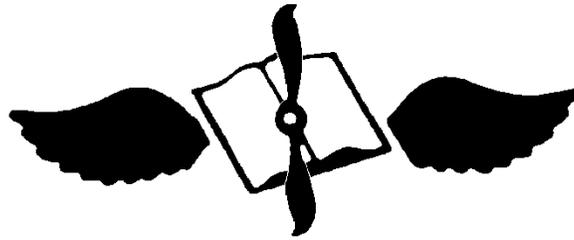


# CHAPTER 13



## AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)

NAVPERS 18068-13F  
CH-78

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NAVY ENLISTED OCCUPATIONAL STANDARD  
FOR  
AVIATION MAINTENANCE ADMINISTRATIONMAN (AZ)



SCOPE OF RATING

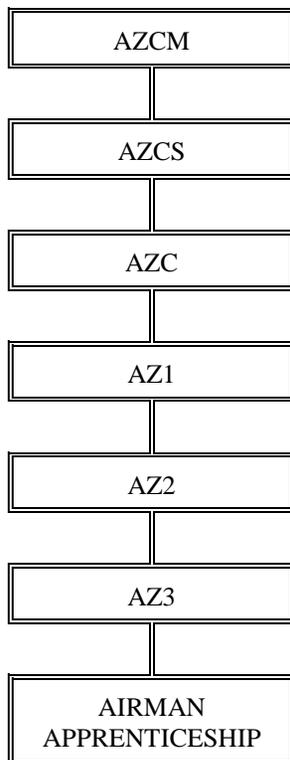
Aviation Maintenance Administrationmen (AZ) perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program (NAMP); prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms and reporting requirements; maintain administrative files within the organization plan, program, and coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to 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; configuration management of Naval Aircraft, associated components and support equipment; manage NALCOMIS hardware, software upgrades, and network security and Information Assurance requirements; setup and administer basic Local Area Networks (LAN) in support of Naval operations; liaise with ship and/or shore Information Technology personnel for LAN support for NALCOMIS; and maintain data integrity between operations and maintenance departments.

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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 F0xx 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 aircraft, aeronautical equipment, and support equipment; coordinate squadron/activity maintenance reporting requirements; organize, maintain, and operate Aeronautical Technical Publications Library (ATPL) to include Aircraft Launch and Recovery Equipment (ALRE) Quality Assurance 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

Computer and Mathematical

**Skills**

Monitoring

Reading Comprehension

Critical Thinking

Management of Material Resources

Complex Problem Solving

Coordination

Mathematics

Writing

Systems Analysis

Systems Evaluation

**Abilities**

Written Comprehension

Written Expression

Deductive Reasoning

Problem Sensitivity

Mathematical Reasoning

Time Sharing

Information Ordering

Selective Attention

Inductive Reasoning

Category Flexibility

**AIRCRAFT RECORDS AND REPORTS/ENGINE ACCOUNTING**

**Paygrade**

**Task Type**

**Task Statements**

E5

CORE

Certify Engine Transaction Reports (ETR)

E5

CORE

Correct XRAY reports

E4

CORE

Document engine reporting status via Decision Knowledge Engine Transaction Reporting (DECKETR) website

E5

CORE

Maintain Engine Transaction Report (ETR) logs and worksheets

E5

CORE

Maintain XRAY reports

E6

CORE

Manage Aircraft Inventory and Readiness Reporting Systems (AIRRS)

E5

CORE

Process aircraft XRAY reports via Optimized Organizational Maintenance Activity/Naval Aviation Logistics Command Management Information Systems (OOMA/NALCOMIS)

