine Corps Installations Command (MCICOM), Chief of Naval Operations (CNO) (N980A), and Deputy Commandant for Aviation (AXE-8) for all ATC matters. This includes operational issues, as well as those pertaining to equipment, funding, manning, etc.

(11) Other issues, as directed by the CG MCIEAST-MCB CAMLEJ.

c. NAALS program management responsibilities are further addressed in references (b) through (e).

9. ATC NATOPS Awards Program. Nominations for the Vice Admiral William P. Lawrence ATC Technician of the Year Award shall be submitted in accordance with reference (a).

- a. Submissions are due to the MCIEAST-MCB CAMLEJ ATC T&R Office no later than 15 January for the previous calendar year.
- b. Sample format for nominations located in Appendix K.
- c. All nominations shall be endorsed by the respective Installation CO.
- d. The MCIEAST-MCB CAMLEJ ATC T&R Office shall select one nominee, and submit the nomination or MCICOM per reference (a).
- e. In the event that the MCIEAST nominee is not selected as the DoN nomination, the CG, MCIEAST-MCB CAMLEJ may award the Navy and Marine Corps Achievement Medal to the MCIEAST nominee, in recognition of their accomplishments.

10. ATCF Electronics Manual Format

- a. The Air Traffic Control Maintenance Officer (ATCMO) shall develop an ATCF Electronics Manual, per reference (b).
- b. Appendix B of this Order further describes the standard format for all MCIEAST-MCB CAMLEJ ATCF Electronics Manuals.
- c. In the event that an ATCF does not have an action/activity described or listed in Appendix B, that item may be deleted from their ATCF Electronics Manual.
- d. Requests to deviate from this format shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Officer (Attn: NAALS), via the chain of command.
- e. The ATCF Electronics Manual shall be submitted to Naval Information Warfare Center (NIWC) - Atlantic for posting on the Navy and Marine Corps ATC Website.



Chapter 2

ATCMD Primary Billets and Responsibilities

1. ATC Maintenance Officer (ATCMO). The ATCMO is responsible for the overall maintenance management of NAALS equipment in accordance with references (a) through (e), and applicable Navy, Marine Corps, and Federal Aviation Administration (FAA) Orders and Directives. This includes the responsibility to plan, budget, and organize the resources necessary for equipment/systems maintenance and ensure maintenance practices meet stringent FAA system and equipment certification and performance standards necessary to operate ATCF and/or Navigational Aids (NAVAIDS) in the National Airspace System (NAS).

a. Assignment. The Installation CO shall designate the ATCMO in writing. In accordance with references (b) and (f), the ATCMO shall be assigned as an active member of the local planning board whose actions may have an impact on the operation and signal coverage of NAALS equipment. The ATCMO billet shall be held by MOS 5950 or 5902.

b. Responsibilities. This position shall be responsible for the functions and duties identified in reference (b). All other responsibilities shall be outlined in local Standing Operating Procedures (SOP).

2. ATCMD 3-M System Coordinator. The ATCMO shall establish a 3-M System Coordinator position to serve as the functional manager of the ATCMD 3-M Program. The 3-M System Coordinator shall be responsible to the ATCMO for the coordination and direct supervision of all administrative facets of the ATCMD 3-M program. This position shall be assigned, in writing, as a primary duty of a Marine Staff Sergeant, or above, with MOS 595X or a civilian General Schedule (GS)-0856 series. The assigned individual shall have adequate experience, training, and time to effectively fulfill the responsibilities of the position. This position shall be responsible for the functions and duties identified in references (d) and (e).

3. ATC Maintenance Chief (ATCMC). The ATCMC assists the ATCMO in all ATCM-related responsibilities and duties, as outlined in local SOP and at the ATCMO's discretion. This position shall be held by the senior MOS 595X or a civilian GS-0856 series. The ATCMC shall perform maintenance officer duties in the absence of the ATCMO. The ATCMC may be assigned the 3-M functional responsibilities and duties associated with the positions of Division Leading Chief Petty Officer (LCPO), as identified in references (d) and (e). All other responsibilities and duties of this position shall be outlined in local SOP.

4. Work Center Supervisor (WCS). The ATCMO shall appoint WCS to ensure the effective operation of the 3-M System within the respective work centers. The WCS position shall be held by a civilian GS-0856 series or a senior Marine MOS 595X assigned to the work center. The WCS shall be assigned in writing, and have adequate experience, training, and time to effectively fulfill the responsibilities of the position. At a minimum, the WCS shall be qualified as outlined in Chapter 4, paragraph 5(b) of this Order, on the equipment in the work center he/she is supervising. The WCS shall be responsible for 3-M functional responsibilities and duties, as identified in references (d) and (e). All other responsibilities and duties shall be outlined in local SOP.

5. Duty Technician/Watch-Stander. ATCMD work centers shall be staffed with appropriately trained and qualified military and civilian electronics technicians. The Duty Technician/Watch-Stander shall assume maintenance responsibility for assigned equipment consistent with technical qualification, in accordance with reference (b), and maintain assigned equipment in accordance with established operating parameters. The technician shall be responsible for the functions and duties identified in references (a), (d), and (e) for maintenance personnel. All other responsibilities and duties shall be outlined in local SOP.

Chapter 3

Administration and General Operations

1. Purpose. This chapter addresses requirements and procedures to assist the ATCMO 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 primary responsibility of the ATCMO.

3. Turnover Folders/Desktop Procedures. Turnover folders and/or desktop procedures shall be established and maintained, in accordance with reference (h), for the following:

a. Primary Positions

- (1) ATCMO (TURNOVER)
- (2) ATCMC (TURNOVER)
- (3) 3-M Systems Coordinator (TURNOVER)
- (4) WCS (TURNOVER)
- (5) Supply Representative (DESKTOP)
- (6) Test Equipment Coordinator (DESKTOP)

b. Collateral Duty Positions (including alternates, when assigned)

- (1) Training Representative (DESKTOP)
- (2) Tools Representative (DESKTOP)
- (3) Safety Representative (DESKTOP)
- (4) Hazardous Material Representative (DESKTOP)
- (5) Publications Representative (DESKTOP)
- (6) Destructive Weather Representative (DESKTOP)
- (7) Any other collateral duty the ATCMO directs.

c. The ATCMO shall approve all turnover/desktop procedures prior to implementation.

4. 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 ATCF Electronics Manual. This roster should be reviewed and updated semi-annually to ensure currency.

5. Duty Logbooks. The purpose of the duty logbook is to provide ATCMD personnel with a historical record of daily maintenance activities, facility status, certification, operation, equipment performance, scheduled or unscheduled interruptions/outages, trouble calls made to Base Telco and Facilities Maintenance, adverse weather warnings/effects, emergency back-up generator load tests, etc. Information referring to the status and certification of equipment should correlate with the ATCF Log. Based on work center organizational structure, a Work Center Duty Logbook shall be centrally located in the respective work center maintenance area. These logbooks serve as facility control logs for all remote site activities. The duty technician shall ensure entries provide enough detail to clearly and concisely convey necessary information.

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

7. Casualty Report (CASREP) Messages. When an equipment malfunction requires release of a CASREP message, the MCIEAST NAALS Program Manager shall be notified for situational awareness. CASREP messages shall be addressed and released in accordance with references (a), (b), (i), Navy and Marine Corps ATC website, and this Order. Additional guidance for meteorological systems CASREP messages is provided on the Navy and Marine Corps ATC website. The Message Identification (MSGID) data set serves as the subject line for CASREP messages per reference (i).

Example: CASREP/MCAS XXX/Serial Number

NOTE: In the event that AMHS is unavailable, submit CASREP, in ".txt" format, via e-mail to the appropriate addressee in each of the following offices: ISEA, Program Management Activity-213, Navy Supply (NAVSUP) Weapons System Support (WSS) Mechanicsburg, MCIEAST, MCICOM, AXE-8, OPNAV N98, and ATC Web.

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

8. General Administrative (GENADMIN) Messages. GENADMIN messages shall be used when directed by the supporting activity to request training or on-site technical support, part replacement during the interim support period prior to material support date, and replenishment or replacement of On-Board Repair Parts (OBRP). GENADMIN message addressing differs from the CASREP addressing requirements. A GENADMIN template is located on the Navy and Marine Corps ATC website. Message Plain Language Address CG MCIEAST MCB CAMLEJ ATC TR shall be included as an INFO addressee.

9. OCIR. A NAALS OCIR shall be initiated to identify a deficiency and describe the capability required to address the deficiency. Any known or proposed solutions to the operational problem should be provided; however, specific equipment should not be requested. Impacts to manpower, operations, safety, or efficiency should be provided for each of the solutions. OCIRs shall be submitted in accordance with reference (b).

a. The Navy and Marine Corps ATC website provides a descriptive summary of the OCIR Process, from initiation to disposition, based on guidance provided in reference (b).

b. Advance coordination with the MCIEAST ATC T&R Officer and NAALS Program Analyst is encouraged to ensure expeditious processing of the OCIR.

10. Guiding References. Appendix C provides a list of references and instructions applicable to the management of ATC systems maintenance activities. Additional sources are available on the Navy and Marine Corps ATC website.

11. Reports and Records. References (a) and (b) identify specific reports and records that are subject to review during a NATOPS Evaluation. Appendix D provides a list of required reports, records, and files to be maintained in accordance with guiding references and this Order.

12. Submission of Requirements and Reports. The requirements identified below shall be prepared and submitted as follows:

a. Biennial configuration validation package to NIWC - Atlantic Configuration Data Management (CDM) Team. Individual equipment configuration changes shall be submitted to CDM Team as changes occur.

b. Biennial Internal NATOPS Evaluation results to MCIEAST-MCB CAMLEJ ATC T&R Officer.

c. Annual five-year Training Input Plan (TIP) requirements to the MCIEAST NAALS Program Manager shall be submitted no later than 31 July.

d. Annual fiscal year formal training requests to the MCIEAST NAALS Program Manager shall be submitted no later than 31 July.

e. Report, as necessary, to provide situational awareness to the MCIEAST NAALS Program Manager, any changes in ATCMD key personnel, changes in equipment operational status, equipment CASREP messages prior to release, and revisions of formal training requirements and reservation requests.

13. Technical Publications. A master library shall be established and maintained in accordance with reference (b). Electronic or paper versions are acceptable. A Publications Representative shall be assigned to manage the master library. At least one working copy of applicable publications shall be available.

14. Recorders. Detailed guidance for the use of recorders, retention and release of original voice/data recordings, maintenance and custody of voice/data recordings, and making certified copies of recordings is provided in reference (a). The specific procedure for making a certified copy of voice and data recordings shall be included in local SOP.

15. Service Interruptions. All scheduled equipment outages shall be coordinated in advance with the ATCFO and Airfield Manager to issue required Notice to Air Mission (NOTAM). Reference (a) provides advance notification time requirements for service interruptions; however, local support agreements may have greater advance notification time requirements.

a. Scheduled. When planned 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 proper authority shall be notified and provide approval prior to the actual shutdown. When requesting permission to take control of any equipment for routine maintenance, the FWO shall be provided an expected time of when the equipment will be returned to service.

The FWO's permission is required prior to routine maintenance, equipment change, or any action that may cause unexpected equipment interruptions. The FWO's final approval to execute this type of action must be explicit and may not be assumed. The FWO shall be notified of any reason why equipment cannot be returned to service within the allotted time. The FWO shall be notified when equipment is ready to be returned to service.

b. Unscheduled. An unanticipated shutdown, caused accidentally or by circumstances beyond control, shall be immediately reported to the FWO. When a mission-essential system gives erroneous information or operates outside published parameters, the FWO shall be notified via recorded landline and the appropriate logbook entries shall be made. When an emergency shutdown is required to prevent failure or damage to a system or essential equipment, the FWO shall be notified as soon as possible. If catastrophic failure is imminent, the system shall be shut down with immediate follow-up notification of actions taken. 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 FWO shall determine the order in which the equipment is repaired.

16. Service Restorations. Per reference (b), equipment that does not meet ground inspection, MRC, or planned maintenance tolerances shall be removed from service until it is repaired. The senior qualified technician shall ensure that the equipment is operating within the baseline performance parameters before allowing the equipment to be returned to service. The ATCMO must verify whether or not a FAA flight inspection is required before placing a system back into service. In such cases, recertification via the Ground Inspection Program and a FAA flight inspection is required.

