



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WING ORDER 13800.2H

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR EXPEDITIONARY
AIRFIELD (EAF) EQUIPMENT

Ref: (a) NAVAIRINST 00-80T-115
(b) OPNAVINST 4790.2
(c) NAVAIRINST 13800.12
(d) COMNAVAIRFORINST 4790.2
(e) NAVAIRINST 13800.15

1. Situation. The mission of the Naval Aviation (NAVAIR) EAF program is to equip the Marine Corps to support NAVAIR with the flexibility and capability to rapidly deploy and establish survivable, self-sustaining airfields in austere, expeditionary operating environments.

2. Cancellation. WgO P13800.2G.

3. Mission. To provide guidance, establish policy and set procedures to ensure that EAF assets assigned to 2d Marine Aircraft Wing (2d MAW) are maintained in a ready for issue status. This will enable the provision of essential airfield components necessary to establish a Forward Operating Base (FOB) ashore during the earliest phase of expeditionary and overseas contingency operations.

4. Execution. To ensure the tactical commander is provided maximum flexibility in establishing a variety of expeditionary FOB and with reliable operation of EAF systems in direct support of aircraft operations. 2d MAW Staff and Commander's will perform tasks and responsibilities as listed in chapter one, paragraph 7 of this Order.

5. Administration and Logistics. Recommendations concerning this Order are invited and should be submitted to the Assistant Chief of Staff (AC/S) AGSD via the appropriate chain of command.

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

6. Command and Signal

a. Command. This Order is applicable to all personnel and units assigned or attached to 2d MAW.

b. Signal. This Order is effective on date signed.



P. D. BUCK
Chief of Staff

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CHAPTER 1

RESPONSIBILITIES

1. General Information. Historically, EAF equipment has been provided to the Marine Corps since 1958 starting with the Short Airfields for Tactical Support (SATS) concept which evolved into the EAF concept in the late 1970s. Modernization/development of EAF equipment continued with the implementation of the EAF 2000 concept of 1990.

2. Applicability. This Order applies to all organizations/units within 2d MAW.

3. Policy. Assigned EAF contingency assets are to be maintained in a ready for issue status, enabling provision of essential airfield components necessary to establish a FOB ashore during the earliest phase of an expeditionary operation.

4. Objectives. To ensure the tactical commander is provided:

a. Maximum flexibility for assembling a variety of expeditionary configured forward operating bases.

b. Reliable operation of EAF systems in direct support of aircraft operations.

5. EAF Mission. The mission of the NAVAIR EAF program is to equip the Marine Corps to support NAVAIR with the flexibility and capability to rapidly deploy and establish survivable, self-sustaining airfields in austere, expeditionary operating environments. This is accomplished by installing one or more of the EAF subsystems, which include airfield surfacing systems, expeditionary arresting gear, airfield visual landing aids and airfield lighting and marking systems.

6. Overall EAF Description. The EAF is a shore based aviation weapons support system which permits deployment of landing force aircraft within effective range of ground forces. Although an EAF can be as basic as a grass Landing Zone (LZ) to support helicopter operations, the installation of one or more EAF subsystems adds versatility and/or durability to the site selected for aircraft operations. The goal of the EAF is to provide the Marine Air Ground Task Force (MAGTF) with a flexible capability to rapidly deploy and establish survivable, self-sustaining airfields in support of the Aviation Combat Element (ACE) for employment in an expeditionary operation. Prior to

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the selection of an EAF site, consideration should be given to utilizing existing assets such as host nation airfields, abandoned or captured airfields, highways and parking lots. EAF equipment is designed for short-duration deployments (up to 90 days), but also supports training at permanent, heavily-utilized United States Marine Corps (USMC) activities. The EAF subsystems include airfield surfacing system, geo-technical system, expeditionary arresting gear, airfield terminal guidance landing system, airfield lighting and marking systems and airfield communication system. Headquarters Marine Corps has very clearly defined "Expeditionary" as "mindset, equipment, organization and employment" and further clarified this definition in terms of the wide variety of semi-prepared runways, with or without AM-2 matting, as "Expeditionary Airfields".

7. Specific Responsibilities

a. Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) (Code PMA 251M). The program manager for EAF logistic and budgeting matters in concert with the Commandant of the Marine Corps Aviation Support Logistics (CMC APX) recommends EAF basic allowances, including use of and storage locations for, contingency (Prepositioned War Reserve (PWR)) assets.

