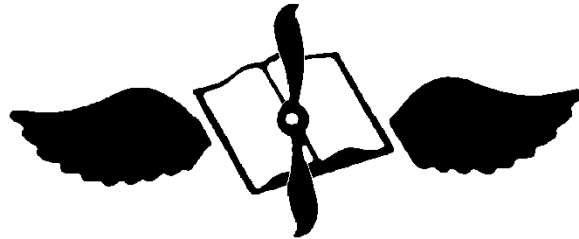


CHAPTER 13



AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)

NAVPERS 18068F-13G
Change 94

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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)



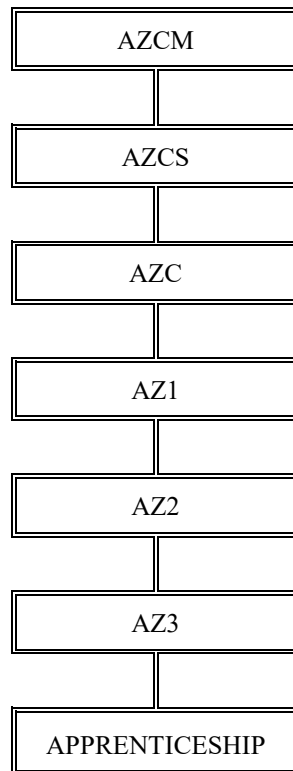
SCOPE OF RATING

Aviation Maintenance Administrationmen (AZ) perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program (NAMP); prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms and reporting requirements; maintain administrative files within the organization plan and program; coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to Naval aircraft and aeronautical equipment and support equipment; organize, maintain, and operate Navy Aeronautical Technical Publications Library (ATPL); oversee dispersed libraries; build, configure, deploy, and operate the Naval Aviation Logistics Command Management Information System (NALCOMIS) and Self-Monitoring Analysis Report Technology (SMART) servers; perform configuration management of Naval aircraft, associated components and support equipment; manage NALCOMIS hardware, software upgrades, and network security and Information Assurance (IA) requirements; set up and administer basic Local Area Networks (LAN) in support of Naval operations; liaise with ship and/or shore Information Technology (IT) personnel for NALCOMIS Local Area Network (LAN) support; and maintain data integrity between operations and maintenance departments.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 13.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Aviation Administrator****Job Code****002576****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

AVIATION ADMINISTRATOR

Short Title (14 Characters)

AV ADMIN

Pay Plan

Enlisted

Career Field

AZ

Other Relationships and Rules

NEC FXXX and 7XXX series and other NECs as assigned

Job Description

Aviation Administrators perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program (NAMP); prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms, and reporting requirements; maintain files on departmental organization, manning, personnel travel and transfers, and training requirements; plan, program, and coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to Naval aircraft and aeronautical equipment and support equipment; coordinate squadron/activity maintenance reporting requirements; organize, maintain, and operate Navy Aeronautical Technical Publications Library (ATPL) to include Aircraft Launch and Recovery Equipment (ALRE) Quality Assurance (QA) administration; oversee dispersed libraries, and audit and train dispersed librarians; operate the Naval Aviation Logistics Command Management Information System (NALCOMIS) and associated platform-specific tracking systems; input, verify, and validate data pertaining to the history, operation, maintenance, configuration, receipt, and transfer of Naval aircraft, related aeronautical equipment and components; maintain operations department flight data historical files and aviator data; and provide support/assistance to organizational, intermediate, and depot maintenance staff areas.

DoD Relationship**Group Title**Aviation Maintenance
Records and Reports**DoD Code**

155500

O*NET Relationship**Occupation Title**Production, Planning, and
Expediting Clerks**SOC Code**

43-5061.00

Job Family

Office and Administrative Support

Skills*Management of Material Resources**Monitoring**Coordination**Reading Comprehension**Mathematics**Active Learning**Systems Analysis**Complex Problem Solving**Critical Thinking**Equipment Maintenance***Abilities***Written Comprehension**Written Expression**Problem Sensitivity**Deductive Reasoning**Information Ordering**Mathematical Reasoning**Selective Attention**Number Facility**Inductive Reasoning**Time Sharing***AIRCRAFT LAUNCH AND RECOVERY EQUIPMENT (ALRE) QUALITY ASSURANCE****Paygrade**