E5

CORE

Process Change of Location (COL) XRAY

E5

CORE

Process End of Quarter (EOQ) Report

E5

CORE

Process Quarterly Hours in Life (QHIL) reports

**AUTOMATED LOGISTICS ENVIRONMENT (ALE) ADMINISTRATION**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E5	NON-CORE	Configure Portable Electronic Maintenance Aids (PEMA) for Automated Logistics Environment (ALE) operations
E5	NON-CORE	Correct Aircraft Data Files (ADF)
E4	NON-CORE	Maintain Aircraft Data Files(ADF) archive
E5	NON-CORE	Maintain Self Monitoring Analysis Report Technology (SMART) interfaces
E6	NON-CORE	Maintain Service Life Management Program (SLMP) data reports
E5	NON-CORE	Manage F/A-18 Automated Maintenance Environment (FAME) data
E5	NON-CORE	Perform trend analysis on Automated Logistics Environment (ALE) reports
E4	NON-CORE	Reconcile Aircraft Data Files (ADF) with Naval Aviation Flight Record (NAVFLIR)
E5	NON-CORE	Review Maintenance Analysis and Planning Aid (MAPA) trend analysis reports
E5	NON-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**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	NON-CORE	Audit Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) dispersed libraries
E4	CORE	Audit dispersed technical libraries
E4	CORE	Conduct Portable Electronic Maintenance Aids (PEMA) and associated hardware inventories
E4	NON-CORE	Initiate routing of Technical Directives (TD)
E4	CORE	Label manual binder spines
E5	NON-CORE	Load Automated Data Processing (ADP) and Aircraft Intermediate Maintenance Department (AIMD) (Afloat) Joint Technical Data Integration (JTDI) CD updates on the Joint Knowledge Caching Server (JKCS)
E4	CORE	Load Electronic Rapid Action Changes (ERAC)
E4	NON-CORE	Maintain a training program for dispersed librarians on technical publication updates
E4	NON-CORE	Maintain Aeronautical Technical Publications Libraries (ATPL)
E4	NON-CORE	Maintain Aircraft Launch and Recovery Maintenance Program (ALREMP) central libraries
E4	NON-CORE	Maintain Automated Distribution Requirement List (ADRL)
E4	NON-CORE	Maintain Central Technical Publications Library (CTPL) transaction files
E4	NON-CORE	Maintain Change Entry Certification Record (CECR) files
E4	NON-CORE	Maintain Enhanced Library Management Systems (ELMS) database
E4	NON-CORE	Maintain internal control of the Naval Aviation Maintenance Program (NAMP) via Electronic Library Management System (ELMS)
E4	NON-CORE	Maintain Joint Technical Data Integration (JTDI) CD updates and load on the Joint Knowledge Caching Server (JKCS)
E4	NON-CORE	Maintain local Maintenance Requirement Cards (MRC)

### CENTRAL TECHNICAL PUBLICATIONS LIBRARY (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Maintain Portable Electronic Maintenance Aids (PEMA) inventory in Electronic Library Management System (ELMS)
E4	NON-CORE	Maintain Technical Directives (TD) routing and tracking sheets
E4	NON-CORE	Maintain weekly Interim Rapid Action Change (IRAC) tracker
E4	NON-CORE	Maintain weekly summaries of issued Technical Directives (TD)
E4	NON-CORE	Manage aircraft flight libraries
E4	NON-CORE	Manage Portable Electronic Maintenance Aids (PEMA)
E4	NON-CORE	Order publications
E4	NON-CORE	Perform Portable Electronic Maintenance Aids (PEMA) material condition inspections
E4	CORE	Record Interim Rapid Action Change (IRAC)
E4	NON-CORE	Update Interactive Electronic Technical Manual (IETM) software

### DATA ANALYSIS AND SYSTEM ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Analyze aviation maintenance data trends (e.g., ADHOC, system reports, etc.)
E4	CORE	Assign Special Maintenance Qualifications (SMQ)
E5	NON-CORE	Back-up Optimized-Organizational Maintenance Activity/Naval Aviation Logistics Command Management Information Systems (OOMA/NALCOMIS) database after aircraft mishaps
E5	NON-CORE	Conduct maintenance documentation training
E5	NON-CORE	Conduct Naval Aviation Logistics Command Management Information Systems (NALCOMIS) functionality training
E5	NON-CORE	Conduct offsite backups
E5	NON-CORE	Configure detachment workstations and laptops
E5	NON-CORE	Configure Uninterruptable Power Supply (UPS)
E5	NON-CORE	Coordinate data transfers between servers and databases
E5	NON-CORE	Coordinate system maintenance
E5	NON-CORE	Correct database and system errors
E5	NON-CORE	Create ad hoc Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) reports
E4	NON-CORE	Create database returns
E5	NON-CORE	Create Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) contingency training
E4	CORE	Create Naval Aviation Logistics Command Maintenance Information Systems (NALCOMIS) personnel accounts
E5	NON-CORE	Download combined Individual Component Repair List (ICRL) reports
E5	NON-CORE	Establish Optimized-Organizational Maintenance Activity/Naval Aviation Logistics Command Maintenance Information Systems (OOMA/NALCOMIS) interfaces
E4	NON-CORE	Install detachment printers
E5	NON-CORE	Install Naval Aviation Logistics Command Management Information Systems (NALCOMIS) security packages