(1) As the parent technical authority, provides research, development, design, test, operating standards and initial acquisition of EAF equipment.

(2) Manages and sources AM-2 matting from contingency PWR/stocks. Storage of AM-2 stocks is only authorized at four COMNAVAIRSYSCOM designated sites; Blount Island, FL, NAVAIR Lakehurst, NJ, Marine Corps Air Station (MCAS) Cherry Point, NC and MCAS Futenma, Okinawa, Japan.

(3) Sources EAF Operation and Maintenance Navy (O&MN) funding via Work Assignment Agreement (WAA) document.

b. Commander, Naval Air Force Atlantic (COMNAVAIRLANT)

(1) Administers EAF O&MN funding to the Commanding General (CG), 2d MAW, AC/S, Comptroller via Marine Forces Command (MARFORCOM) Comptroller.

(2) Assists requests to NAVAIR for special WAA amendment based on budget requests/operational requirements from 2d MAW.

c. Commanding Officer (CO), Naval Air Warfare Center
Aircraft Division (NAWCAD), Lakehurst (LKE), NJ

(1) Acts as the Cognizant Field Activity for EAF equipment, maintenance and operational procedures.

(2) Provides research, engineering, design, development, limited production and maintenance of EAF equipment and support systems, to include technical representative and limited logistic support for EAF units and operations.

(3) Is the formal certification authority for EAF equipment, preparing and issuing technical orders/bulletins and administering modifications/changes for EAF equipment and related accessories.

(4) Responsible for administrative and operational oversight, (in conjunction with CG 2d MAW AGSD/EAF), of the Expeditionary Airfields Service Unit.

d. Naval Inventory Control Point (NAVICP) Philadelphia, PA.
Authorizes and provides material support for EAF.

e. Commander U.S. Marine Corps Forces Command
(COMMARFORCOM)

(1) The AC/S, G-4 Officer (G-4) exercises staff oversight of EAF matters, performing the following functions:

(a) Advises CG MARFORCOM on doctrine, concept and use of FOBs and the employment of EAF assets in support thereof.

(b) Provides interface/liaison between the II Marine Expeditionary Force (II MEF) Command Element, CMC and COMNAVAIRSYSCOM.

(c) Issues Expeditionary certification for MARFORCOM on EAF matting installations, expeditionary arresting gear and visual landing aids/airfield markings which are installed, maintained and operated per applicable NAVAIR directives and manuals.

(d) Ensures corrective action is accomplished to meet applicable certification criteria, prior to issuing expeditionary certification for EAF installations, expeditionary arresting gear and visual landing aids/airfield markings.

f. CG, II MEF. Provides operational tasking to CG, 2d MAW.

(1) AC/S, G-4 Officer exercises staff oversight of EAF matters.

(2) EAF installations and operations are planned and executed to support II MEF's aviation concept of operations.

g. CG, 2d MAW. Exercises operational and administrative control over assigned EAF Marines and equipment. Within 2d MAW, the following responsibilities are assigned:

(1) AC/S, Aviation Ground Support Department, Airfield Emergency Services (AGSD/AES) Officer. Within AGSD, a designated special staff billet having administrative control for all EAF matters within 2d MAW, a Chief Warrant Officer (CWO), Military Occupational Specialty (MOS) 7002, AES Officer, shall be assigned to perform the following functions:

(a) Act as the 2d MAW point of contact for all EAF matters and exercise oversight responsibilities for EAF policies and operations.

(b) Conduct (or designate a representative to conduct) EAF Functional Area Inspections under the 2d MAW inspection program, in accordance with the current edition of WgO 5041.2 and the EAF functional area checklist.

(c) Assist as required the AC/S G-3 in the development of operational plans that require the use of EAF assets to include FOB airfield designing requirements. Perform site visits and conduct necessary surveys as required for the purpose of employing EAF equipment in support of 2d MAW operations.

(d) Coordinate the activities of Expeditionary Airfields Services Unit (EASU) technical representatives assigned to 2d MAW, to include determining priorities of work and resolving conflicting EASU support requests.

(e) Submit annual budget request and Requirements for Future Planning Information report for 2d MAW EAF operations and maintenance to COMNAVAIRSYSCOM.