17. Flight Inspection. Per reference (b), a flight inspection is required for newly-installed or relocated radar/NAVAIDS (to include replacement antenna). Special and periodic flight inspections shall be scheduled in accordance with the requirements and procedures set forth in reference (j). Qualified technicians shall be assigned to assist, as applicable. Commissioning flight inspections and the most recent flight inspection report for ATC radars, landing systems, and NAVAIDS, as well as magnetic offset (variation) information shall be retained in the ATCF Electronics Manual.

18. Security. Security of ATCMD facilities shall be maintained in accordance with references (a) and (k). In the event of an information system security incident, notify the ATCMO and adhere to local security directives.

19. Frequency Requests or Relocation of Transmitting Elements. Coordination with local Station and/or MCIEAST Spectrum Management Office shall be conducted, as necessary, when projects require new frequencies or changes to existing Radio Frequency Authorizations (RFA). This includes communications, NAVAIDS, and radar frequencies.

20. Relocation of NAALS Equipment. Relocation of NAVAIDS (i.e., Tactical Air Navigation System (TACAN), Radar, reflectors, etc.) shall be conducted in accordance with reference (b).

21. 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 list of building numbers, purpose, phone numbers, size of

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, Ventilation, and Air Conditioning units; and to effect building repairs to those sites supporting ATC equipment and systems. Local SOP shall address the submission process, prioritization, and subsequent response follow-up procedures to report emergency trouble calls and routine work requests.

22. Emergency Power. Per reference (a), auxiliary power sources must be maintained in optimum operational condition. Local SOP shall address routine and emergency maintenance of emergency power sources. A program of preventive maintenance and periodic load and no-load operation shall be established to ensure maximum continuity of ATC services. When scheduled power outages occur, technicians shall man those sites without an UPS, automatic transfer switch, and remote power monitoring to ensure a smooth transfer of power from commercial power to generator and back to commercial power.

23. Environmental Control Units. Local SOP shall address routine and emergency ECU maintenance. If ECUs cannot be repaired within a reasonable time frame, the FWO shall prioritize systems that can be turned off to prevent damage, while still enabling mission accomplishment.

24. Grounding, Bonding/Shielding, and Lightning Protection. The grounding, bonding and shielding, and lightning protection of electronic equipment and systems shall be inspected in accordance with reference (1). The recommended periodicity for lightning protection inspection is 21 to 24 months.

25. Destructive Weather. The ATCMO shall establish an ATCMD destructive weather plan that has the approval of the ATCFO and AirOpsO and is consistent with the local installation Destructive Weather Order. The plan shall include equipment-specific procedures required to secure NAALS equipment for impending weather conditions. The ATCMO shall ensure supplies and materials necessary to appropriately secure equipment are readily available. All destructive weather notifications and subsequent actions taken shall be recorded in the applicable duty logbook.

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

## Chapter 4

### Technical Training and Qualification Program

1. General. This chapter provides guidance to the ATCMO for the development and maintenance of a standardized technical 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 that technicians have attained the knowledge and ability on assigned NAALS equipment to properly install and maintain, perform ground inspections, verify equipment/systems are operating within ISEA-established performance parameters, and provide SME-quality instruction.

3. Scope. To enable continuing development of all technicians assigned to the ATCMD, progressive technical and qualification training shall include locally-developed Job Qualification Requirements (JQR) or On-the-Job-Training (OJT), applicable ISEA-developed JQR, completion of available formal schools, training provided by ISEA upon equipment installation, applicable computer-based training, and recurrent safety training.

a. All locally-developed OJT lesson plans, guides, student handouts, and other materials to support the training program shall be reviewed against applicable equipment technical manuals and PMS MRCs to ensure currency prior to utilization.

b. Approved ISEA-developed JQR for applicable ATC systems shall be incorporated into the technician's technical training process, in accordance with reference (b). These JQRs are considered to be the minimum qualification requirements, but may be tailored by the ATCMO, as appropriate. These JQR shall be utilized concurrently with locally-developed OJT to document technician qualifications to perform maintenance and ground inspections on associated ATC systems. The ATCMO shall appoint, in writing, JQR Qualifiers to sign-off individual JQR line items. At a minimum, JQR Qualifiers should be an Advance Maintenance Technician (AMT) or SME who has completed the JQR they are being authorized to sign-off.

c. Formal school training promotes technical proficiency. ISEA-developed JQR may identify specific formal school training requirements as a prerequisite to attain the final technical qualification. All requests for formal training at Naval Air Technical Training Center Pensacola shall be routed through the MCIEAST NAALS Program Analyst for reservation coordination.

d. Monthly maintenance training topics shall be incorporated into the training process to enhance continued development of technical knowledge and skills. This training can be conducted at the ATCMD or work center/section level. Topic and attendance shall be documented in each technician's technical training and qualification record.

4. Technical Training and Qualification Record. At a minimum, a technician's Technical Training and Qualification Record shall include a record of audit, ATCM orientation checklist, applicable MOS Duty Summary tailored to reflect current equipment configuration, locally-developed technical training, applicable ISEA-developed JQR, knowledge testing results, formal school completion certificates, qualification level assigned, and appropriate designation letters. Recurrent annual safety training, follow-on formal training, computer-based training, and any off-duty courses relevant



to primary duties should also be documented. Training records shall be maintained until the technician transfers or has reached end of active service, at which time the training record will be given to the technician as evidence of experience.

a. All technical training shall be documented, by the instructor, as it occurs. This documentation will be used to track student progress, project training time, and substantiate the information recorded in the technician's Technical Training and Qualification Record.

b. For ATC systems with an approved ISEA-developed JQR, all line items shall be initialed by the designated JQR qualifier after the student has shown sufficient knowledge of the requirement. Once the student completes the JQR levels, the JQR qualifier shall recommend qualification to the ATCMO.

c. The MOS Duty Summary page should identify the equipment/system for which training has been completed, date of applicable level review, and the qualification designation assigned by the ATCMO.

5. Training Progression. The ATCMD Technical Training and Qualification Program is a progressive training process to develop a technician's proficiency to maintain NAALS equipment within prescribed parameters. This process encompasses multiple single-system qualifications at different levels to obtain the desired qualification designations. The process of single-system qualification training is as follows:

a. Trainee. This is the initial title/status of a new join who has not completed the Basic Maintenance Technician (BMT) training to obtain qualification as a Watch-Stander on assigned NAALS equipment. Trainee will simply be referred to in this Order as a technician. Depending upon MOS or civilian GS-0856 prior experience, the technician will be assigned to the appropriate work center and crew to begin a general overview of ATCMD. A technician will begin training on the topics of orientation and safety before starting to complete system line items on BMT requirements. Based on recommendations and progress documented in the technician's Technical Training and Qualification Record, the ATCMO may identify the technician as a Crew Stander or Watch-Stander-in-Training, with limited duties based on their completed line items or single-system. For example, if a Cardiac Pulmonary Resuscitation (CPR) qualified trainee has completed the orientation checklist and safety training, the technician may be used as a safety person; however, the technician shall not be considered a qualified Watch-Stander until all required technical training is complete.

b. BMT. Once the technician has completed the Work Center orientation training, they will begin training for BMT qualification on each system assigned to the work center. BMT is a single-system qualification title applicable to a technician who has completed all the BMT requirements for a specific system. During this phase, the technician will continually progress through each system to become BMT-qualified on all NAALS equipment/systems assigned to the work center. BMT training will provide adequate instruction from system familiarization to successful troubleshooting and replacement of faulty lowest replaceable unit (LRU), with the exception of component-level repair. BMT training will include instruction on block diagram, signal flow, circuit description, controls/indicators, operating characteristics, PMS, and system troubleshooting and repair techniques. This training will be accomplished via locally-developed OJT and, as applicable, the ISEA-developed JQR. BMT shall be able to perform daily turn-up/turn-down procedures, complete PMS (exceptions are Ground Inspection and elaborate MRCs),

demonstrate proficiency through practical application to determine operational status, and successfully troubleshoot problems to identify and replace faulty LRUs on a system. Qualification training may occur simultaneously on multiple equipment/systems. Progression shall be documented in the technician's training record as requirements are completed. Instructors shall initial completed line items. A system SME shall evaluate and test the technician on completed system BMT training. Results from the evaluation and testing will be provided to the WCS. Training will continue until all BMT requirements have been satisfactorily completed on all assigned systems/equipment. Successful completion of BMT training and qualification requirements is the basis for designation as a Qualified Watch-Stander.

c. Advanced Maintenance Technician (AMT). This is a single-system qualification title applicable to a BMT who has completed all the AMT requirements for that system. In conjunction with locally-developed OJT, if the system has a ground inspection requirement, the technician shall complete the ISEA-developed JQR through the final qualification section, to include formal school or five years of documented experience, unless waived by the ATCMO. Upon completion of AMT requirements, the technician will be able to perform full testing and alignment of assigned equipment/system; demonstrate proficiency through PMS (to include Ground Inspection MRCs) to ascertain equipment/systems are operating within established performance parameters and tolerances; successfully troubleshoot to component-level; and perform subsequent repair to the level authorized. Qualification training may occur simultaneously on multiple equipment/systems. Progression shall be documented in the technician's Technical Training and Qualification Record, as requirements are completed on assigned equipment/systems. A SME shall be the qualified instructor for AMT training, shall initial completed line items, and make recommendations for technician qualification. Successful completion of AMT training and qualification requirements is the basis for subsequent designation as a Qualified Ground Inspection Technician and/or BMT Instructor.

6. Time to Attain Watch-Stander Qualification. The time required to complete the BMT training and qualification requirements for all systems assigned to a work center will vary based on organizational structure, manning, and equipment configuration; however, Watch-Stander qualification should be attained in one year, or less. Estimated times to complete the training and satisfy Watch-Stander qualification requirements by work center are as follows:

- a. Common Orientation Training - one month. If work centers are combined, Orientation Training will only be completed once.
- b. Typical Communications Work Center - four to six months.
- c. Typical NAVAIDS Work Center (TACAN and Instrument Landing System (ILS)) - two months.
- d. Typical Radar Work Center - six to nine months.
- e. Typical Weather Work Center (ASOS) - one month. Weather systems may be consolidated within another Work Center, as the ATCMO deems appropriate.
- f. If manning permits, one month should be allotted for shadowing an experienced technician prior to attaining final qualification.

g. At a minimum, within one year of attaining Watch-Stander designation, qualified Watch-Standers shall complete single-system AMT training and qualification requirements for at least one system. Attaining AMT qualification in multiple systems represents the ideal progression throughout a technician's time within the ATCMD.

7. Qualification Designations. A qualification designation shall be consistent with documentation and include the prescribed responsibilities for maintenance and ground inspection of specified systems. The Appendices of this Order provide sample designation letters that may be tailored for organizational and equipment configuration.

a. Watch-Stander. The technician has completed the BMT training and qualification requirements on all equipment/systems within the Work Center to which they are assigned. On systems that have ISEA-developed JQR, the technician will have completed all JQR line items through Section 301. The WCS will provide the necessary documentation to the ATCMO, via the ATCMC, for a designation in writing as a Watch-Stander qualified to stand an independent watch and perform maintenance on all systems within that Work Center. Appendix E contains an example of a Watch-Stander designation letter.

b. Qualified Ground Inspection Technician (GIQ). For specific NAALS equipment/systems having a ground inspection requirement, the technician has completed AMT training, applicable ISEA-developed JQR, and the required formal school or five years of documented experience, unless waived by the ATCMO. WCS will provide necessary documentation to the ATCMO, via the ATCMC, for a designation in writing as a Qualified Ground Inspection Technician qualified to perform ground inspection and maintenance on the specified system. Appendix F contains an example of a Qualified Ground Inspection Technician designation letter.

c. BMT Instructor (BMTI). The technician has completed the AMT training on specified single equipment/systems within assigned work center. Formal school is not a requirement, unless specifically identified. WCS will provide necessary documentation to the ATCMO, via the ATCMC, for a designation in writing as a BMT Instructor qualified to provide instruction to BMTs on the specified equipment/system within that work center. Appendix G contains an example of a BMT Instructor designation letter.

d. SME. An AMT being considered for designation as a SME has completed the following: AMT training on the specified equipment/system(s); if applicable, the ISEA-developed JQR, through the required final qualification section; the applicable formal school, or have five years of documented experience; and provided peer-reviewed instruction on that system. System SMEs will provide necessary documentation and make recommendations to the ATCMO, via the ATCMC, for a technician's designation in writing as a SME on the recommended system. Appendix H contains an example of a SME designation letter. Once designated, the SME shall develop and/or utilize lesson guides and applicable instruction material to conduct technical qualification training on systems for which they are SME Qualified.