**DATA ANALYSIS AND SYSTEM ADMINISTRATION (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E4	NON-CORE	Load Naval Aviation Logistics Command Management Information Systems (NALCOMIS) operating software
E5	NON-CORE	Maintain Baseline Change Reports (BCR)
E5	NON-CORE	Maintain Baseline Trouble Reports (BTR)
E5	NON-CORE	Maintain computer hardware
E4	NON-CORE	Maintain detachment pack-up lists
E5	NON-CORE	Maintain hardware inventories
E5	NON-CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) report files (e.g. MAINT 1-6 reports)
E5	NON-CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) server
E5	NON-CORE	Maintain Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system history logs
E5	NON-CORE	Maintain Optimized-Organizational Maintenance Activity/Naval Aviation Logistics Command Management Information Systems (OOMA/NALCOMIS) technical advisories
E5	NON-CORE	Maintain Space and Naval Warfare Systems Command (SPAWAR) incident reports
E5	NON-CORE	Maintain system administrator binder
E5	CORE	Manage contingency process
E5	NON-CORE	Manage Intermediate Level (I-Level) maintenance databases
E4	CORE	Manage Naval Flight Record Subsystem (NAVFLIRS) for aircrews
E5	CORE	Manage Naval Flight Record Subsystem (NAVFLIRS) upline reporting
E5	NON-CORE	Manage Public Key Infrastructure (PKI) and Department of Defense (DoD) certificates
E5	NON-CORE	Manage server virtual machines
E5	NON-CORE	Manage stand alone Naval Aviation Logistics Command Management Information System (NALCOMIS) networks (e.g., peripheral cables, connections, printers, etc.)
E5	NON-CORE	Manage windows database user accounts and services
E5	NON-CORE	Monitor Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system performance
E5	NON-CORE	Monitor Wide Area Network (WAN) for connectivity (e.g., O to I level connection, MIDTIER)
E5	NON-CORE	Perform Assured Compliance Assessment Solution (ACAS)
E5	NON-CORE	Perform database restores
E4	NON-CORE	Perform detachment processing
E4	CORE	Perform Naval Aviation Logistics Command Management Information Systems (NALCOMIS) system backups
E5	NON-CORE	Perform site-to-site server moves

**DATA ANALYSIS AND SYSTEM ADMINISTRATION (CONT'D)**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Prepare Baseline Trouble Reports (BTR)
E4	CORE	Prepare incident report submissions and records
E5	CORE	Process MAINT-2 and Naval Aviation Readiness Integrated Improvement Program (NAVRIIP) data
E5	NON-CORE	Provide statistical analysis via Maintenance and Material Management (3M) summary
E4	NON-CORE	Reconcile Naval Flight Record Subsystem (NAVFLIRS) data with Sierra Hotel Aviation Readiness Program (SHARP)
E4	CORE	Respond to user trouble calls
E5	NON-CORE	Review event viewer and transaction logs
E5	NON-CORE	Troubleshoot Naval Aviation Logistics Command Management Information Systems (NALCOMIS)
E5	NON-CORE	Validate combined Individual Component Repair List (ICRL) reports
E5	NON-CORE	Verify Baseline Change Reports (BCR)

**LOGS AND RECORDS**

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Annotate replacement due time on Aeronautical Equipment Service Record (AESR)
E4	CORE	Calculate replacement due time on all carded items
E5	CORE	Configure Support Equipment Standardization System (SESS) engine/modules
E4	CORE	Consolidate aircraft logbook forms
E4	CORE	Coordinate serial number verification
E4	CORE	Create Automated Log Set (ALS)
E4	CORE	Create new aircraft logbook forms
E4	NON-CORE	Determine engine usage ratios
E4	CORE	Document Technical Directives (TD)
E4	CORE	Forward consolidated cards to central repository or Field Support Team (FST)
E4	CORE	Maintain Aeronautical Equipment Service Record (AESR)
E4	CORE	Maintain aircraft historical files
E4	NON-CORE	Maintain Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) logs and records
E4	CORE	Maintain aircraft logbook
E4	NON-CORE	Maintain aircrew qualification databases
E4	CORE	Maintain Aviation Life Support Systems (ALSS) Auto Log-Sets (ALS)
E4	NON-CORE	Maintain aviator logbooks
E4	NON-CORE	Maintain Engine Percent Life Remaining reports
E4	CORE	Manage Auto Log-Sets (ALS)
E5	CORE	Manage Aviation Life Support System (ALSS) records