(f) Advise and act for COM MARFORCOM/CG II MEF on EAF matters, as no 7002 is assigned to these commands.

(g) Coordinate, schedule and supervise the semi-annual maintenance of M-31 arresting gear and Fresnel Lens

Optical Landing System (FLOLS), prepositioned in support of the Marine Corps Pre-Positioning Norway (MCPN).

(h) Act as the 2d MAW MOS sponsor for MOS's 7002, 7011 (Aircraft Recovery Specialist) and 7051 (Aircraft Rescue and Firefighting Specialist).

(i) Ensure all correspondence to higher command and commands outside of MARFORCOM, concerning 2d MAW EAF policies, operational decisions or other important EAF related matters, are submitted via CG, II MEF (G-4/ENG) and MARFORCOM (G-4/FEO/EAF). EAF related correspondence and messages of a routine nature (both incoming and outgoing) may be addressed directly to the recipient, MARFORCOM (G-4/FEO/EAF) and CG, II MEF (G-4/ENG) shall be "copy to" or "info" addressees as appropriate. The objective is to keep the chain of command informed about EAF issues and operations. Accordingly, the 2d MAW EAF Officer is responsible for maintaining constant contact with cognizant Staff Officers at MARFORCOM and II MEF, to ensure EAF related correspondence and issues are routed and acted upon in a timely manner.

(j) Conduct direct liaison between this office (to include the EAF Chief) and equivalent billets at all levels of command and all 2d MAW EAF sections for the purposes of providing technical assistance and other required assistance. Assignment of tasks and requirements to Marine Wing Support Squadron (MWSS) EAF sections shall be accomplished through coordination with AC/S G-3.

(k) Recommend prepositioning objectives for the MCPN program. Participate in related programs and conferences as required.

(l) Recommend allocation of funds to the 2d MAW Comptroller based upon the needs of the MWSS EAF sections. These recommendations need to reflect and are based on information submitted via recommendations of the MWSS Expeditionary Airfield Officer (EAFO) and required reports.

(m) Provide storage areas, conduct maintenance inspections and establish inventory control of all EAF equipment/systems. Inspection/inventories will be conducted per applicable references.

(n) Coordinates and supervises the maintenance and certification of the EAF training facilities, Vertical Takeoff

and Landing (VTOL) and/or Vertical/Short Takeoff and Landing (VSTOL) training sites listed in Appendix B.

(o) Redistributes EAF equipment within subordinate units, coordinated via designated Marine Aviation Logistic Squadron (MALS) to balance inventories and support operations per Marine Corps Mission Essential Task Listing (METL) and mission requirements.

(2) AC/S, Aviation Logistics Department (ALD). Establishes policies for aviation logistics support for EAF equipment.

(3) AC/S, Comptroller. Allocates EAF OM&N funding to the supporting MAG/MALS as directed by the AC/S, AGSD EAFO.

(4) CO of Supporting Marine Aircraft Group (MAG). Tasked with maintaining authorized levels of spare parts and providing Intermediate Maintenance Activity support for 2d MAW EAF equipment.

(a) In garrison, each MWSS is assigned a supporting MALS.

(b) When the MWSS deploys, the supporting MALS will be designated by the cognizant MAGTF Commander after considering the situation, mission and geographic location of each MWSS and MALS.

(5) CO, MWSS. Responsible for the operation, maintenance and physical custody of assigned EAF equipment. Activities having EAF operating sites, EAF maintenance/overhaul activities and/or custody of stored EAF assets, shall ensure that:

(a) All EAF equipment is maintained in a serviceable condition and related maintenance is performed per applicable directives. Use of the maintenance program as outlined in the current edition of Commander, Naval Air Forces Instruction (COMNAVAIRFORINST) 4790.2, is mandatory and will be complied with in order to maintain a quality EAF maintenance program.

(b) Complete embarkation records are maintained per the current edition of WgO P4600.4E, to include MAGTF Deployment Support System II (MDSS II) data on all EAF contingency assets listed in the Table of Basic Allowance (TBA) for Fleet Marine

Forces Aviation Units and for EAF equipment/systems in their sub-custody.

(c) The EAFO is qualified in all respects and is familiar with all applicable directives and bulletins concerning EAF operations.