8. Qualification Approval Authority. In accordance with reference (b), the ATCMO is the qualification approval authority. After consultation between the SME, WCS, and ATCMC, a qualification recommendation will be made to the ATCMO. The recommendation shall be based upon successful completion of all assigned technical training and qualification requirements for the specified systems. The ATCMO shall review the technician's documented training accomplishments and recommendations. The ATCMO shall designate maintenance

technicians in writing as qualified to perform maintenance and ground inspections applicable to the level of qualification attained.

9. Annual Audit. WCS and ATCMC shall audit technician training records, as needed, to ensure currency of training documentation. ATCMOs shall conduct an annual audit of all technician training records to ensure progression of training towards maximum qualification.

10. Qualification Review. Reference (b) requires that technicians receive a qualification review on systems they are required to maintain every four years, or more often, if directed by the ATCMO. Designated Watch-Standers assigned to MCIEAST installations shall receive a qualification review annually. Watch-Standers that have obtained AMT or SME status shall undergo a qualification review at least once every four years, or sooner, if deemed necessary by the ATCMO. The qualification review shall include documented satisfactory completion of critical MRCs and may include a written examination and/or oral interview to further assess technical knowledge and understanding of station-specific ATC systems configuration. The qualification review shall be documented in the technician's training record.

11. Airfield Vehicle Operators Course. All ATCMD technicians with a valid state driver's license shall attend the local Airfield Vehicle Operators Course, established in accordance with reference (a). Attendance at the course shall be documented in the technician's training record. Technicians shall possess a current local airfield driver's license and/or permit. Exceptions to this requirement may be made at the ATCMO's discretion.

12. CPR Certification. All ATCMD electronic technicians shall maintain current CPR certification, in accordance with reference (f). Attendance at the course shall be documented in the technician's training record. Technicians will be trained on the Automated External Defibrillator, if available for use within the ATCMD.

13. Safety Training. Safety training shall be completed before working around, or training on electrical equipment, to include acting as a safety person. Refresher training, as required by reference (g), shall be conducted annually thereafter. Local Base Safety Office normally provides and tracks some of the required annual Navy Safety and Occupational Health (NAVOSH) Program training. Any additional NAVOSH-required training may be locally-generated, and the content approved by the Safety Officer prior to use.

## Chapter 5

### Safety

1. General. This chapter identifies general requirements for working safely with electronic equipment and is meant to complement local safety programs.

2. Purpose. The safety directives identified in references (g), (m), and the local safety program shall be utilized to develop an ATCMD Safety SOP applicable to maintenance of NAALS equipment. Additionally, manufacturer's operating or maintenance manuals may contain equipment-specific safety criteria and guidelines.

3. Scope. Safety is the responsibility of all personnel. Every person who works with electronic equipment shall be informed of the dangers, and alert to the hazards of this equipment. Only competent, trained personnel shall be permitted to work on ATCMD electrical and electronic equipment/systems.

4. Division Safety Officer/Non-Commissioned Officer (NCO). A Marine NCO or civilian electronics technician shall be assigned 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 and electronic systems and equipment. Qualification standards are contained in Chapter 4 of this Order.

6. Personal Protective Equipment (PPE). Applicable PPE shall be provided and used where reasonable probability exists that the use of such equipment will prevent or reduce the severity of occupational injuries and/or illnesses. PPE procurement and enforcement of proper use and maintenance is the responsibility of each ATCMD. Local SOP shall outline the procurement process and enforce the proper use and maintenance of PPE.

7. Emergency Electronics Safety Equipment. Safety equipment shall be readily available to personnel. All personnel shall be advised and aware of its location. Safety equipment should include those items identified as necessary by the local safety manager and supervisor.

8. Electrical Panels, Circuit Breakers, and Emergency Power-Off (EPO) Switches. Covers on electrical panels and other types of wiring equipment and accessories shall be closed except when work is being performed on them. All circuit breakers shall be clearly marked as to their function. Personnel must be aware of the location of EPO switches, if installed; circuit breaker powering the equipment/system; and the output of the 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, and warning signs or tags shall be posted to alert personnel to actual or potential hazardous conditions involving electricity (e.g., high voltage, Radio Frequency (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 the use of power and hand tools, electrical shock, electronic safety, and hazardous materials (HAZMAT) are to be posted in conspicuous locations within work center spaces and at 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 shall be followed when working on such systems.

11. Fire Safety. Fire safety shall be in accordance with local and regional safety orders.

12. Environmental/Temperature Alarm. Alarms are installed at each remote equipment site to alert a Watch-Stander in the event that a high-temperature condition occurs at an unoccupied remote site.

13. Lighting. Each work center and site location shall have adequate lighting to facilitate planned and corrective maintenance. All lighting, to include emergency lighting, exterior lighting, and obstruction lights, must be checked periodically to ensure that 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 electrical safety standards contained in reference (m) shall be adhered to when working on energized circuits.

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

b. 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 planned or corrective maintenance procedure that exposes them 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 location of the main circuit breakers at the site or location at which they are assisting.

15. Control of Hazardous Energy (Lock-Out/Tag-Out). Local SOP shall include an approved Hazardous Energy Control Program, in accordance with reference (m).

16. Safety Posters and Periodicals. Safety posters and periodicals shall be posted, where applicable, and made available to all personnel. Recommended posters should include CPR, treatment for electrical shock, and other first aid treatment procedures.

17. Hazardous Materials. ATCMD personnel shall be informed of the types and uses of HAZMAT found in workspaces. An ATCMD HAZMAT SOP shall include approved procedures for obtaining, marking, storing, and properly disposing

of HAZMAT, in accordance with local directives. Applicable Safety Data Sheets (SDS) shall be readily available to technicians.

18. First Aid and CPR. All personnel who perform maintenance on electrical or electronic equipment, or who supervise personnel who perform maintenance on such equipment, shall receive training in first aid procedures for electrical shock and maintain a current CPR qualification in accordance with reference (g). Refresher training shall be scheduled and completed as necessary to maintain current certification of the trained personnel.

19. Grounding, Bonding, and Shielding. Annual inspections to visually check for signs of markings, continuity, corrosion, and resistance shall be conducted on all grounding systems and lightning protection systems in accordance with reference (1).

Chapter 6

Maintenance and Material Management (3-M)

1. General. This chapter provides guidance to the ATCMO in the administration and management of the 3-M program applicable to shore station planned and corrective maintenance of NAALS systems, in accordance with references (a) through (e).
2. Purpose. To promulgate regional guidance that enhances and standardizes the maintenance management policy within MCIEAST.
3. Scope. The 3-M System, as outlined in references (b) through (e), and the supplemental regional guidance in the following chapter shall apply to all MCIEAST ATCMDs.
4. Planned Maintenance System. PMS provides the tools for planning, scheduling, and accomplishing preventive maintenance to maintain equipment within specifications. SKED is the automated maintenance scheduling program used for PMS scheduling and constitutes full compliance with the administrative provisions in references (d) and (e).
5. 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 that there is a more efficient way to accomplish the procedure. The technician will assist the WCS in generating a PMS Technical Feedback Report (TFBR), using the SKED TFBR Wizard. The ATCMO shall approve the TFBR, prior to release. A history file shall be maintained in SKED.
6. PMS Self-Assessments. The ATCMO shall ensure that an aggressive PMS self-assessment process is in place and that spot checks are completed, as required.
  - a. The minimum number of PMS spot checks required are as follows. If multiple billets are held, the higher number of applicable spot checks shall be completed.
    - (1) ATCMO: One per quarter.
    - (2) ATCMC: One per work center, per quarter.
    - (3) 3-M Coordinator: One per work center, per month.
    - (4) WCS: Three per assigned work center, per month.
  - b. The SKED-generated spot check form evaluates the applicable MRC assessment attributes and assigns a PMS Spot Check Accomplishment Rating (SCAR). The SCAR shall, at minimum, reflect the required number of spot checks.
  - c. The MRC Evaluation Sheet may be utilized to evaluate technician knowledge and MRC performance during technical training and qualification. The completed MRC Evaluation Sheet shall be filed in the technician's training record.
7. Corrective Maintenance. In accordance with reference (b), when equipment/system does not meet the required performance standards and tolerances, it shall be removed from service until repaired.



a. All corrective maintenance actions shall be documented in Maintenance Data Analysis Tool (MDAT). An appropriate Maintenance Action Item (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.

b. All equipment/systems not in operation, to include spares, shall be tagged as to their current status. Acceptable status includes Ready for Issue (RFI), Awaiting Maintenance (AWM), and Awaiting Parts (AWP). RFI tags shall include the date and the initials of the technician who verified equipment status and tagged the equipment. AWM and AWP tags shall include MAI number, date, and the initials of the technician who tagged the equipment.

c. After considering the ATCMD's technical and material assets, the ATCMO may authorize "component-level" repairs on equipment/systems under their cognizance. The following exclusions apply:

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

(2) Those special components and assemblies restricted to depot-level maintenance by Coordinated Shore Based Allowance List (COSBAL), Source Maintenance and Recoverability codes, and applicable User's Logistics Support Summary (ULSS).

8. Maintenance Data Analysis Tool. MDAT, a web-based real-time maintenance data collection tool used for reporting system performance data, is the approved program for tracking, recording, and reporting maintenance actions to support the MDS requirement of references (c) through (e). MDAT is supported and accessible on the Navy and Marine Corps ATC website. The ATCMO shall ensure that accurate maintenance data is reported. Minimum requirements for MDAT summary data include: Awaiting Maintenance (AWM), Awaiting Parts (AWP), and Awaiting Other Agency (AWO). All open MAI and requisitioned parts shall be reconciled weekly. Local SOP shall be established to provide detailed guidance for maintenance action documentation in MDAT.

9. Configuration Data Management. At a minimum, an electronic validation of all NAALS equipment and software configuration data shall be completed every two years; results shall be submitted to NIWC-Atlantic, via e-mail at CDM@navy.mil. Configuration data may be updated, as necessary, to capture additions or deletion of assets and changes to serial number and/or equipment location. A validation should be completed upon ATCMO turnover. Additionally, the ATCMO shall maintain a log containing a list of software-based systems, record of software changes and current versions, and current list of users and passwords in secure storage.

10. Field Changes and Modifications. Authorized field changes and modifications shall be installed and properly recorded through the CDM validation process. Unauthorized modification of ATC systems is forbidden. If a new or modified capability is required, an OCIR shall be prepared in accordance with reference (b) and submitted for approval.

11. Locally Purchased Equipment. Any equipment or system 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 in order to minimize support

requirements such as logistics, test equipment, and technician training. This equipment may be added to MDAT as a local configuration item.

12. Test Equipment. Coordination with NIWC-Atlantic ensures that accurate test equipment allowance is based on site configuration. Site-specific Test Equipment Allowance Process (TEAP) Report is available on the Navy and Marine Corps ATC website.

a. Calibration of Test Equipment. All test equipment shall be added to the Metrology Automated System for Uniform Recall and Reporting (MEASURE) system via the MEASURE Interactive Query Program. Test equipment shall be calibrated on schedule, in accordance with reference (n). Test equipment is normally calibrated by a Navy or Marine Corps calibration lab. A civilian calibration lab is authorized to perform calibration as long as the test equipment is calibrated within periodicity, with standards and procedures that are traceable to National Institute Standards and Technology, and returned with a calibration letter. Current calibration records shall be retained.

b. Test equipment shall be properly used, stored, and maintained. Test equipment shall be inspected before each use to ensure serviceability and verify a current calibration sticker is affixed. Test equipment that is unserviceable or out of calibration is not authorized for use. Test equipment shall be inventoried monthly within the work centers and quarterly within the division.

13. Tools. An ATCMD tool control program shall be established in local SOP. Tools and toolboxes shall be identifiably marked. Tools shall be inventoried and checked for serviceability monthly within the work centers and quarterly within the division. Local SOP shall outline the process to report and replace unserviceable or missing tools.