E4

Task Type

NON-CORE

Task Statements

Audit Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) dispersed libraries

E4

NON-CORE

Maintain Aircraft Launch and Recovery Maintenance Program (ALREMP) central libraries

E4

NON-CORE

Maintain Aircraft Launch and Recovery Maintenance Program (ALREMP) logs and records

E6

NON-CORE

Maintain Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) procedures

E4

NON-CORE

Track arresting gear and catapult maintenance inspection requirements in Maintenance and Material Management (3M) system

E4

NON-CORE

Track holdback bar inspection requirements

AUTOMATED LOGISTICS ENVIRONMENT (ALE) ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Configure Portable Electronic Maintenance Aids (PEMA) for Automated Logistics Environment (ALE) operations
E5	CORE	Correct Aircraft Data Files (ADF)
E5	CORE	Determine engine usage ratios
E4	CORE	Maintain Aircraft Data Files (ADF)
E5	CORE	Maintain Automated Logistics Environment (ALE) module interface requirements for the F/A-18-E/F, V-22, H-53, E-2D and H-60 aircraft
E5	CORE	Maintain engine percent life remaining reports
E5	CORE	Maintain Service Life Management Program (SLMP) data reports
E5	CORE	Manage F/A-18 Automated Maintenance Environment (FAME) data
E5	CORE	Migrate data from legacy systems to newer databases
E5	CORE	Perform trend analysis on Automated Logistics Environment (ALE) reports
E4	CORE	Process Aircraft Data Files (ADF) in stand-alone mode
E4	CORE	Reconcile Aircraft Data Files (ADF) with Naval Aviation Flight Record (NAVFLIR)
E5	CORE	Review Automated Trending and Analysis (ATA) reports
E5	CORE	Verify Structural Appraisal of Fatigue Effects (SAFE) reports for upline connectivity
E5	CORE	Verify usage data is applied to all applicable components

CENTRAL TECHNICAL PUBLICATIONS LIBRARY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit dispersed technical libraries
E5	CORE	Conduct Portable Electronic Maintenance Aids (PEMA) and associated hardware inventories
E5	CORE	Develop procedures for classified materials
E5	CORE	Initiate routing of Technical Directives (TD)
E5	CORE	Label manual binder spines
E5	CORE	Load Automated Data Processing (ADP) and Aircraft Intermediate Maintenance Department (AIMD) (Afloat) Joint Technical Data Integration (JTDI) Compact Disk (CD) updates on the Joint Knowledge Caching Server (JKCS)
E5	CORE	Load Electronic Rapid Action Changes (ERAC)
E5	CORE	Load Joint Technical Data Integration (JTDI) Compact Disk (CD) updates on the Joint Knowledge Caching Server (JKCS)
E5	CORE	Maintain a training program for dispersed librarians on technical publication updates
E5	CORE	Maintain Automated Technical Publications Libraries (ATPL)
E5	CORE	Maintain Central Technical Publications Library (CTPL) transaction files
E5	CORE	Maintain change entry certification record files
E5	CORE	Maintain classified material containers and access lists
E5	CORE	Maintain Enhanced Library Management Systems (ELMS)
E5	CORE	Maintain internal control of the Naval Aviation Maintenance Program (NAMP) via Electronic Library Management System (ELMS)

CENTRAL TECHNICAL PUBLICATIONS LIBRARY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Joint Technical Data Integration (JTDI) Compact Disk (CD) updates on the Joint Knowledge Caching Server (JKCS)
E5	CORE	Maintain local Maintenance Requirement Cards (MRC)
E5	CORE	Maintain Naval Air publications via Naval Air Technical Data and Engineering Service Command (NATEC) website
E5	CORE	Maintain Naval Air Training and Operations Procedures Standardization (NATOPS)
E5	CORE	Maintain Portable Electronic Maintenance Aids (PEMA) in Electronic Library Management System (ELMS)
E5	CORE	Maintain technical manuals
E5	CORE	Maintain weekly Interim Rapid Action Change (IRAC) summaries
E5	CORE	Maintain weekly summaries of issued Technical Directives (TD)
E5	CORE	Manage Portable Electronic Maintenance Aids (PEMA)
E5	CORE	Order publications
E5	CORE	Perform Portable Electronic Maintenance Aids (PEMA) material condition inspections
E5	CORE	Track Technical Directives (TD) in Electronic Library Management System (ELMS) database
E5	CORE	Update Interactive Electronic Technical Manual (IETM) software
E5	CORE	Update publications and publication master files
E5	CORE	Verify Joint Technical Data Integration (JTDI) Compact Disk (CD) updates are loaded on the Joint Knowledge Caching Server (JKCS)