### LOGS AND RECORDS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Manage Configuration Management (CM) of Optimized-Organizational Maintenance Activity/Naval Aviation Logistics Command Management Information Systems (OOMA/NALCOMIS) assets
E6	CORE	Manage transfer and receipt of aircraft documentation
E5	CORE	Research components missing logbook documentation
E5	CORE	Review work orders for log book entries
E4	CORE	Update Aeronautical Armament Systems (AAS) records
E6	CORE	Validate logbook entries
E5	CORE	Verify aircraft inspection cycles
E5	CORE	Verify component removal due reports
E5	CORE	Verify correct documentation (e.g., Assembly Service Record (ASR), Module Service Record (MSR), Equipment History Record (HER), Schedule Removal Card (SRC))
E5	CORE	Verify engine inspection cycles
E5	CORE	Verify installed explosive devices with Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) and Optimized-Organizational Maintenance Activity (OOMA)
E5	CORE	Verify Periodic Maintenance Information Card (PMIC) against all tracked components
E5	CORE	Verify Technical Directive (TD) reports

### MAINTENANCE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Create Support Equipment (SE) licenses
E4	CORE	Distribute non-technical instructions
E4	CORE	Draft aviation correspondence
E4	CORE	Issue Support Equipment (SE) licenses
E4	CORE	Maintain aviation maintenance correspondence ticklers
E4	NON-CORE	Maintain aviation maintenance department messages
E4	CORE	Maintain master instruction index
E4	CORE	Maintain Monthly Maintenance Plans (MMP)
E4	CORE	Maintain Standard Subject Identification Code (SSIC) files
E4	NON-CORE	Update Advance Skills Management (ASM) program
E4	CORE	Update organizational manpower charts
E4	NON-CORE	Update Relational Administrative Data Management (RADM) database
E6	NON-CORE	Validate aviation correspondence
E6	NON-CORE	Verify Advanced Skills Management (ASM) system

## MAINTENANCE/PRODUCTION CONTROL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Certify aircraft safe for flight
E5	CORE	Conduct Naval Aviation Maintenance Program (NAMP) self-audits
E7	CORE	Coordinate Depot Level (D-Level) maintenance requirements
E5	NON-CORE	Generate Fatigue Life Expenditures (FLE) reports
E4	CORE	Initiate work orders on aircraft, Support Equipment (SE), and Aviation Life Support Systems (ALSS)
E4	CORE	Maintain Aircraft Discrepancy Books (ADB)
E4	CORE	Maintain aircraft status reports and boards
E4	CORE	Maintain Automated Aircraft Discrepancy Books (AADB)
E4	CORE	Maintain Rough Flight Logs (RFL)
E6	CORE	Manage Aviation Maintenance Supply Readiness Reporting (AMSRR) accounts
E7	NON-CORE	Manage Budget Operating Target (OPTAR) Reports (BOR) reports
E7	CORE	Manage flight hours
E7	NON-CORE	Manage purchase card program
E7	NON-CORE	Monitor Fatigue Life Expenditure (FLE) reports
E4	CORE	Perform Automated Aircraft Discrepancy Books (AADB) summary page backups
E4	CORE	Process work requests
E6	CORE	Release Aviation Maintenance Supply Readiness Reporting (AMSRR) message
E7	CORE	Verify cannibalization logs

## 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 Custody and Maintenance History Record (OPNAV 4790/51)
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	Maintain Support Equipment (SE) Planned Maintenance System (PMS) records
E4	CORE	Maintain Support Equipment Standardization System (SESS)
E4	CORE	Review Local Asset Management System (LAMS) reports for Planned Maintenance System (PMS) requirements
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
E6	CORE	Configure Support Equipment Standardization System (SESS) Technical Directives (TD)
E6	CORE	Coordinate Technical Directive (TD) programs
E6	CORE	Initiate Technical Directives (TD) work orders

**TECHNICAL DIRECTIVES (CONT'D)**

<b><u>Paygrade</u></b>	<b><u>Task Type</u></b>	<b><u>Task Statements</u></b>
E6	CORE	Maintain Technical Directive (TD) kits
E6	CORE	Manage outstanding Technical Directives (TD) reports
E6	CORE	Manage Technical Directive (TD) configuration files for Auto Log-Sets (ALS)
E5	CORE	Perform Technical Directive (TD) verification via applicable reports
E6	CORE	Perform Technical Directives (TD) applicability research
E6	CORE	Prepare forms to incorporate Technical Directives (TD) at the depot level
E6	CORE	Process Technical Directives (TD) deviation waivers
E6	CORE	Verify Technical Directives (TD) tasks are set on components and subcomponents