

MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
1ST MARINE AIRCRAFT WING, MARFORPAC
UNIT 3715
FPO AP 96603-7150



GruO 4790.6

AMO

11 SEP 2000

GROUP ORDER 4790.6

From: Commanding Officer, Marine Aircraft Group 12
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR MARINE AIRCRAFT GROUP
12 TECHNICAL TRAINING DAY

Ref: (a) OPNAVINST 4790.2G
(b) MCO P4790.12B

1. Purpose. To establish a Group technical training day and standard operating procedures for technical training within Marine Aircraft Group 12.
2. Scope. The instructions and procedures contained herein will be followed by all units and activities attached to MAG-12.
3. Background. References (a) and (b) require that all units preserve a high state of readiness. In order to preserve a high state of readiness within MAG-12, a group-wide technical training day is to be held every Monday from 1530-1700.
4. Information. MAG-12 squadron Commanding Officers and Aircraft Maintenance Officers (AMO's) shall comply with the instructions and procedures contained in this order.
5. Applicability. This order applies to MAG-12 squadrons and to all personnel assigned to MAG-12 while in garrison or deployed.
6. Action

a. Command Responsibilities

(1) The Commanding Officer shall establish a comprehensive and effective technical training program per this order.

(2) The AMO, or Equivalent Officer, will ensure accomplishment of training for both permanently and temporarily assigned personnel per reference (a) and will provide for the accurate and timely submission of appropriate records and/or reports.

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(3) The Assistant AMO, or Equivalent Officer, is the Squadron Aircraft maintenance training Officer and shall designate a Staff-Noncommissioned Officer (SNCO) as the Squadron Individual Training Standards System (ITSS) Maintenance Training Management and Evaluation Program (MATMEP) coordinator and Squadron point of contact.

(4) The Squadron ITSS (MATMEP) coordinator shall:

(a) Assist the AAMO, or equivalent officer, in managing the ITSS (MATMEP) program within the maintenance department.

(b) Act as the primary point of contact for ITSS (MATMEP) issues within the maintenance department.

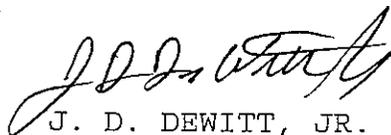
(c) Forward training requirements to Marine Aviation Logistic Squadron 12 (MATMEP) coordinator in order to consolidate MAG-12 training requirements whenever possible and to avoid unnecessary duplication of technical training efforts.

(d) Maintain original files all Squadron ITSS (MATMEP) packages to include change notifications or other higher headquarters guidance.

(5) The Quality Assurance Division is responsible for monitoring the ITSS (MATMEP) program within the aircraft maintenance department.

(6) The division officer/work center supervisor, or equivalent, is required to establish and carry out a training program as directed by the AAMO, per reference (a). The division officer/work center supervisor is responsible for the proper and timely documentation of records in accordance with reference (b).

(7) The individual Marine is responsible for becoming familiar with the duties and tasks listed in the ITSS (MATMEP) training jacket for the MOS assigned.


J. D. DEWITT, JR.

Distribution: A