DATA ANALYSIS AND SYSTEM ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze aviation maintenance data trends
E5	CORE	Assign Special Maintenance Qualifications (SMQ)
E5	CORE	Conduct maintenance documentation training
E5	CORE	Conduct Naval Aviation Logistics Command Management Information Systems (NALCOMIS) functionality training
E5	CORE	Configure detachment workstations and laptops
E5	CORE	Configure Uninterruptable Power Supply (UPS)
E5	CORE	Coordinate data transfers between servers and databases
E5	CORE	Coordinate system maintenance
E5	CORE	Correct database and system errors
E5	CORE	Create ad hoc Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) reports
E5	CORE	Create database returns
E5	CORE	Create Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) contingency training
E5	CORE	Create Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) personnel accounts

DATA ANALYSIS AND SYSTEM ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Establish Optimized-Organizational Maintenance Activity Naval Aviation Logistics Command Maintenance Information Systems (OOMA NALCOMIS) interfaces
E5	CORE	Install detachment printers
E5	CORE	Install Naval Aviation Logistics Command Management Information Systems (NALCOMIS) security packages
E5	CORE	Load Naval Aviation Logistics Command Management Information Systems (NALCOMIS) operating software
E5	CORE	Lockout Optimized-Organizational Maintenance Activity Naval Aviation Logistics Command Management Information Systems (OOMA NALCOMIS) datasets after aircraft mishaps
E5	CORE	Maintain baseline change reports
E5	CORE	Maintain baseline trouble reports
E5	CORE	Maintain computer hardware
E5	CORE	Maintain detachment pack-up lists
E5	CORE	Maintain hardware inventories
E5	CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS)
E5	CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) report files (e.g. MAINT 1-6 reports)
E5	CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system history logs
E5	CORE	Maintain offsite backups
E5	CORE	Maintain Optimized-Organizational Maintenance Activity Naval Aviation Logistics Command Management Information Systems (OOMA NALCOMIS) technical advisories
E5	CORE	Maintain system administrator logbooks
E5	CORE	Maintain trouble call submissions and records
E5	CORE	Manage computer naming conventions
E5	CORE	Manage database user accounts and processes
E5	CORE	Manage Intermediate Level (I-Level) maintenance databases
E5	CORE	Manage Naval Aviation Logistics Command Management Information System (NALCOMIS) networks (e.g., peripheral cables, connections, printers, etc.)
E5	CORE	Manage Naval Flight Record Subsystem (NAVFLIRS) for aircrews
E5	CORE	Manage Naval Flight Record Subsystem (NAVFLIRS) upline reporting
E5	CORE	Manage network properties and local area connections
E5	CORE	Manage Public Key Infrastructure (PKI) and Department of Defense (DoD) certificates
E5	CORE	Manage server virtual machines
E5	CORE	Manage system servers and workstations
E5	CORE	Monitor database log spaces
E5	CORE	Monitor event viewer and transaction logs

DATA ANALYSIS AND SYSTEM ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Monitor Naval Aviation Logistics Command Management Information Systems (NALCOMIS) replication status
E5	CORE	Monitor Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system performance
E5	CORE	Monitor scheduled system jobs
E5	CORE	Perform Assured Compliance Assessment Solution (ACAS)
E5	CORE	Perform database restores
E5	CORE	Perform detachment processing
E5	CORE	Perform Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system backups
E5	CORE	Perform site-to-site server moves
E5	CORE	Prepare baseline trouble reports
E4	CORE	Prepare trouble call submissions and records (e.g., IT Service Management (ITSM))
E5	CORE	Process MAINT-2 and Naval Aviation Readiness Integrated Improvement Program (NAVRIIP) data
E5	CORE	Provide statistical analysis via Maintenance and Material Management (3M) summary
E5	CORE	Reconcile Naval Flight Record Subsystem (NAVFLIRS) data with Sierra Hotel Aviation Readiness Program (SHARP)
E5	CORE	Record system downtime and trouble calls
E5	CORE	Respond to user trouble calls
E5	CORE	Schedule database down time
E5	CORE	Troubleshoot Naval Aviation Logistics Command Management Information Systems (NALCOMIS)
E5	CORE	Update Information Assurance (IA) vulnerability alerts
E5	CORE	Update software configurations
E5	CORE	Verify baseline change reports
E5	CORE	Verify Sybase server status
E5	CORE	Verify Wide Area Network (WAN) for connectivity (e.g., O- to I-Level connection, MIDTIER)