Chapter 7

Equipment Certification

1. Introduction. Guidance for equipment certification is provided in Enclosure (3) of reference (b).
2. Federal Aviation Administration Flight Inspection. The FAA conducts flight inspections in accordance with reference (i). When a system requires a FAA flight inspection, the ATCMO shall coordinate with ATC to schedule.
3. Ground Inspection. Ground Inspections shall be conducted in accordance with enclosure (3) of reference (b) and applicable MRCs.

## Chapter 8

### Supply Process

1. Purpose. Utilizing references (o) and (p), a local supply SOP shall identify the process of requisitioning and receiving parts in support of ATC equipment maintenance.
2. Requisition Preparation. Parts shall be requisitioned in a timely manner using standard Military Standard Requisitioning and Issue Procedures (MILSTRIP), in accordance with references (o), (p), and locally established and approved supply procedures. Requisitioned parts shall be associated with an applicable MAI documented in MDAT to capture data contributing to total ownership costs.
3. Depot-Level Repairable (DLR) Requisitions and Carcass Tracking. All DLR requisitions shall be submitted through the NAVSUP System using standard MILSTRIP, in accordance with references (o) and (p). DLR carcass tracking is performed by NAVSUP WSS Mechanicsburg, in accordance with reference (o). To ensure timely carcass tracking and applicable net price billing for each DLR, the original requisition number shall be utilized when returning the failed carcass.
4. Reconciliation. Status of all outstanding requisitions shall be regularly reconciled with Station Supply until received. Frequent reconciliation with Station Supply and Comptroller shall occur until proper credit for DLR carcass is obtained. Final liquidated price shall be updated in MDAT prior to MAI closure.
5. On Board Repairable Parts. Equipment ULSS identifies authorized OBRP and consumables. A current inventory of OBRP shall be maintained. Unauthorized DLR parts shall not be stocked as spares.

Chapter 9

MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Program

1. General. This chapter provides standardized procedures for evaluating all functional areas, per reference (a).

2. Purpose. The objective of the MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Program is to evaluate, train, and assist MCIEAST-MCB CAMLEJ ATCFs and ATCMDs to ensure compliance with applicable DON, Marine Corps, and FAA policies and/or directives. The MCIEAST-MCB CAMLEJ ATC T&R Office is tasked with identifying and documenting problem areas, as well as training and assisting within each functional area by making recommendations to address identified deficiencies.

3. MCIEAST-MCB CAMLEJ ATCM NATOPS Evaluation Team. MCIEAST-MCB CAMLEJ ATC NATOPS evaluation teams operate under the cognizance of the MCIEAST-MCB CAMLEJ ATC T&R Officer.

a. Qualified personnel from an ATCF not subject to the evaluation may be selected to augment the NATOPS evaluation team. Due to the complexity of equipment configuration and Technician qualifications, the following prerequisites for selection of ATCM augments apply:

- (1) Military personnel or civilian GS-0856;
- (2) SME, GIQ, AMT, or BSTI-qualified in respective functional area;
- (3) completed the ISEA-developed JQR, Local OJT, attended formal school, or possess five years of documented experience.

b. The following ATCM functional areas shall be evaluated:

- (1) ATCM Administration (A)
- (2) ATCM Training (G)
- (3) ATCM Communications (C)
- (4) ATCM Radar (H)
- (5) ATCM NAVAIDS (N)
- (6) ATCM Weather (W)

4. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluations

a. NATOPS Evaluation. Conducted on an 18-month cycle, but may be extended to a maximum of 24 months by the NATOPS Evaluation Unit for ATCFs whose previous evaluations indicate a high degree of NATOPS compliance.

b. Internal Evaluation. Performed by personnel resident to the ATCF. This evaluation shall be conducted nine to 12 months after the last NATOPS Evaluation, utilizing reference (a) and Appendix J of this Order. The results shall be endorsed by the Airfield Operations Officer and submitted to the MCIEAST-MCB CAMLEJ ATC T&R Officer.

c. Follow-up Evaluation. Follow-up evaluations are conducted when the MCIEAST-MCB CAMLEJ ATC T&R Officer deems outstanding problems/deficiencies identified during the NATOPS Evaluation require further evaluation via 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 Installation CO, Airfield Operations Officer, ATCFO, or ATCMO may request an assist evaluation via AMHS or via e-mail, if AMHS is not available. Areas to be evaluated and composition of the evaluation team shall be determined by the MCIEAST-MCB CAMLEJ ATC T&R Officer and tailored to the specific request.

5. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Grading. Grading criteria established in reference (a) shall be utilized during ATC NATOPS Evaluations.

6. Grading Definitions. Grading definitions are outlined in reference (a). The following additional definitions may be used, as applicable, during MCIEAST-MCB CAMLEJ ATC NATOPS Evaluations:

a. Not Applicable. This designation may be used to identify checklist items that do not apply to the ATCF being evaluated.

b. Not Observed. This designation may be used to identify checklist items that apply to the ATCF, but which could not be observed (e.g., absence of specific events, weather phenomena, etc.) during the evaluation. These items will be discussed with ATCF personnel and affixed a grade based on knowledge of requirements.

c. 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.

d. Off-Checklist Item. Occasionally, evaluators will observe an item not specifically identified on the checklist. The evaluator will annotate the item in the report, identifying it as an off-checklist item. Off-checklist items must be addressed by the ATCF, but are not required to be included in the Corrective Action Report (CAR).

7. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Reports

a. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation Report. The MCIEAST-MCB CAMLEJ ATC T&R Officer shall submit the evaluation report to the Installation Commander, describing the effectiveness of the ATCF, ATCMD, and Base Operations, within 15 working days following the ATC NATOPS Evaluation. This report shall include:

(1) Evaluation team members.

(2) Synopsis of Major and Minor Deficiencies for each area evaluated, to include ratings of Mission Capable or Non-Mission Capable.

(3) Discussion of Major and Minor Deficiencies for each area evaluated in the following format:

(a) Control Number.

(b) Checklist number and question, per reference (a) and Appendix J of this Order.

(c) Non-Compliance (Cite source document/directive).

(d) Discussion (Include background and current status).

(e) Recommendation (Include resolution, if accomplished during evaluation).

(4) Comments, Observed Events, Off-Checklist Items, and remarks, as applicable, for each area evaluated.

b. Internal Evaluation Reports shall be prepared in accordance with paragraph 7a.

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

8. Control Numbers. Control numbers shall be assigned to, and preceded by, the identifier Major and Minor Deficiency in each functional area of the report. The control number is a nine character label that identifies (e.g., A23-XXX-100):

a. The functional area (A) and two-digit calendar year of the evaluation (23).

b. The three-letter Facility identifier (XXX).

c. The numerical sequence number of the item, beginning with 100 for Major Deficiencies and 200 for Minor Deficiencies.

9. MCIEAST-MCB CAMLEJ ATC NATOPS Evaluation After Action Requirements. The Installation Commander shall submit a CAR, in accordance with reference (a), that contains the control number and current status of each Major and Minor Deficiency identified in the evaluation report. The initial CAR shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Officer within 30 calendar days after receiving the final evaluation report. Sample format is contained in reference (a).

a. Subsequent CARs shall document actions taken to resolve Major and Minor Deficiencies, and shall be submitted to the MCIEAST-MCB CAMLEJ ATC T&R Officer no later than the fifth of each month until all Major and Minor Deficiencies are closed.

b. The MCIEAST-MCB CAMLEJ ATC T&R Officer shall submit a Status Report to the Installation Commander no later than 10 days after receipt of the most recent CAR.

c. This process shall continue until each Major and Minor Deficiency has been corrected, is deemed closed, or the next ATC NATOPS Evaluation occurs.

10. Closure Process. All corrective actions must be complete prior to an item being closed. Actions that indicate futurity will result in the item remaining open.

APPENDIX A

MCIEAST-MCB CAMLEJ ATCM ORDER CHANGE REQUEST FORM

<b>MCIEAST-MCB CAMLEJO 3721.1 CHANGE REQUEST FORM</b>				
<b>#</b>	<b>Page #</b>	<b>POC / Phone / E-mail</b>	<b>Comment</b>	<b>Response from ATC T&amp;R Office</b>



APPENDIX B

AIR TRAFFIC CONTROL FACILITY ELECTRONICS MANUAL GUIDELINES

Chapter 1. Introduction. Assigns applicability, procedures for changes, and other matters of a general nature.

- a. General.
- b. Terms of Reference.
- c. NATOPS Evaluation.
- d. Air traffic control technician of the year submission process.

Chapter 2. Mission and Organization. Description of mission and organizational structure to support requirements of references (a) and (b).

- a. Mission.
- b. Organization.

Chapter 3. Billet Responsibilities and Duties. Description of billets with training qualification standards and assigned responsibilities and duties.

- a. ATCMO (Turnover).
- b. ATCMC (Turnover).
- c. 3-M System Coordinator (3-MC) (Turnover).
- d. Maintenance Manager (if assigned) (Turnover).
- e. Supervisory Electronic Technician (if assigned) (Turnover).
- f. WCS (Turnover).
- g. Duty Technician/Watch-Stander.
- h. Supply Representative (Desktop).
- i. Test Equipment Coordinator (Desktop).
- j. Collateral Duty Assignments, primary and alternate.
  - (1) Training NCO (Military Training) (Desktop).
  - (2) Technical Training Representative (Desktop).
  - (3) Safety Representative (Desktop).
  - (4) HAZMAT Representative (Desktop).
  - (5) Tools Representative (Desktop).
  - (6) Publications Representative (Desktop).
  - (7) Destructive Weather Representative (Desktop).

Chapter 4. Airfield

- a. Airfield-Specific Information.
- b. Commissioning Flight Inspection Reports, most recent flight inspection reports, and magnetic offset (variation) information.

Chapter 5. Administration. Local instructions and information pertaining to the maintenance organization and its personnel to implement a recall by system qualification to restore equipment casualties to normal operation.

- a. Turnover Folder/Desktop Procedures for applicable billets.
- b. Daily Crew Turnover.
- c. Duty Logbooks (Work Center).
- d. Site Logbooks.
- e. Monthly Maintenance Plan (MMP) (if implemented).

Chapter 6. Training. Description of local technical training program and qualification requirements to support flight operations required by reference (a).

- a. Orientation training.
- b. Military training.
- c. Equipment On-the-Job Technical Training.
  - (1) ATCMD Orientation Checklist.
  - (2) BMT resulting in Watch-Stander Qualification.
  - (3) AMT resulting in Qualified Ground Inspection Technician and/or BMT Instructor.
  - (4) Subject Matter Expert.
  - (5) Qualification Review and Recertification.
- d. Formal Training Opportunities and Request Process.
- e. Airfield Vehicle Operators Indoctrination Course.
- f. CPR certification.
- g. Annual safety training.

Chapter 7. General Operations and Maintenance. Compilation of SOPs providing local guidance.

- a. Administrative procedures.
  - (1) CASREP Message preparation.
  - (2) GENADMIN Message preparation.

(3) Submission of Reports/Requirements.

b. SOPs for day-to-day operation of ATC systems maintenance organization, including daily checks, performed in conjunction with ATC personnel if required, to verify proper operation of systems prior to opening the airfield each day. This SOP shall require ATC personnel to log systems into and out of service to ensure the sequence of events regarding system availability and system performance is documented.

(1) Routine

- (a) Turn-up and turn-down procedures (based on airfield hours).
- (b) Daily checks and reporting of equipment status.

(2) Maintenance and Material Management (3-M) System

- (a) Planned Maintenance (Implementation of 3-M).
- (b) Corrective Maintenance.
- (c) Local Configuration Item Maintenance.

(3) Validation of Equipment Configuration

(4) MDAT Procedures

- (a) MAI Process.
- (b) MAI Review Process.
- (c) Reports.

(5) Test Equipment Program

- (a) TEAP.
- (b) MEASURE Program and Calibration.
- (c) Test equipment inventory.

(6) Supply Process

- (a) Requisitioning parts through NAVSUP System.
- (b) AAC-229.
- (c) DLR Carcass Turn-in and Carcass Tracking.
- (d) Requisitioning through Local Open Purchase.
- (e) Status.
- (f) Receiving.
- (g) Updating MDAT with final pricing information.
- (h) Reconciliation.

- (i) Tool Control Program.
- (j) Key Control Program.
- (k) Technical Publications Program.
- (l) Safety and HAZMAT Program.
- (m) Vehicles.

c. Procedures that describe ATC systems trouble call process, including points of contact, response actions, and documentation of corrective actions. Contact information shall be included, where needed, to isolate problems with equipment not directly maintained by the ATC systems maintenance organization, but which affects airfield operations (i.e., landline or phone circuits that interconnect systems).

