DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

1500
ASL-33A
30 Apr 99

From: Deputy Chief of Staff for Aviation
To: Chief of Naval Operations (N889H)

Subj: AVIATION SENIOR ENLISTED TRAINING (ASET) FOR UNITED STATES MARINE CORPS (USMC) PERSONNEL

Ref: (a) 1999 USMC Aircraft Maintenance Officer/Maintenance Chief Symposium at NAS Pensacola, FL on 18-21 Jan 99.
(b) USMC ASET meeting at Camp Pendleton, CA on 21-22 May 99.

Encl: (1) Aviation Senior Enlisted Training (ASET) Requirements

1. During reference (a), an "Action Chit" was submitted identifying the need for USMC specific aviation training for senior enlisted Marines. After researching the issue, it was found that there is no training continuum for Master Sergeants (E-8) and Master Gunnery Sergeants (E-9) in any of the aviation Military Occupational Specialties (MOSs). Newly promoted Marine E-8s received an MOS change that assigns them to an aviation department or division as the "Chief" or senior enlisted Marine. The theory of "learn as you go" has been the normal practice for many years. Immediate attention needs to be placed on this shortfall.

2. Reference (b), occurred as a result of this issue. Senior aviation enlisted Marines from many of the aviation MOSs collectively compiled, reviewed, and finalized Marine requirements contained in Enclosure (1).

3. To alleviate this critical oversight, it is requested that Enclosure (1) be reviewed for consideration and a formal course of instruction be developed using the required subjects contained.

4. Department of Aviation point of contact is MGySgt J.A. Northcott, Jr. (ASL-33A) at comm (703) 614-1133/1187 (DSN 224).

R.P. Hobbs, Jr.
R.P. HOBBS, JR.
By direction

ENCLOSURE (1)

AVIATION SENIOR ENLISTED TRAINING (ASET) REQUIREMENTS

MANPOWER 101

1. Table of Organizations (T/Os) to Staffing Goals

2. Manpower Management Enlisted Assignment (MMEA)
    a. Unit Deployment Program (UDP)
    b. Humanitarian Transfers (HUMS)
    c. Exceptional Family Member (EFM) Program
    d. Tour II
    e. Assignments

3. 3270

4. T/O Change Request (TOCR)

5. Reserve Affairs

ORGANIZATION/STRUCTURE

1. Warfighting

2. Acquisition

3. Staff Billets
    a. Headquarters Marine Corps Brief
    b. Marine Helicopter Squadron One (HMX-1) Brief

AVIATION TRAINING

1. Training Structure
    a. Marine Corps Combat Development Command (Training and Education) (MCCDC (T&E))
        (1) Training Input Plan (TIP)
        (2) School Seat Quotas
        (3) School Seat Funding
        (4) Maintenance Training Requirements Review (MTRR) Funding

    b. MCCDC (Standards)
        (1) Maintenance Training Management and Evaluation Program (MATMEP)/Aviation Maintenance Training Continuum System (AMTCS)
        (2) Training and Readiness (T&R)

    c. OPNAV (N889)
        (1) MTRR/Aircrew Training Requirements Review (ATRR)
        (2) Training Requirements

d. Enlisted Aviation Marines Training Management Unit (EAMTMU)
   (1) Quota Control
   (2) Aviation Marines Awaiting Training (AMAT)

OPERATIONAL PLANNING

1. Weapons Tactics Instruction (WTI)
2. Combined Arms Exercise (CAX)
3. Maritime Preposition Ships (MPS)
4. T-AVB (Transport Aviation Logistics Support Ship)
5. Shipboard Operations
6. Marine Expeditionary Unit (MEU)/Detachments/UDP
7. Time Phase Force Deployment Data (TPFDD) Planning
8. Logistics Support Request (LSR)
9. Status of Resources and Training System (SORTS)
10. Milestones
11. Marine Aviation Logistics Support Program (MALSP)
12. Tactical Exercise and Employment Plan (TEEP)
13. Norwegian Air-Landed Marine Air Ground Task Force (NALMAGTF)

AVIATION MAINTENANCE/SUPPLY

1. Organizational and Intermediate Level Relationships
   a. Organizational Level to Intermediate Level
      (1) Organizational Level to Supply
      (2) Intermediate Level to Supply
      (3) Organizational Level to Depot Level
2. Fiscal/Accounting
3. Mobile Facilities
4. Aviation Consolidated Allowance List (AVCAL)
5. Individual Component Repair List (ICRL)

6. Aircraft Equipment Configuration List (AECL)/Allowance Requirement Register (ARR)

7. Naval Aviation Maintenance Program (NAMP) Brief
    a. Hazardous Material (HAZMAT)
    b. Logs and Records
    c. Naval Aviation Logistics Command Management Information System (NALCOMIS) Ad hoc
    d. Individual Material Readiness List (IMRL)
    e. Standard Depot Level Maintenance (SDLM)

8. Aircraft Material Readiness Report (AMRR)

9. Fleet Wide Support Team (FWST)/Naval Aviation Technical Engineering Command (NATEC)

GENERAL ADMINISTRATION

1. Message Writing

2. Maintenance Data System (MDS)

3. Professional Writing
    a. Naval Correspondence
    b. Trip Reports
    c. Point Papers
    d. Letter of Agreement (LOA)/Memorandum of Understanding (MOU)
    e. After Action Reports

4. Websites/Internet Usage
    a. Marine Corps Orders (MCOs)
    b. Marine Home Page/Links
    c. Naval Air (NAVAIR) Greenshirt, Redshirt, etc.

5. Reports

GENERAL AVIATION ISSUES

1. Future Plans in Aviation
    a. Military Occupational Specialties (MOS) Mergers
    b. New MOSs

2. Future Weapons Systems

3. Aircraft Specifics by Type/Model/Series

OTHER

1. Electronic Key Management System (EKMS)

2. Explosive Mishap Reporting (EMR) contained in OPNAVINST 5102, Change 2