LOGS AND RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Annotate replacement due-time on Aeronautical Equipment Service Record (AESR)
E5	CORE	Calculate replacement due-time on all carded items
E5	CORE	Close out outdated aircraft logbook forms
E5	CORE	Correct X-ray reports
E5	CORE	Create electronic log set components
E5	CORE	Create logbook records
E5	CORE	Create new aircraft logbook forms

LOGS AND RECORDS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Document engine reporting status via Decision Knowledge Engine Transaction Reporting (DECKETR) website
E5	CORE	Document Technical Directives (TD)
E5	CORE	Forward consolidated cards to central repository or Field Support Team (FST)
E5	CORE	Maintain aircraft historical files
E5	CORE	Maintain aircraft logbook pages
E4	CORE	Maintain Aviation Life Support Systems (ALSS) Auto Log-Sets (ALS)
E5	CORE	Maintain Engine Transaction Report (ETR) logs and worksheets
E5	CORE	Maintain X-ray reports
E4	CORE	Manage Aeronautical Armament Equipment (AAE) records
E5	CORE	Manage aircraft equipment service records
E6	CORE	Manage Aircraft Inventory Readiness Reporting Systems (AIRRS)
E5	CORE	Manage Auto Log-Sets (ALS)
E5	CORE	Manage Aviation Life Support System (ALSS) records
E5	CORE	Manage Configuration Management (CM) of Optimized-Organizational Maintenance Activity Naval Aviation Logistics Command Management Information Systems (OOMA NALCOMIS) assets
E5	CORE	Manage master flight files
E6	CORE	Manage transfer and receipt of aircraft documentation
E5	CORE	Prepare Engine Transaction Reports (ETR)
E5	CORE	Process aircraft X-ray reports via Optimized Organizational Maintenance Activity Naval Aviation Logistics Command Management Information Systems (OOMA NALCOMIS)
E5	CORE	Process Change of Location (COL) X-rays
E5	CORE	Process End of Quarter (EOQ) reports
E5	CORE	Process Engine Transaction Reports (ETR)
E5	CORE	Process Quarterly Hours in Life (QHIL) reports
E4	CORE	Research components missing logbook documentation
E5	CORE	Screen work orders for logbook entries
E6	CORE	Validate logbook entries
E5	CORE	Verify aircraft flight summary page
E5	CORE	Verify aircraft inspection cycles
E5	CORE	Verify component removal due reports
E5	CORE	Verify correct documentation on Assembly Service Record, Module Service Record, Equipment History Record, Schedule Removal Card (ASR/MSR/EHR/SRC)
E5	CORE	Verify engine inspection cycles
E4	CORE	Verify installed explosive devices with Cartridge Actuated Device / Propellant Actuated Device (CAD/PAD) and Optimized-Organizational Maintenance Activity (OOMA)
E5	CORE	Verify Naval Aviation Logistics Command Management Information Systems (NALCOMIS) engine management reports

LOGS AND RECORDS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Verify Periodic Maintenance Information Card (PMIC) against all tracked components
E5	CORE	Verify quarterly list 02 and list 04 Technical Directive (TD) reports
E5	CORE	Verify X-ray reporting via Aircraft Inventory Readiness Reporting Systems (AIRRS)

MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create Support Equipment (SE) licenses
E4	CORE	Distribute Monthly Maintenance Plans (MMP)
E4	CORE	Distribute Monthly Personnel Plans (MPP)
E4	CORE	Distribute nontechnical information and publications
E4	CORE	Draft aviation messages
E4	CORE	Issue Support Equipment (SE) licenses
E4	CORE	Maintain a master file of nontechnical instructions
E4	CORE	Maintain Advance Skills Management (ASM) program
E4	CORE	Maintain aviation maintenance correspondence ticklers
E4	CORE	Maintain aviation maintenance department message boards
E4	CORE	Maintain Monthly Maintenance Plans (MMP)
E4	CORE	Maintain Monthly Personnel Plans (MPP)
E4	CORE	Maintain organizational manpower charts
E4	CORE	Maintain Relational Administrative Data Management (RADM) database
E4	CORE	Maintain Standard Subject Identification Code (SSIC) files
E6	CORE	Manage Advanced Skills Management (ASM) system
E5	NON-CORE	Prepare awards
E4	NON-CORE	Prepare departmental muster reports
E4	CORE	Prepare Monthly Maintenance Plans (MMP)
E4	CORE	Prepare Monthly Personnel Plans (MPP)
E4	CORE	Process Support Equipment (SE) licenses and renewals
E5	CORE	Safeguard classified aviation maintenance documents
E5	CORE	Track maintenance action reports