- (1) Work Requests.
- (2) Telephone Service Requests.
- (3) Service Interruptions.
- (4) Service Restorations.
- (5) Certification of NAALS Equipment.
- (6) Facilities/Buildings and Grounds Inspection.
- (7) Emergency Essential Personnel.
- (8) Air Conditioning.
- (9) Emergency Power.
- (10) Station Property.
- (11) Security.

d. MOU or Memorandum of Agreement (MOA) that affect the maintenance and support of ATC systems.

e. Emergency procedures relating to aircraft mishaps and incidents, bomb threats, terrorist activity, catastrophic site failures, etc.

- (1) Aircraft Mishaps/Incidents.
- (2) Recording/Tape Check-in/Check-out Procedures.
- (3) Bomb Threat.
- (4) Terrorist Activity.
- (5) Destructive Weather SOP, delineating work center responsibilities.

f. Procedures covering infrequent tasks that may or may not occur on a regular basis, but have compliance and/or advance planning requirements.

- (1) OCIR.
- (2) Frequency Requests.
- (3) Hazards of electromagnetic radiation to ordnance, electromagnetic radiation hazards, and safety.
- (4) Equipment Relocations.
- (5) Military Construction Planning.

APPENDIX C

MINIMUM REQUIRED GUIDING REFERENCES  
(Verify most current version)

29 CFR 1910	Occupational Safety And Health Standards
AAC-229	FAA/Navy MOA for Logistic Support
BESEP	NAVAIR BESEP Policy and Procedures
CLISIS	Configuration and Logistics Support Information System [ATC Community Web]
COMUSFLTFORCOMINS T 4790.3	Joint Fleet Maintenance Manual
FAAO JO 6000.6_	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-DASR-001	AN/GPN-30 DASR-11 Job Qualification Requirements
JQR 3721-PAR-002	AN/FPN-63 PAR Job Qualification Requirements
JQR 1280-TACAN- 032	AN/URN-32 TACAN Job Qualification Requirements
MCIEAST-MCB CAMLEJO 3721.1_	MCIEAST-MCB CAMLEJO ATCM Order
MCIEAST-MCB CAMLEJO 3722.3_	MCIEAST-MCB CAMLEJO 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) <a href="https://app.prod.cetars.training.navy.mil/cantrac/vol2.html">https://app.prod.cetars.training.navy.mil/cantrac/vol2.html</a>
NAVSUP P-488	COSAL Use and Maintenance Manual
NAVSEAINST 4790.8_	Ship's Maintenance and Material Management(3-M) Manual
0640-LP-102-8253	Ammunition and Explosives Safety Ashore

0640-LP-101-9224 Electromagnetic Radiation Hazards (U) (Hazards to Personnel, Fuel and Other Flammable Material) (U) Distribution Statement C

0640-LP-109-9221 Electromagnetic Radiation Hazards (U) (Hazards to Ordnance) (U)

NAVSUP P-409 MILSTRIP/MILSTRAP Guide

NAVSUP P-485 Operational Forces Supply Procedures  
Volume I & II

NTRP 1-03.1 Operational Reports (CASREP)

OPNAVINST Personnel Qualification Standards Program  
3500.34\_  
OPNAVINST 3721.5\_ Naval Air Traffic Control Air Navigation Aids And Landing Systems Program

OPNAVINST Approval And Funding For Shore-Based Retail Allowances  
4441.13\_  
Consolidated Remain In Place List For Aviation Material Current list:  
OPNAVINST 44025\_ [https://my.navsup.navy.mil/apps/ops\\$nl1.home](https://my.navsup.navy.mil/apps/ops$nl1.home)

OPNAVINST 4790.4\_ Ship's Maintenance And Material Management System Policy

OPNAV M-5100.23 Navy Safety And Occupational Health Manual

OPNAVINST Navy Facilities Project  
11010.20\_

OPNAV OP43P6B MEASURES User Manual

NIWC FRD NIWC Facility Requirement Document

Technical Manuals (Electronic or paper version is acceptable.) See  
on all supported Navy/Marine Corps ATC Web System Support Pages  
equipment <https://atc.navy.mil>

UFC-2-000-05N Facilities Planning Factor Criteria for Navy and Marine Corps Shore Installations  
<https://www.wbdg.org/search/google>

UFC 4-133-01 Air Traffic Control And Air Operations Facilities

UFC 4-141-10 Design: Aviation Operation and Support Facilities

APPENDIX D

REPORTS AND RECORDS

The following list of reports, records, and files that support ATCM activities in accordance with guiding references, local SOP, and this Order shall be maintained.

1. General

a. NATOPS Evaluation Reports for evaluations conducted during the preceding six years, including corrective actions taken to resolve any identified findings and discrepancies. [NAVAIR 00-80T-114]

b. ATC technician of the year recognition/awards. [NAVAIR 00-80T-114]

2. Mission and Organization [OPNAVINST 3721.5]

a. Equipment organizational structure.

b. Personnel organizational diagram, including collateral duties.

3. Personnel

a. Billet turnover folders and/desktop procedures.

b. Appointment letters.

c. Collateral duty assignment letters.

d. Table of Organization and Equipment (TO/E) identifying MOS' required to support installed equipment. [NAVAIR 00-80T-114]

e. Command staffing report. [NAVAIR 00-80T-114]

f. Recall rosters.

g. Current crew schedules, by work center. [NAVAIR 00-80T-114]

h. Civilian Position Descriptions or contracts (as applicable). [NAVAIR 00-80T-114]

i. Authorization letters.

4. Training [OPNAVINST 3721.5]

a. Training Records for all technicians.

b. Monthly training reports.

c. PQS/JQR applicable to installed equipment.

d. List of personnel authorized to sign PQS/JQR.

e. Summary of technicians designated as qualified Watch-Standers, Ground Inspection Technicians, BMT instructors, and SMEs.



- f. Designation letters for all qualified technicians (includes Watch-  
Stander, Ground Inspection Technician, BMT instructor, and SME).
- g. List of ATCM personnel having attended Airfield Vehicle Operators  
Indoctrination Course.
- h. List of CPR-certified personnel, including expiration dates.
- i. List of annual formal training requirements submitted to MCIEAST  
NAALS Program Manager for regional consolidation and submission to Training  
and Education Command for development of the five year TIP.
- j. Formal training reservation requests submitted to MCIEAST NAALS  
Program Manager for regional consolidation and submission to Naval Air  
Technical Training Center-Pensacola.

5. General Operations

- a. Work Center Log Books.
- b. Site Log Books (if applicable).
- c. Signature Lists.
- d. CASREPs Log.
- e. GENADMIN Messages Log.
- f. MOU/LOA for inter-agency, inter-service support, and radar sharing.
- g. Daily Equipment Status Checklist.
- h. Local Airfield Information.
- i. Commissioning flight inspection reports, the most recent flight  
inspection reports, and magnetic offset (variation) information.
- j. Authorization letter to release recordings.
- k. List of equipment location building numbers (including local and  
remote sites).
- l. Generators, UPS, ECU testing periodicity and applicable emergency  
contacts.
- m. Grounding and lightning protection system inspection results.
- n. Work Request Log.
- o. Telephone Service Request Log.
- p. Telecommunications Service Order records to support connectivity  
requirements.
- q. Frequency Requests.

- r. Current RFA and renewal requests.
- s. List of supported frequencies and users.

6. Infrequent Records. Includes files and records of infrequent tasks that may or may not occur on a regular basis, but have compliance and/or an advance planning requirement.

a. Airfield/Improved Fresnel Lens Optical Landing System/Fresnel Lens Optical Landing System Certification, if supported by the Maintenance Division (12 months). [NAVAIRINST 13800.13]

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

c. Hazards of electromagnetic radiation to ordnance, electromagnetic radiation hazards, and safety Hazards of Electromagnetic Radiation to Personnel/Hazards of Electromagnetic Radiation to Fuel/Hazards of Electromagnetic Radiation to Ordnance.

7. Equipment Records

a. Files that document current and planned installations, with BESEPs for those systems. [OPNAVINST 3721.5]

b. History files that document equipment acceptance, upgrades, removals, transfers, Defense Re-Utilization and Marketing Office disposition, and shipment. [OPNAVINST 3721.5]

c. Inter-facility and intra-facility landline connectivity reports, including connectivity diagrams, labeled demarcation points, designation labels on each circuit, maintenance responsibility information, telecommunications service requests, and telecommunications service order records to support connectivity requirements. [OPNAVINST 3721.5]

d. Current installation and cross-connect records, red-line drawings, as-built drawings, and applicable ATCF Drawing Package for equipment/systems installed. [OPNAVINST 3721.5]

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

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

g. Copies of all command-generated OCIRs, including chain of command endorsements and current status (i.e., pending, approved/disapproved, and completed). [OPNAVINST 3721.5]

8. Equipment Maintenance and Material Management (3-M) Program

a. PMS records applicable to all installed equipment. [OPNAVINST 4790.4; NAVSEAINST 4790.8; COMUSFLTFORCOMINST 4790.3 (JFMM)]

b. 13-week Accountability Log, posted and current, for each work center. [OPNAVINST 4790.4; COMUSFLTFORCOMINST 4790.3 (JFMM); NAVSEAINST 4790.8]

c. Completed Equipment Performance Forms for the last two years. [OPNAVINST 3721.5]

d. Maintenance data reported via MDAT. [OPNAVINST 3721.5]

e. Current configuration data reported under command profile on the Navy and Marine Corps ATC website. [OPNAVINST 3721.5]

f. Site-specific COSBAL.

g. Current TEAP Report. [OPNAVINST 3721.5; OP 43P6A]

h. Current reports identifying all GPETE items covered under the MEASURE Calibration Program. [NAVSEA OD 45845; OPNAVINST 3721.5]

i. Test Equipment Calibration Records.

j. Tool Inventory.

9. Supply Records

a. OPTAR status (requirement versus budget).

b. List of outstanding repair parts requisitions with current status.

c. List of all authorized site spares and OBRP for associated NAALS equipment.

10. Safety Records

a. Lock-Out/Tag-Out Log.

b. SDS.

c. Workplace Inspection Results.

d. List of outstanding safety deficiency work requests.

APPENDIX E

SAMPLE WATCH-STANDER DESIGNATION LETTER



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

SSIC  
Office Code  
DD Mon YY

From: Air Traffic Control Maintenance Officer, Marine Corps Air Station,

To: Lance Corporal First Name Middle Initial. Last Name EDIPI/MOS USMC  
-or- Mr. Im A. Civilian, GS-0856-Grade

Subj: DESIGNATION AS A WATCH-STANDER

Ref: (a) MCIEAST-MCB CAMLEJO 3721.1D  
(b) MCAS/F XXX ATCF Electronics Manual

1. With satisfactory completion of all Basic Maintenance Technician (BMT) training and qualification requirements on all the systems and associated equipment assigned to the (insert applicable) Work Center, you have demonstrated the knowledge and skill level expected of a Watch-Stander for the Air Traffic Control (ATC) Maintenance Division.

2. In accordance with the references, I hereby certify that you are qualified to stand an independent watch on your assigned crew and perform maintenance on all systems within your assigned Work Center.

3. In the performance of your duties, you will be guided by the references and specific directions provided by your Work Center Supervisor and/or ATC Maintenance Chief.

4. Training and advanced qualifications do not stop with BMT. I challenge you to continue your training to attain qualification as Advance Maintenance Technician on your assigned systems.

A. T. CMO

MCIEAST-MCB CAMLEJO 3721.1D  
25 Sep 23

APPENDIX F

SAMPLE QUALIFIED GROUND INSPECTION TECHNICIAN DESIGNATION LETTER



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

SSIC  
Office Code  
DD Mon YY

From: Air Traffic Control Maintenance Officer, Marine Corps Air Station,

To: Sergeant First Name Middle Initial. Last Name EDIPI/MOS USMC -or-  
Mr. Im A. Civilian, GS-0856-Grade

Subj: DESIGNATION AS QUALIFIED GROUND INSPECTION TECHNICIAN

Ref: (a) OPNAVINST 3721.5\_  
(b) NAVSEAINST 4790.8\_  
(c) FAAO 6006.6B  
(d) MCIEAST-MCB CAMLEJO 3721.1D  
(e) Negotiated Labor Agreement (if applicable)

1. I hereby certify that, per the references, you have completed the Advanced Maintenance Technician training and qualification requirements, including the applicable In-Service Engineering Agents-developed Job Qualification Requirements and formal school for the Navigation Aids and Landing Systems equipment/system(s) identified below. You are hereby designated as a Qualified Ground Inspection Technician authorized to perform ground inspection and maintenance on the following: < identify specific equipment/system(s), as applicable >:

- a. AN/FPN-63/68 PAR
- b. AN/GPN-30 Digital Airport Surveillance Radar
- c. AN/URN-32 Tactical Air Navigation

2. You will be guided by the references and all applicable maintenance requirement cards relative to the performance of ground inspection and maintenance on the above listed equipment.