(d) All EAF operations shall be performed under the direct supervision of a qualified EAFO possessing a comprehensive knowledge of EAF assets including expeditionary arresting gear, airfield lighting, Fresnel lenses, matting and accessories and applicable Mobility Facility (MF) equipment.

(6) CO, (of designated supporting) MALS. Provides logistic, maintenance and technical support.

Chapter 2

PURPOSE, EQUIPMENT AND EAF 2000

1. Purpose of EAF. The purpose of EAF is to support FOBs with arresting gear, matting and visual landing aids. The degree of EAF support required will depend on the tactical situation, the size of the FOB and the availability or non-availability of existing facilities; the more austere the FOB, the more EAF support will be required to make it operational. Marine Corps War fighting Publication (MCWP) 3-2 Chapter six, Aviation Operations, and MCWP 3-21.1, Aviation Ground Support Chapter three describes the FOB concept and airfield classifications (main air base, air facility, air sites and air points).

2. Use of EAF Equipment

a. EAF equipment shall be installed, certified and operated per current NAVAIR directives and technical manuals.

b. Because of limited EAF equipment and technicians and various 2d MAW operational commitments, requests for EAF support shall be forwarded to this Command (AGSD/EAF) for approval. The following factors will be considered when reviewing a request for EAF support:

(1) Duration of anticipated use of equipment as compared with potential future or current operations that 2d MAW might be required to support. (Staffed via G-3).

(2) Potential cost and losses to the 2d MAW O&MN budget.

(3) Training value to 2d MAW units.

c. Requests to deviate from established procedures in the use of EAF equipment shall be submitted to CG, 2d MAW (AGSD/EAF) for approval or endorsement to the appropriate authority.

d. EAF equipment designated for contingency use shall not be installed for training without approval from this Command (AGSD/EAF). Request to install EAF equipment will be staffed via AC/S G-3 and AGSD for final decision.

3. EAF Equipment Allowances. TM 3125-OI/1, TBA contains EAF equipment allowances for 2d MAW units. If redistribution of equipment is necessary, AC/S AGSD/EAF will coordinate with the

appropriate supporting MALS to ensure custody records are accurately maintained.

4. Description of EAF Equipment. The following types of EAF equipment are installed, maintained and operated by MWSS's.

a. AM-2 Matting. AM-2 matting is used to build runways, VTOL pads, taxiways and aircraft parking spaces. It can also be used to improve, augment or expand existing hard-surface operating areas for a host nation or captured airfield. AM-2 matting is designed and procured for the construction of aircraft operating surfaces and shall not be diverted for other, non-airfield uses (i.e., vehicle parking areas, roads, bunkers, billeting, etc). Marine Engineers and Navy Mobile Construction Battalions are responsible for soil preparation and the sub-grade work for installation of matting. The EAF Section within the MWSS provides technical supervision for the installation of AM-2 matting. An extensive labor force is needed to install large expanses of AM-2 matting and augmentation from outside the EAF section is necessary.

(1) All requests for AM-2 matting installations shall be submitted to CG, 2d MAW (AGSD/EAF) for appropriate action. Each MWSS possesses enough matting for one 96'x96' VTOL pad, which can be installed for exercises and other short-term training evolutions. Matting for larger or long term installations must come from PWR assets.

(2) Requests for the disposition of unserviceable matting shall be directed to CG, 2d MAW (AGSD/EAF). Matting shall not be salvaged or disposed of until specific guidance is received.

b. Arresting Gear. Arresting gear is used for the recovery of tail-hook equipped aircraft. Currently, the M-31 Marine Corps Expeditionary Arresting Gear System is assigned to and operated by MWSS's. The M31 is designed to recover all types of U.S. Navy tactical tail hook equipped aircraft. Recovery operations shall be conducted per reference (a) and current aircraft recovery bulletins issued by NAWC-AD.

c. Airfield Lighting/Optical Landing Systems

(1) EAF Lighting System. This lighting system provides optical night references for aircraft operations and can be installed on AM-2 matting or host nation or captured airfield surfaces (i.e., concrete or asphalt).

(2) Mark 8 Mod 0 FLOLS. The FLOLS provides glide slope information for aircraft performing conventional approaches and landing. It is normally used in conjunction with expeditionary arresting systems.