MAINTENANCE/PRODUCTION CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify aircraft safe for flight
E6	CORE	Conduct Naval Aviation Maintenance Program (NAMP) self-audits
E6	CORE	Coordinate Depot-Level (D-Level) maintenance requirements
E4	CORE	Issue aircraft inspections
E4	CORE	Maintain Aircraft Discrepancy Books (ADB) and Automated Aircraft Discrepancy Books (AADB)

MAINTENANCE/PRODUCTION CONTROL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain aircraft status reports and boards
E4	CORE	Maintain historical flight schedules
E4	CORE	Maintain Rough Flight Logs (RFL)
E6	NON-CORE	Manage Aviation Maintenance Supply Readiness Reporting (AMSRR) accounts
E7	NON-CORE	Manage Budget Operating Target (OPTAR) Reports (BOR) reports
E6	CORE	Manage Fatigue Life Expenditures (FLE)
E7	CORE	Manage flight hours
E7	NON-CORE	Manage purchase card programs
E5	CORE	Manage Structural Life Limit (SLL) programs
E6	CORE	Monitor Fatigue Life Expenditure (FLE) reports
E4	CORE	Perform Automated Aircraft Discrepancy Books (AADB) summary page backups
E4	CORE	Prepare administrative work orders on aircraft, Support Equipment (SE), and Aviation Life Support Systems (ALSS)
E4	CORE	Process work orders on Aviation Life Support Systems (ALSS) inspections
E4	CORE	Process work requests
E4	CORE	Validate aircrew flight reports
E6	CORE	Verify cannibalization logs
E5	CORE	Verify Rough Flight Logs (RFL)

SUPPORT EQUIPMENT PLANNED MAINTENANCE SYSTEMS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Coordinate Intermediate Maintenance Activity (IMA) inspections
E4	CORE	Document Non-Destructive Inspection (NDI) and proof load tests on Support Equipment (SE) Custody and Maintenance History Record (OPNAV 4790/51)
E4	CORE	File Support Equipment (SE) Planned Maintenance System (PMS) records
E4	CORE	Maintain preservation and depreservation cycle documentation
E4	CORE	Maintain Support Equipment (SE) Acceptance and Transfer checklists
E4	CORE	Maintain Support Equipment (SE) Auto Log-Sets (ALS)
E4	CORE	Review Local Asset Management System (LAMS) reports for Planned Maintenance System (PMS) requirements
E4	CORE	Store current and historical Support Equipment (SE) Planned Maintenance System (PMS) documentation
E4	CORE	Verify NAT02 Technical Directives (TD)
E4	CORE	Verify Support Equipment (SE) inspection cycles

TECHNICAL DIRECTIVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Conduct Technical Directives (TD) self-audits
E5	CORE	Initiate Technical Directives (TD) work orders
E6	CORE	Maintain Technical Directives (TD) kits
E5	CORE	Maintain Technical Directives (TD) routing and tracking sheets
E6	CORE	Manage outstanding Technical Directives (TD) reports
E6	CORE	Manage Technical Directives (TD) configuration files for Auto Log-Sets (ALS)
E6	CORE	Manage Technical Directives (TD) programs
E5	CORE	Perform Technical Directives (TD) verification via applicable reports
E6	CORE	Prepare forms to incorporate Technical Directives (TD) at the depot-level
E6	CORE	Process Technical Directives (TD) deviation waivers
E6	CORE	Procure Technical Directives (TD) kits
E5	CORE	Screen aircraft, engine, Support Equipment (SE), and all applicable records for Technical Directives (TD) compliance
E5	CORE	Verify Technical Directives (TD) tasks are set on components and subcomponents