3. Any questions that arise about the Air Traffic Control (ATC) Maintenance Ground Inspection Program should be referred to the ATC Maintenance Officer.

A. T. CMO

APPENDIX G

SAMPLE BASIC MAINTENANCE TECHNICIAN INSTRUCTOR DESIGNATION LETTER



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

SSIC  
Office Code  
DD Mon YY

From: Air Traffic Control Maintenance Officer, Marine Corps Air Station,

To: Corporal First Name Middle Initial. Last Name EDIPI/MOS USMC -or-  
Mr. Im A. Civilian, GS-0856-Grade

Subj: DESIGNATION AS A BASIC MAINTENANCE TECHNICIAN INSTRUCTOR

Ref: (a) MCIEAST-MCB CAMLEJO 3721.1D  
(b) Negotiated Labor Agreement (if applicable)

1. I hereby certify that, per the references, you have completed the training and qualification requirements for Advanced Maintenance Technician (AMT) on the below specified equipment/system(s) within your assigned work center. As such, you are hereby designated as a BMT Instructor for the following: < identify the specific equipment/system(s), as applicable to the AMT qualifications and work center organization >:

- a. CM-200/300 Radio
- b. AN/GRC-260/261 Transceiver
- c. AN/FSC-127 Enhanced Terminal Voice Switch
- d. Digital Audio Legal Recorder

2. As a BMT Instructor, you may be utilized to conduct BMT training on systems for which you are a qualified AMT.

3. This appointment shall remain in effect until it is changed, modified, or revoked by the issuing authority.

A. T. CMO

---

I hereby acknowledge designation as a BMT Instructor and accept the associated responsibilities.

SIGNATURE

APPENDIX H

SAMPLE SUBJECT MATTER EXPERT DESIGNATION LETTER



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

SSIC  
Office Code  
DD Mon YY

From: Air Traffic Control Maintenance Officer, Marine Corps Air Station,

To: Staff Sergeant First Name Middle Initial. Last Name EDIPI/MOS USMC  
-or- Mr. Im A. Civilian, GS-0856-Grade

Subj: DESIGNATION AS A SUBJECT MATTER EXPERT

Ref: (a) MCIEAST-MCB CAMLEJO 3721.1D  
(b) Negotiated Labor Agreement (if applicable)

1. I hereby certify that, per the references, you have met the training and qualification criteria for designation as a Subject Matter Expert (SME) for the following equipment/system(s): < identify the specific equipment/system(s), as applicable to SME qualification and work center organization >:

- a. AN/GPN-30 Digital Airport Surveillance Radar
- b. AN/FSQ-204 Standard Terminal Automation Replacement System

2. As a SME, you will review associated technical manuals, Job Qualification Requirements (JQR), and maintenance requirement cards (MRC) to ensure the most current information is utilized to develop and/or update local on-the-job training (OJT) lesson guides and applicable instruction material; conduct technician OJT and applicable JQR knowledge testing; evaluate technician knowledge by written and/or oral exam and practical performance of MRC; and recommend the appropriate level of qualification designation for technicians on assigned systems.

3. This appointment shall remain in effect until it is changed, modified, or revoked by the issuing authority.

A. T. CMO

---

I hereby acknowledge designation as a SME on the specified systems and accept the associated SME responsibilities.

SIGNATURE

APPENDIX I

MATERIALS FOR ATCMD 3-M PMS SELF ASSESSMENT AND MRC EVALUATION

3-M PMS Administration Assessment Checklist

Station \_\_\_\_\_ Date \_\_\_\_\_

References: (a) NAVSEAINST 4790.8, Ships' Maintenance and Material Management 3-M Manual  
(b) COMUSFLTFORCOMINST 4790.3 JOINT FLEET MAINTENANCE MANUAL (JFMM)  
(c) OPNAVINST 3721.5, Enclosure (3) Air Traffic Control (ATC) Systems Maintenance Ashore  
(d) MCIEAST-MCB CAMLEJO 3721.1, Marine Corps Installations East Air Traffic Control Maintenance Order

1. All roles in the SKED 3-M "Admin Chain of Command" are filled and the personnel meet the qualifications outlined for their 3-M role.

- a. ATCMO [Reference (c)]
- b. 3-M Coordinator [References (a) & (b)]
- c. Division LCPO (ATCMC) [Reference (a) & (b) § 1-2.8]
- d. WC Supervisor [Reference (a) & (b) § 1-2.9]
- e. Maintenance Personnel [References (a) & (b) § 1-2.10]

2. Does the 3-M System Coordinator maintain the most current versions of the following items in the PMS Master file?

- a. NAVY PMS disk [Force Revision (FR)] [Reference (a) § § 2-4.1.a]
- b. MIP to Work Center (WC) indices (PMS-4) [Reference (a) § 2-4.1.b]
- c. WC List of Effective Pages (LOEP) [Reference (a) § 2-4.4.a.]
- d. WC Maintenance Index Pages (MIPs) [Reference (a) § 2-4.4.b.]
- e. Advance Change Notices (ACN) [Reference (a) § 2.4.1.e and 2-4.10]
- f. Change Service Accountability Log [Reference (a) § 2-7.c]
- g. Local planned maintenance procedures [Reference (c) § 2.b.1.d]
- h. ATCMO designation letter [Reference (c) § 2.a.1]
- i. Letter assigning the 3-M Coordinator [Reference (a) § 1-2.3; Reference (d)]
- j. Letter assigning WCS' [Reference (a) § 1-2.9]

SAT / UNSAT



3. Is there a traceable (paper and/or electronic) means of communicating PMS documentation changes (i.e. PMS change routing sheet or task list)?  
[Reference (a) § 2-4.10 and 2-7.c]

SAT / UNSAT

4. Upon review of current and randomly-selected archived SKED quarters,

a. Is the most current approved version of SKED installed and properly utilized? [Reference (a)]

b. Are Force Revisions (FR) being installed in a timely manner?  
[Reference (a) § 2-7]

c. Are Technical Feed Back Reports (TFBR) updated and properly tracked in SKED? [Reference (a) § 2-6 and G-16; Reference (d)]

d. Is the Division Periodic Accomplishment Rating (PAR) in SKED 3.2 > 80%? [Reference (a) § G-22.a]

e. Does the Division Spot Check Accomplishment Rating (SCAR) in SKED 3.2 confirm MCIEAST spot check requirements are being met? [Reference (a) § G-22.c and Reference (d)]

SAT / UNSAT

5. For equipment not included in the PMS system, have locally-generated MRCs been developed using manufacturer's maintenance specifications and technical data? [Reference (c) Enclosure (3) § 2.b.(1)(d); Reference (d)]

SAT / UNSAT

6. Has 3-M System training been integrated into the ATCMD training and certification program? [Reference (a) § 1-2.1; 1-2.3, 1-2.6; 1-2.9; 1-2.10; Reference (d)]

SAT / UNSAT

7. Does the overall effectiveness of 3-M PMS Administration meet the intent and goals of guiding orders and directives?

SAT / UNSAT

Remarks are required for all UNSAT ratings. Provide remarks of this assessment below.

Evaluator: \_\_\_\_\_

3-M PMS Work Center Assessment Checklist

Station \_\_\_\_\_ Date \_\_\_\_\_ Work Center \_\_\_\_\_

- References:
- (a) NAVSEAINST 4790.8, Ships' Maintenance and Material Management 3-M Manual
  - (b) COMUSFLTFORCOMINST 4790.3 JOINT FLEET MAINTENANCE MANUAL (JFMM)
  - (c) OPNAVINST 3721.5, Air Traffic Control (ATC) Systems Maintenance Ashore Enclosure (3)
  - (d) MCIEAST-MCB CAMLEJO 3721.1, Marine Corps Installations East Air Traffic Control Maintenance Order

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

- a. NAVSEA LOEP properly reflects WC configuration. [Reference (a) G-6]
- b. Local planned maintenance procedures for non-CDM managed CI are accurate, up to date, and maintained separately from CDM-managed CI. [Reference (a) § 2-9.2.c; Reference (c) § 2.b.(1)(d)]
- c. MIP "line-outs" accurately reflect the WC configuration and operational requirements. [Reference (a) § 2-7.b.5.c]
- d. MIP "line-outs" are reviewed and initialed by the ATCMC, or properly appointed designee. [Reference (a) § 2-7.b.5.d]
- e. MRC routinely used in the work center are maintained and current. [Reference (a) § 2-7]
- f. MRC periodicities are properly scheduled and unchanged, except in the case of increasing periodicity to meet local requirements. [Reference (a)]
- g. MRC "line-outs" accurately reflect the WC configuration and operational requirements. [Reference (a)]
- h. MRC "line-outs" are reviewed and initialed by the ATCMC, or properly appointed designee. [Reference (a)]
- i. 13 weeks of completed 13-Week Accountability Logs are maintained. [Reference (a)]
- j. Maintenance actions are assigned to technicians and the senior person assigned is signing the 13-Week Accountability Log. [Reference (a)]
- k. 13-Week Accountability Logs are signed by the ATCMO and WC Supervisor. [Reference (a)]
- l. Advance Change Notices (ACN) for applicable changes not yet published on the PMS disk are properly maintained. [Reference (a)]
- m. Tag-out tags are utilized and properly entered on the 13-Week Report. [Reference (a)]
- n. WC personnel are qualified to perform assigned MRC tasks.

(1) Watch-Standers [Reference (d) § 6.8.b.]

(2) Personnel performing Ground Inspection MRC [Reference (c) § 4.b]

SAT / UNSAT

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

a. Force Revisions are being installed in a timely manner. [Reference (a)]

b. WC Periodic Accomplishment Rating (PAR) for SKED 3.2 is > 80%. [Reference (a) § G-22.a]

c. WC Spot Check Accomplishment Rating (SCAR) in SKED 3.2 confirms MCIEAST spot check requirements are being met (three per WC per month). [Reference (a) § G-22.c and Reference (d)]

d. Situational MRC are scheduled properly and in accordance with operational requirements. [Reference (a) § 2-4.5.d.(6)]

e. Related MRC are properly scheduled. [Reference (a) § 2-4.4.b.(13) and 2-4.5.d.(6)]

f. SKED scheduling notations and verifications are current and properly performed (i.e., Completion, and Deletion mark-ups). [Reference (a) § G-7]

g. Lost MRC have an accompanying Check Note in SKED 3.2, and if within last 13 weeks, the report on file reflects this entry. [Reference (a) § G-7]

h. Any PMS alerts that have been generated for MRCs that have fallen out of periodicity. [Reference (a) § G-3]

SAT / UNSAT

3. Overall effectiveness of 3-M 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 of this assessment below.

Evaluator: \_\_\_\_\_

CLARIFYING GUIDANCE TO COMPLETE SKED 3.2.6 SPOT CHECK FORM

1. The following regional guidance is provided to standardize the use of the SKED-generated spot check form.

2. When addressing the Assessment Attributes titled:

"1.a. Is the maintenance person PQS qualified to perform the MR?"  
Ensure that the technician is qualified by MOS as stated on the MRC and is indeed qualified by certification to perform the MRC. If qualified, enter "Qualified by ATCMD Technical Training" in the Assessment Attribute Note column.

"1.b. Presented the correct tools, PPE, parts (NSN), material (Military Specification (MILSPEC), and test equipment (Calibrated)." Ensure that the technician checks the SCAT codes and calibration dates of the test equipment being utilized.

"1.e. Is this the correct MRC for the equipment maintained?" Ensure that the technician completes a cross reference of the date codes for LOEP to MIP, MIP to MRC before proceeding."

"2.b. Correctly performed equipment Tag-out." Ensure that the Tagout log and the on-file 13-week report have tag entries for the completed MRC.