5. EAF 2000. EAF 2000 concept provides the MAGTF with a flexible and deployable capability to rapidly establish an all weather aviation FOB. The EAF 2000 concept has the following characteristics:

a. Allows incremental employment of EAF assets, based on the MAGTF's mission and the tactical situation, to give maximum flexibility to operators and planners.

b. Allows rapid and accurate assessment of EAF logistic requirements.

c. Provides a building block approach to allow planners to easily tailor airfield size and configuration to the MAGTF aircraft mix, performance, requirements, terrain and tactical situation.

d. Allows planners to readily determine airfield construction priorities, based on support and material availability. An airfield can start small and be expanded/modified as more aircraft arrive or as additional capabilities are needed (i.e. additional parking, expanded fueling requirements, tail hook aircraft requirements, etc).

e. Accommodates the augmentation or improvement of existing hard surface areas.

6. EAF 2000 Capabilities and Assumptions

a. Capabilities. Under EAF 2000, an airfield can be designed and constructed using any combination of packages in a building block approach. NAWCADLKE-MISC-48J200-0010 provides current illustrations and notional drawings of the EAF 2000 concept.

(1) A notional EAF is capable of parking 75 fixed or rotor wing attack/fighter aircraft, three C-130 transport aircraft and two C-17 aircraft. The notional length for a fixed-wing EAF is 4,800 feet and for a VSTOL EAF is 3,840 feet. To compensate for conditions that degrade aircraft performance

(such as high density altitude), the runway length may be increased.

(2) The size, configuration and capacity of an EAF is designed to fit the MAGTF's priorities and aircraft mix. EAF equipment assets that are not required to support the runway can be shifted to meet airfield needs such as fuel pits, ordnance arm/de-arm areas, high-power turn up areas and other aircraft operating surfaces not included in the notional EAF 2000 design.

(3) 2d MAWs EAF equipment allowances are sufficient for the construction of all the following:

(a) Lighting for one 8,000 foot bare base runway on existing hard surface areas.

(b) Matting and lighting for one fixed-wing EAF and one VSTOL EAF.

(c) Matting for six 96' x 96' foot VTOL pads.

(d) Additional matting for airfield damage repair, host nation or captured airfield expansion, arresting gear tape sweep areas and other uses.

b. Assumptions

(1) The priorities for establishing a FOB assume that friendly host nation airfields will be used to the maximum extent possible. If unavailable, the use of abandoned or captured airfields is preferred. If none of the above are available in sufficient quantity or are not at a suitable location, the use of roads, highways or other large paved surfaces will be pursued. Where necessary, EAF accessories can be used to augment existing hard surface aircraft operating areas (i.e., to provide taxiways and parking areas) at runways, roads or other existing facilities. Construction of a complete FOB from scratch would be required only in an austere, worst-case situation where existing facilities are not available. Refer to MCWP 3-2 and MCWP 3-21.1 for more details on FOBs and airfield classifications.

(2) AM-2 matting is usually in short supply and will be used for aircraft operations and parking only. Additional quantities of ground support equipment may be required to push aircraft back into parking spots if there is not enough matting to construct drive-through parking areas. Hard surface areas

for other airfield needs must be constructed or stabilized by other methods (soil stabilizers, hard-surface construction, etc.) unless matting is available.

(3) Because of the austere nature of an EAF, Foreign Object Damage (FOD) to aircraft will be a constant concern. FOD reducing materials should be incorporated in to the design of all EAFs. Consideration for use of stabilizers along the shoulders of AM-2 matting operating and parking surfaces will greatly reduce FOD potential.

7. MPF EAF Equipment. The current edition of NAVMC 2790 provides prepositioning objectives for the MPF. 2d MAW EAFO will provide recommendations to II MEF (G-4/ENG) via the 2d MAW AC/S AGSD on all matters pertaining to EAF equipment in the program. Use of EAF equipment assigned to the MPF program is under the operational control of the assigned MAGTF. Accordingly, installation and certification procedures will be as directed by the using CINC.

8. Marine Corps Prepositioning Program-Norway (MCPN-N)

a. The Marine Corps has assigned one M-31 arresting gear system and two Fresnel Lens Optical Landing Systems to support the MCPN-N and other II MEF operations in Norway. This equipment is under the operational control of the CG II MEF. 2d MAW provides personnel and technical assistance in the maintenance and operation of the equipment per TM 4790-14/d. The 2d MAW AGSD EAFO is responsible for coordinating, scheduling and supervising maintenance with 2d MAW ALD. Maintenance and operation of the systems will be conducted in accordance with applicable references.

(1) Use of MCPN-N EAF equipment will be in accordance with current edition of WgO 4440.13, titled, 2d MAW Norwegian Air Landed Marine Air Ground Task Force.

(2) Using units of MCPN-N equipment will be required to perform an acceptance inspection with 2d MAW AGSD EAF upon issue. Upon return of equipment the using unit will be required to provide a detachment of MOS 7011 Marines, under the direction of 2d MAW AGSD EAF, to reconstitute and preserve the equipment.

(3) Units using MCPN-N EAF equipment will install and operate equipment in accordance with current directives. All maintenance actions will be documented in accordance with reference (b)

Chapter 3

OPERATIONS

1. Request for EAF Support

a. Support Request for 2d MAW Units

(1) All requests from 2d MAW units for EAF support shall be submitted to CG, 2d MAW (AGSD/EAF). Installation of EAF equipment shall not be accomplished without the approval of the CG. The AC/S AGSD shall maintain close and constant liaison with the AC/S G-3 to ensure that EAF support is adequate and properly coordinated.

(2) Requirements should be submitted as soon as they are identified to ensure complete and timely support. Use of the logistics support request format contained in Enclosure 1 of the current edition of WgO 4082.1 is required.

b. Support for External Units. All requests for EAF support from units or agencies external to II MEF must be submitted to MARFORCOM (G-4). Requests for air show support shall be referred to CMC (APX-34). It is expected that air show sponsors shall bear the cost of TAD, materials and other expenditures for EAF support.

2. EAF Operations and Maintenance Planning. To ensure effective coordination and utilization of assets and funds, the EAF sections shall plan maintenance stand-downs, matting swap out projects and other EAF operations and maintenance events as far in advance as reasonably possible. Events shall be submitted for inclusion in the 2d MAW Quarterly Training, Employment, and Exercise Plan (TEEP) per the format and instructions in the current issue of the TEEP. Inclusion of events into the TEEP prevents conflicts in scheduling, minimizes interference with other Wing operations and helps to ensure that sufficient time, resources and personnel are allocated for each event.

3. Minimum Manning and Equipment Requirements for Recovery of Tail hook Equipped Aircraft. Minimum manning and equipment requirements are contained in reference (a). Deviations from these minimums are not authorized.

4. EASU Technical Representative Support

a. The EASU technical representatives perform EAF certifications, provide technical assistance and training support for 2d MAW EAF sections. These representatives are under operational and administrative control of Naval Air Warfare Center, Aircraft Division, Lakehurst, NJ (NAWCADLKE). A complete description of EASU functions and responsibilities are contained in the current edition of reference (e).

b. Request for onsite EASU support will be submitted via AMHS to NAVAIRWARCENACDIVLKE DET FTS EASU LAKEHURST NJ, with information copies to PMA251 and CG, 2d MAW (AC/S AGSD EAF). An advance copy shall be forwarded to AC/S AGSD AES Officer prior to release for coordination purposes. Initial telephone contact requests are authorized with the local EASU, but must be followed up with an AMHS message.

c. Continuous communication between EASU representatives and EAF sections is highly encouraged and authorized.

5. EAF Conferences

a. The program manager for EAF (NAVAIRSYSCOM PMA 251) sponsors an annual workshop to resolve operation, logistic, maintenance and other EAF issues. The 2d MAW EAF Officer is designated as a voting member of the NAVAIR EAF Senior Leadership Symposium. Representation from 2d MAW AES is essential. Other 2d MAW Officers and senior Staff Non-Commissioned Officers (SNCOs) with common interest (ALD, MALS, MWSS, etc) are highly encouraged to attend.

b. An EAF Naval Aviation Training and Operations Procedures Standardization Program (NATOPS) conference is conducted annually or as required. The 2d MAW AES is designated a voting member of the executive committee. Other 2d MAW EAFOs and senior SNCOs are highly encouraged to participate and attend this conference.

c. 2d MAW EAF workshops are conducted as required to conduct training, discuss 2d MAW EAF issues, and prepare agenda items for the annual NATOPS, TMT, and T&R conferences.