3. SKED 3.2.6 allows for the entry of N/A in the Grade column of the SKED-generated spot check form. All items marked N/A will cause SKED to ignore the score of the Assessment Attribute when calculating Total Points Available. If a MRC does not specifically address an Assessment Attribute, it shall be marked N/A. Typical Assessment Attributes that may not be addressed by a MRC are:

"2.b. Correctly performed equipment Tagout."

Instance: MRC does not require tagout of equipment.

"3.b. Correctly demonstrated use and disposal of Hazardous Material."

Instance: MRC does not require the use of Hazardous Material.

"4.c. Were material deficiencies detected by the PMS action and recorded in MDS?"

Instance: No deficiencies were detected during PM or correcting a deficiency is addressed by direction of the MRC. For example, if the steps provided in the CM-200 UR/VR, MRC S-2 corrects an identified deficiency, it would be N/A.

MRC Evaluation Sheet

Technician to be evaluated: \_\_\_\_\_ Work Center: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_

1. Identify maintenance requirement to be evaluated.

Equipment Nomenclature: \_\_\_\_\_ MIP: \_\_\_\_\_ MRC: \_\_\_\_\_

2. Determine the following by questions and/or personal observation.

	Circle One
a. Technician validated the MRC using the WC PMS Manual?	YES/NO
b. Technician reviewed the MRC before accomplishment and	
(1) Discussed the appropriate safety precautions, e.g., HAZMAT, PPE, Tag-Out/Lock-Out, etc?	YES/NO
(2) Presented the correct tools and materials?	YES/NO/NA
(3) Presented the correct parts and calibrated test equipment?	YES/NO/NA*
(4) Properly identified the equipment?	YES/NO**
c. Technician demonstrated the following:	
(1) Followed all safety precautions?	YES/NO*
(2) Followed all steps of the MRC?	YES/NO
(3) Correctly demonstrated use and disposal of HAZMAT?	YES/NO/NA
(4) Correctly performed equipment Tag-Out/Lock-Out?	YES/NO/NA*
(5) Used proper PPE?	YES/NO/NA
(6) If disassembly is part of the procedure, was the equipment properly disassembled?	YES/NO/NA
(7) If so, was the equipment reassembled correctly?	YES/NO/NA
d. Can the technician demonstrate/explain what each MR is accomplishing?	YES/NO
e. After accomplishment, evaluate MRC for the following:	
(1) Are the safety precautions complete as listed?	YES/NO
(2) Is the man-hour estimate correct? If not, what is the correct estimate?	YES/NO
(3) Is the tool/material list complete as written? If not, what should be changed?	YES/NO
(4) Is the MRC able to be completed as written?	YES/NO
f. Is a Technical Feedback Report recommended for any noted discrepancies in section (e) above?	YES/NO/NA
g. Discuss follow-on administrative actions:	
(1) Is technician knowledgeable of action to report a discrepancy to WCS?	YES/NO/NA
(2) Does technician know how to annotate the 13-Week Report?	YES/NO
(3) Does the technician demonstrate how to document completion of PM and CM in MDS?	YES/NO

Notes: If any item annotated with a single asterisk (\*) is answered "NO", the Evaluation is automatically considered UNSAT. If "NO" is marked for any

item, the evaluator is to provide guidance to ensure future compliance. Comments are required for any discrepancies.

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

\_\_\_\_\_  
(SAT/UNSAT)

4. Comments:

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5. MRC Evaluation Sheet shall be submitted to the Work Center Supervisor when the below signatures are complete.

Evaluator: \_\_\_\_\_

Work Center Supervisor: \_\_\_\_\_

APPENDIX J

MCIEAST-MCB CAMLEJ ATCM ADDENDUM CHECKLIST

This checklist contains directed items and shall be utilized by the MCIEAST NATOPS Evaluation Unit, in addition to the checklists contained in Appendix C of NAVAIR 00-80T-114. Directed items are determined by the ATC T&R Officer and require evaluation.

1. ATCM Administration and Training

- a. ATCMD Administration. Reserved.
- b. ATCMD Material. Reserved.
- c. ATCMD Publications, Records, and Reports. Reserved.
- d. ATCMD Training

(1) Does the Maintenance Officer or Maintenance Chief secure formal in-service, factory, or FAA school quotas in order to provide for the professional development of maintenance personnel? [OPNAVINST 3721.5; MCIEAST-MCB CAMLEJO 3721.1D]

(2) Has the Maintenance Officer implemented a quality, progressive, 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? [MCIEAST-MCB CAMLEJO 3721.1D]

(3) 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, stand-by, and during periods when personnel are on leave, TAD, sick, etc.)? [MCIEAST-MCB CAMLEJO 3721.1D]

(4) Is training on Operations and Maintenance Administration functions (e.g., 3-M, PMS, SKED, MDAT, Supply, CASREP, NOTAM, Flight Inspections, etc.) included? [MCIEAST-MCB CAMLEJO 3721.1D]

(5) Is training on ancillary equipment (e.g., test equipment, UPS, back-up emergency generator, etc.) included? [MCIEAST-MCB CAMLEJO 3721.1D]

(6) Does the OJT program incorporate elements of applicable ISEA-approved JQR? [MCIEAST-MCB CAMLEJO 3721.1D]

(7) Are current and relevant materials (e.g., lesson guides, student handouts, and training aids) utilized? [MCIEAST-MCB CAMLEJO 3721.1D]

(8) Do the SME instructors, WCS, and Maintenance Chief make recommendations to the Maintenance Officer for a technician's qualification status? [MCIEAST-MCB CAMLEJO 3721.1D]

(9) Has the Maintenance Officer designated, in writing, work center personnel qualified to perform system and equipment maintenance? [MCIEAST-MCB CAMLEJO 3721.1D]

(10) Do the SME instructors, WCS, and Maintenance Chief make recommendations to the Maintenance Officer for qualified technicians to become Ground Inspection Technicians, Basic Maintenance Technician Instructors, and SME? [MCIEAST-MCB CAMLEJO 3721.1D]

(11) Does the Maintenance Officer conduct and document an annual audit of technician training records to assess current training status, progression through training objectives, and documented qualifications of all assigned technicians? [MCIEAST-MCB CAMLEJO 3721.1D]

(12) Does technician qualification review include a written and/or oral interview and satisfactory completion of critical PMS MRCs? [MCIEAST-MCB CAMLEJO 3721.1D]

(13) Is annual training on hazardous energy control (Lock-Out/Tag-Out) conducted and documented in training records? [OPNAV M-5100.23, MCIEAST-MCB CAMLEJO 3721.1D]

e. ATCMD Safety. Applicable reference (a) safety-related questions may be included in work center functional area checklists to ascertain the overall effectiveness of the ATCMD Safety Program.

(1) Has the Maintenance Officer designated a Safety NCO and is he/she knowledgeable of the duties and responsibilities associated with this collateral duty? [MCIEAST-MCB CAMLEJO 3721.1D]

(2) Does the Maintenance Officer retain a copy of the most recent annual base safety inspection of ATCMD? [MCIEAST-MCB CAMLEJO 3721.1D]

(3) Are all personnel informed of the types and uses of hazardous materials found in division workspaces? [OPNAV M-5100.23, MCIEAST-MCB CAMLEJO 3721.1D]

(4) Are hazardous material SDS readily available? [OPNAV M-5100.23; MCIEAST-MCB CAMLEJO 3721.1D]

(5) Do technical personnel (selected at random) know the tag-out or lock-out procedures for working on electrical/electronic equipment? [OPNAV M-5100.23, 29 CFR 1910.147, MCIEAST-MCB CAMLEJO 3721.1D]

(6) 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 to 24 months? [MILHDBK 419; NFPA 780-most recent; MIP C-952 001 18M-1R]

f. ATCMD Maintenance Procedures

(1) Do division personnel perform maintenance actions in accordance with the 3-M system? [OPNAVINST 4790.4; NAVSEAINST 4790.8, Evaluator will complete MCIEAST-MCB CAMLEJO 3721.1D, Appendix I, 3-M PMS Assessment Checklist ATCMD Administration]

(a) Has the Maintenance Officer implemented an aggressive self-assessment program, to include material condition assessments as well as assessments of the maintenance technician's ability to perform maintenance as prescribed by PMS MRC? [NAVSEAINST 4790.8; conduct review of PMS spot checks



completed in SKED 3.2 and MRC Evaluation Sheets if utilized for technician qualification.]

(b) Are PMS assignments given to personnel possessing the corresponding equipment MOS (USMC)/equivalent rating (civilian) as set forth in equipment Maintenance Requirement Cards (MRC)? [NAVAIR 00-80T-114; OPNAV 4790.4; NAVSEAINST 4790.8]

(2) Is equipment that does not meet the safety of flight and flight inspection tolerances, as set forth in the MRC, removed from service and repaired? [OPNAVINST 3721.5]

(3) Are the responsible ATCMD personnel knowledgeable of, and proficient in the execution of their prescribed duties to support FAA Flight Inspections? [NAVAIR 00-80T-114; NAVAIR 16-1-520/FAA O 8200.1C; MCIEAST-MCB CAMLEJO 3721.1D]

(4) Are logbooks used to document and pass information between crews in order to provide continuity of the maintenance effort? [MCIEAST-MCB CAMLEJO 3721.1D]

(5) Has the Maintenance Officer directed utilization of MDAT to generate and track maintenance actions, preventive and corrective maintenance man-hours, and equipment costs? [MCIEAST-MCB CAMLEJO 3721.1D]

(6) Has the Maintenance Officer established an adequate Tool Control Program? [MCIEAST-MCB CAMLEJO 3721.1D]

(a) Are tools inventoried for accountability and inspected for serviceability? [MCIEAST-MCB CAMLEJO 3721.1D]

(b) Does local SOP identify the process to report and replace unserviceable or missing tools? [MCIEAST-MCB CAMLEJO 3721.1D]

g. Supply Procedures. Reserved.

h. ATCMD Overview. Reserved.

2-3-4-5. ATCMD Work Center Functional Area Evaluation. Applicable to:

2. Communications.

3. Radar.

4. Navigational Aids.

5. Weather.

a. Work Center Maintenance Administration

(1) Has the branch/WCS effectively implemented the 3-M system and ensured that maintenance is appropriately planned, conducted, and documented for the work center? [OPNAVINST 4790.4, NAVSEAINST 4790.8, OPNAVINST 3721.5; MCIEAST-MCB CAMLEJO 3721.1D - Evaluator Completes Appendix I, 3-M PMS Administration Assessment Checklist ATCMD Work Center]

(2) Are Equipment Performance Forms utilized to document equipment operating condition at specified intervals, in order to assist in certification and determination of performance trends? [OPNAVINST 3721.5]

(3) Are work center logbooks used to document and pass information between crews in order to provide continuity of the maintenance effort? [MCIEAST-MCB CAMLEJO 3721.1D]

(4) Is MDAT utilized by the work center to generate and track maintenance actions? [MCIEAST-MCB CAMLEJO 3721.1D]

(a) Are Maintenance Action Items (MAI) opened for all equipment requiring maintenance? [MCIEAST-MCB CAMLEJO 3721.1D]

(b) Are man-hours tracked and documented for preventive and corrective maintenance in accordance with the 3-M system? [NAVSEAINST 4790.8]

(c) Are all equipment/systems not in use tagged, indicating operational status and referencing AWM and supply (AWP) action? [NAVSEAINST 4790.8; MCIEAST-MCB CAMLEJO 3721.1D]

(d) Do MAI and document numbers match the equipment tagged awaiting parts (AWP)? [MCIEAST-MCB CAMLEJO 3721.1D]

(5) Has the branch/WCS 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; MCIEAST-MCB CAMLEJO 3721.1D]

(6) Is there an established work center procedure to order replacement or repair parts? [MCIEAST-MCB CAMLEJO 3721.1D]

(a) Is parts information associated with an applicable MAI documented and regularly updated in MDAT and local supply program to track parts failure and cost data? [MCIEAST-MCB CAMLEJO 3721.1D]

(b) Is the status of parts on order routinely monitored by the WCS?

(c) Can received parts be traced to associated equipment?