6. Functional Area Inspections. The 2d MAW AES Officer is the point of contact for EAF Functional Area Inspections (FAIs) and staff assist visits. Inspections shall be conducted in accordance with the current edition of WgO 5041.2 and the FAI EAF checklist from the Inspector General of the Marine Corps web site.

7. Maintenance Program Assistance (MPA) Visits. The 2d MAW EAF Chief shall conduct MPA visits every 24 months in the year opposite the FAI/CGRI to conduct training and provide assistance to the MWSS in the upkeep of their maintenance program.

8. Material Condition Inspection. A Material Condition Inspection shall be conducted during MPA, FAI and 90 days prior to scheduled deployments to evaluate EAF equipment readiness.

9. Standing Operating Procedures

a. Each command that is assigned EAF equipment shall publish an SOP for EAF operations and maintenance.

b. Minimum topics shall include; Organizational structure, required billet and collateral duties, airfield communications procedures, safety, supply and maintenance procedures.

10. EAF Flight Operations Report. Each EAF section that has custody of arresting gear shall submit an EAF Flight Operations Report quarterly per the current edition of NAVAIRINST 13810.2.

Chapter 4

TRAINING

1. General. An active, aggressive training program is essential to ensure that all hands are properly trained in the installation and operation of EAF equipment. The EAF OIC and Non-Commissioned Officer In Charge (NCOIC) shall ensure that training is conducted and documented per the current EAF NATOPS manual, COMNAVAIRINST 4790.2 and other applicable directives. Each EAF section shall publish a comprehensive training schedule as part of the Monthly Maintenance Plan.

2. Schools. The following schools are available and appropriate for training EAF Marines.

a. Aviation Maintenance and Supply Course. The Center for Naval Aviation Technical Training (CNATT) offers a number of courses on NAVAIR maintenance and supply. These courses can pay valuable dividends in terms of equipment readiness and COs are encouraged to send their Marines to these courses whenever possible. References (a) and (b) provide course requirements for EAF Marines in maintenance management program billets.

b. Weapons and Tactics Instructors (WTI) Course. Marine Aviation Weapons and Tactics Squadron-1 (MAWTS-1) at Yuma, AZ, conducts a twice-yearly course on Marine Aviation planning and employment concepts. The aviation ground syllabus course is designed for Airfield Emergency Services Officers (MOS 7002) and other Aviation Ground Officers. Prerequisites for students are contained in the current MAWTS-1 WTI Course Catalog. Requests for quotas shall be submitted to CG, 2d MAW (G-3T).

3. EAF MOS/Technical Training. EAFOs, SNCOs and NCOs are responsible for ensuring that their Marines are thoroughly proficient in the installation, certification, maintenance and operation of EAF equipment listed in TM 3125-OI/1. Current edition of training and readiness standards shall be incorporated in to each MWSS/EAF sections annual training program.

4. EASU Technical Representative Training Support

a. General. The EASU technical representatives are available to conduct training in all facets of EAF equipment

installation, certification and operation. Requests for EASU training support should be submitted per the current edition of NAVAIRINST 13800.15.

b. Request for onsite EASU training support will be submitted via AMHS, letter or e-mail to FTSD with information copies to PMA251 and CG, 2d MAW (AC/S AGSD EAF). Initial telephone contact requests are authorized, but must be followed up with a written request by one of the methods listed above.

5. Currency Requirements for EAF Personnel

a. Currency Requirements for EAFOs. Currency requirements for EAFOs (MOS 7002) are contained in NAVAIR 00-80T-115 and Chapter two of NAVMC 3500.45.

b. Training/MOS and Currency Requirements for EAF Crewmembers

(1) Training/MOS Requirements. All personnel who operate aircraft recovery equipment must be graduates of the Marine Expeditionary Airfield Equipment "A" Course and hold either MOS 7002 or 7011.

(2) Currency Requirements. In order to maintain MOS proficiency in the use of arresting gear and optical landing systems, MOS 7002/7011 personnel shall actively participate in a standard and continuous training program. For those sites where systems are operational, it is imperative that recovery personnel receive single arrestments to promote teamwork, proficiency and coordination among crewmembers. To achieve this goal, Aircraft Commanders should schedule an appropriate number of arrested landings to support unit/local training requirements.

c. These requirements are only minimums. EAFOs and NCOICs shall have their Marines participate in arresting gear operations whenever possible, to include the performance of pre/post-operational equipment maintenance.