(7) If the branch/work center maintains an approved OBRP kit to support specific equipment, is there a current inventory? [NAVSUP Pub 485 Vol III, MCIEAST-MCB CAMLEJO 3721.1D]

b. Work Site Condition Evaluation

(1) Are there any siting or equipment installation/design problems known or suspected to exist that may negatively impact (as applicable to work center) communications, navigational aids, or radar reliability, availability, or maintainability? [Applicable Tech Manual]

(2) Is the associated antenna field free of items that could cause radiation pattern problems? [Applicable Tech Manual]

(3) Is vegetation groomed such that it does not interfere with antenna, antenna mast, and guy wire maintenance? [Applicable Tech Manual]

(4) Is outside lighting adequate at the applicable work center remote sites to ensure access after dark? [MCIEAST-MCB CAMLEJO 3721.1D]

(5) Are obstruction lights operational? [NAVAIR 51-50AAA-2]

c. Equipment Material Condition Evaluation [NAVAIR 00-80T-114] (Use applicable functional area equipment specific evaluation worksheet.)

[2.c] Communications equipment, to include: AN/FSC-127 ETVS; AN/FSC-127A EVS; AN/GRC-260/-261 Transceivers; CM-200 or CM-300(V)2 UHF/VHF Transmitters and Receivers; AN/FFC-1 FOCIS; AN/FAC-6(V)1,2,4 FOIS; DALR.

[3.c] Radar equipment, to include: AN/FPN-63 PAR or AN/FPN-68A PAR; AN/GPN-30 DASR; AN/FSQ-204 STARS ELITE; AN/FYC-22C VIDS, if maintained by Radar Work Center.

[4.c] Navigational Aids equipment, to include: AN/URN-32 TACAN; OE-258A FC2 Antenna; MK20A or AN/GRN-33(V) Instrument Landing System (ILS) Localizer and Glideslope; AN/FYC-22C VIDS, if maintained by NAVAIDS Work Center.

[5.c] Weather equipment: ASOS.

(1) Upon performing a visual inspection to assess NAALS equipment condition, is the material condition of the system satisfactory? [OPNAVINST 3721.5]

(a) Is equipment clean?

(b) Are all access panels and hardware installed?

(c) Are all lamps and alarms in proper working condition?

(d) Are all buttons and switches in good condition (not cracked or missing)?

(e) Are wires and cables in good condition (not visibly broken, torn, or frayed)?

(f) Are all ATC equipment and facilities properly grounded to ensure personnel and equipment protection?

(g) Is weatherproofing on external cable connectors in good condition?

(h) If applicable, is lubrication adequate?

(i) Free of rust and corrosion?

(j) Free of cracked or peeling paint?

d. Equipment Technical Evaluation [NAVAIR 00-80T-114]

Note: The past two years of equipment performance standards and maintenance documentation, applicable equipment technical manuals, PMS MRC's, and baseline performance parameters shall be utilized to verify equipment performance, operation, and maintenance of ATC Communications, Radar, Navigational Aids, and Weather equipment. Evaluators will also spot check maintenance technicians in the performance of selected PMS to ascertain technical knowledge and assess the effectiveness of the training program. (Record the process and results on PMS Spot Check Form.)

(1) ATC Communications Equipment [2.d.(1)]

(a) If installed, is PMS being performed on the AN/FSC-127 Enhanced Terminal Voice Switch (ETVS) and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(b) Is PMS being performed on the AN/FSC-127A Emergency Voice Switch (EVS), and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(c) Is PMS being performed on all ATC Communications antennae, and do they meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(d) Are PMS and equipment performance forms being completed on radio transmitters, CM-200VT/UT or CM-300(V)2 VT/UT, and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(e) (XMIT) Have a randomly-selected technician perform radio transmitter MRC S-1. Record the process and results on MCIEAST MRC Evaluation Sheet. [MCIEAST-MCB CAMLEJO 3721.1D]

(f) Are PMS and equipment performance forms being completed on radio receivers, CM-200VR/UR or CM-300(V)2 VR/UR, and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(g) (RCVR) Have a randomly-selected technician perform radio receiver MRC S-2. Record the process and results on MCIEAST MRC Evaluation Sheet. [MCIEAST-MCB CAMLEJO 3721.1D]

(h) Is PMS being performed on the multi-channel UHF radio set AN/GRC-261 and VHF radio set AN/GRC-260, and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(i) Is PMS being performed on the Digital Audio Legal Recorder (DALR), and does it meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(j) Does the Automatic Terminal Information Service (ATIS) provide adequate audio quality and coverage? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(k) Monitor randomly-selected technicians perform PMS procedures designated by the Evaluator. Record the process and results on MCIEAST MRC Evaluation Sheet. [MCIEAST-MCB CAMLEJO 3721.1D]

(2) ATC Radar Equipment [3.d.(1)]

(a) Observe daily PAR turn-up procedures and system checks. [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(b) Do PAR indicators display proper operation?

(c) Are PAR antenna reflectors:

1. Well-mounted and secure?
2. Free of rust and corrosion?

(d) Are PMS and equipment certifications being performed on the PAR, and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(e) Observe randomly-selected technicians perform AN/FPN-68A PAR R-1D and PMS MRC designated by the Evaluator. Record the process and results on MCIEAST MRC Evaluation Sheet. [NAVAIR 00-80T-114; OPNAVINST 3721.5; MCIEAST-MCB CAMLEJO 3721.1D]

(f) Are all PAR systems and services currently operational, flight checked, and ground certified? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(g) Are all PAR key performance parameters and critical inspection elements within operating tolerance? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(h) Observe AN/GPN-30 Digital Airport Surveillance Radar (DASR) turn-up procedures and system checks. [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(i) Do DASR indicators display proper operation? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(j) As applicable to site configuration and per applicable technical manual, is the MSSR Dual Channel Site Monitor (PARROT):

1. Well-mounted and secure?
2. Free of rust and corrosion?
3. Line-of-sight to the radar?
4. Displaying proper site-specific identification, altitude, range, and azimuth on TCWs?

(k) Observe randomly-selected technicians perform AN/GPN-30 DASR PMS MRC procedures designated by the Evaluator. Record the process and

results on MCIEAST MRC Evaluation Sheet. [NAVAIR 00-80T-114; OPNAVINST 3721.5; MCIEAST-MCB CAMLEJO 3721.1D]

(l) Are all DASR systems and services currently operational, flight checked, and ground certified? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(m) Are all DASR key performance parameters and critical inspection elements within operating tolerance? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(n) Are PMS and equipment certifications being performed on the AN/FSQ-204 Standard Terminal Automation Replacement System (STARS) ELITE, and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(o) Observe randomly-selected technicians perform AN/FSQ-204 STARS ELITE PMS MRC R-1D, M-2, M-3. Record the process and results on MCIEAST MRC Evaluation Sheet. [MCIEAST-MCB CAMLEJO 3721.1D]

(p) If installed, and radar technicians are responsible for the maintenance, are PMS and equipment certifications being performed on the AN/FYC-22C Visual Information Display System (VIDS) and does the equipment meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(q) Observe randomly-selected technicians perform VIDS PMS procedures designated by the Evaluator. Record the process and results on MCIEAST MRC Evaluation Sheet. [MCIEAST-MCB CAMLEJO 3721.1D]

(3) ATC Navigational Aids Equipment [4.d.(1)]

(a) Observe AN/URN-32 TACAN system daily turn-up procedures and system checks. [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(b) Are PMS and equipment certifications being performed on the AN/URN-32 TACAN system, and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(c) Observe randomly-selected technicians perform PMS MRC Q-4R on the TACAN. Record the process and results on MCIEAST MRC Evaluation Sheet. [OPNAVINST 3721.5, MCIEAST-MCB CAMLEJO 3721.1D]

(d) Are PMS and equipment certifications being performed on the OE-258A FC2 TACAN Antenna system, and does the system meet all specified tolerances? [Applicable Technical Manual, PMS MRC, baseline performance parameters]

(e) Observe randomly-selected technicians perform PMS MRC Q-1 for OE-258A FC2. Record the process and results on MCIEAST MRC Evaluation Sheet. [OPNAVINST 3721.5, MCIEAST-MCB CAMLEJO 3721.1D]

(f) 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]

(g) Do the localizer and glide slope sites have adequate back-up power (UPS or emergency generator)? [NAVAIR 00-80T-114]

(h) Observe randomly-selected technicians perform ILS PMS procedures designated by the Evaluator. Record the process and results on MCIEAST MRC Evaluation Sheet. [MCIEAST-MCB CAMLEJO 3721.1D]

(i) If installed, and NAVAIDS technicians are responsible for the maintenance, 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]

(j) Observe randomly selected technicians perform VIDS PMS procedures designated by the Evaluator. Record the process and results on MCIEAST MRC Evaluation Sheet. [MCIEAST-MCB CAMLEJO 3721.1D]

(4) ATCM Weather [5.d.(1)]

(a) Are PMS and equipment certifications being performed on ASOS and does the system(s) meet all specified tolerances? [MCIEAST-MCB CAMLEJO 3721.1D]

(b) Weather conditions permitting, observe randomly-selected technicians perform PMS MRC S-5, S-8, and S-13 on the ASOS. Record the process and results on MCIEAST MRC Evaluation Sheet. [OPNAVINST 3721.5; MCIEAST-MCB CAMLEJO 3721.1D]

(c) Are there any siting or equipment installation/design problems known, or suspected to exist, that may negatively impact Weather systems reliability, availability, or maintainability? [MCIEAST-MCB CAMLEJO 3721.1D]

e. Work Center Functional Area Overview. (Prepare a summary statement for each functional area.)

(1) Does the overall equipment condition and operation indicate that good maintenance techniques are being utilized?

(2) Are there any recurring or unusual equipment problems?

(3) Is the functional area mission capable?

APPENDIX K

SAMPLE TECHNICIAN OF THE YEAR PACKAGE



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS EAST - MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE, NC 28542-005

1650  
ATCMD  
Date

From: Air Traffic Control Maintenance Officer, Marine Corps Air Station XXX  
To: Commander, Marine Corps Installations Command (Attn: G-3)  
Via: (1) Commanding Officer, Headquarters and Headquarters Squadron, Marine Corps Air Station XXX  
(2) Commanding Officer, Marine Corps Air Station XXX  
(3) Commanding General, Marine Corps Installations East - Marine Corps Base Camp Lejeune (Attn: ATC Training and Readiness Office)  
Subj: VICE ADMIRAL WILLIAM P. LAWRENCE NAVAL AIR TRAFFIC CONTROL TECHNICIAN OF THE YEAR AWARD IN CASE OF ALFRED A. CUNNINGHAM 1234567890/595x USMC  
Ref: (a) NAVAIR 00-80T-114  
(b) MCIEAST-MCB CAMLEJ 3721.1  
Encl: (1) Professional History  
(2) Biography  
(3) Personal Award Recommendation (OPNAV 1650/3)

1. Per the references, *(Grade, Full Name)* is enthusiastically nominated for the Vice Admiral William P. Lawrence Naval Air Traffic Control Technician of the Year Award.

2. *Paragraph two (and subsequent paragraphs, if necessary) contains substantiating justification regarding performance during the award period (not to exceed two pages). However, one or more of the following categories is considered appropriate:*

a. *An individual whose introduction or development of an air traffic control or maintenance concept has led to overall improvements in the efficiency and/or safety of naval aviation.*

b. *A technician whose sustained outstanding performance has significantly contributed to the efficiency of flight safety or naval aviation.*

c. *A technician who has improved significantly the reliability or maintenance of NAALS systems or reduced the cost associated with maintaining or replacing these systems.*

d. *Outstanding leadership or other individual achievement in the field of air traffic control maintenance.*



3. *Provide examples of specific achievements:*

a. *All accomplishments should be related to air traffic control maintenance. This is not a leadership award.*

b. *Avoid flowery phrases and avoid general terms that do not quantify contributions (i.e. "copious qualifications...", or exquisitely performed...).*

5. *If selected, a Navy and Marine Corps Commendation Medal award recommendation shall be written for use by CNO. If the MCIEAST-MCB CAMLEJ nominee is not selected by CNO, the Marine may be awarded the Navy and Marine Corps Achievement Medal by the CG MCIEAST-MCB CAMLEJ.*

I. M. ATCFO

Professional History

In award period:

Date

Grade

Command

Professional Qualifications

Awards

*Biography of Rank First M. Last*

Contains, at a minimum, date/place of birth; hometown; date of initial enlistment; and family members. Shall not exceed one page in length.  
Recommended format:

- *Date and location of birth*
- *Family history*
- *Marine Corps assignments/billets*
- *Deployment history*
- *Spouse/children, if applicable*