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Chapter 5

CERTIFICATION, NATOPS AND SAFETY1. Certification Policies

a. General. Per reference (c), certification inspections on EAF equipment and installations shall be accomplished by an EASU technical representative or a designated EAFO/Chief (MOS 7002/7011). Formal or expeditionary certification must then be requested from NAWCADLKE or MARFORCOM via message per the following guidelines.

b. Certification by EASU Technical Representatives. Except as described in paragraph c below, certification inspections shall be conducted by an EASU technical representative, who may grant an interim certification that is valid until formal certification is received from NAWCADLKE. The message that requests formal certification will then be drafted by the technical representative and transmitted to Naval Air Warfare Center Aircraft Division (NAWCAD) in the format contained in reference (c). NAWCADLKE will review the certification request and issue formal certification.

c. Expeditionary Certification

(1) An expeditionary certification may be issued for EAF installations during contingency deployments or for short-term training exercises and deployments (less than 90 days). The designated EAFO/SNCO (CWO/WO MOS 7002 or GySgt/above MOS 7011) shall be responsible for conducting the certification inspection, issuing an interim certification and drafting the message request for certification per reference (c), reference (a) and other applicable NAVAIR technical manuals and directives. Message requests for certification must be released by the unit within four working days of the time the equipment is certified.

(2) MARFORCOM is the approving authority for 2d MAW expeditionary certification requests.

(3) Expeditionary certification inspections shall be conducted using the same standards and criteria that are used in EASU certifications. Deviations from those standards and criteria are not authorized and certification will not be granted for substandard installations.

(4) The EAFO/SNCO conducting the expeditionary certification shall ensure that the technical report required by reference (c) is submitted to NAWCADLKE, the certifying command and this Command (AGSD/EAF) within 30 days after the certification inspection is complete.

(5) Although not required, the services and advice of an EASU technical representative may be utilized, if available, to assist in conducting the certification inspection.

d. Correction of Certification Inspection Discrepancies. For discrepancies noted on the Certification Status/Material Condition Record which cannot be corrected immediately, a Plan of Action and Milestones (POA&M) shall be developed and submitted to A/CS AGSD EAF within 10 days of the certification inspection.

2. Safety and the NATOPS Program

a. NATOPS. The goal of the NATOPS Program is to improve combat readiness and enhance safety through the standardization of training and operating procedures. NATOPS is a user-oriented program, written and updated by the personnel who install and operate EAF equipment; to be effective, the users must take the initiative to submit NATOPS change recommendations to update and improve procedures. Reference (a), the Expeditionary Airfield NATOPS Manual, provides guidelines and procedures for aircraft recovery operations and submission of change recommendations.

b. Safety

(1) General. Because of the size, weight and landing speed of modern tactical aircraft, aircraft recovery operations are inherently dangerous. It is absolutely essential that safety be a major consideration in conducting recovery operations, especially at night or during inclement weather. Adherence to safety regulations is mandatory and recovery operations shall not be conducted until all required personnel are in position and all required recovery equipment is inspected and deemed fully functional.

(2) Minimum Manning and Equipment Requirements. Minimum manning and equipment requirements for recovery of tail hook equipped aircraft are contained in reference (a). Deviations from those minimums are not authorized.

(3) Pre-operational Safety Briefs for Tail hook Equipped Aircraft Recovery Operations

(a) Before commencement of each day's recovery operations, a pre-operational safety brief shall be conducted for all members of the aircraft recovery crew and landing signal officers (if required). Minimum topics shall include emergency procedures, communications, crew coordination, hand/arm signals and complacency.

(b) Before operating at an EAF or as soon as practicable after arriving, all pilots of tail hook equipped aircraft shall be briefed on safety and operating procedures pertaining to aircraft recovery operations. This brief can be given as part of an overall course rules brief for the EAF.

(4) Minimum Personal Safety Equipment. At a minimum, personnel engaged in aircraft recovery operations shall wear steel-toed safety boots, hearing protection, eye protection and flight deck vests.

(5) Electrical Safety. EAF lighting and visual landing aids operate at voltage levels that can kill or seriously injure a person. All personnel who work on electrical equipment must be thoroughly knowledgeable in electrical safety precautions and shall strictly comply with Maintenance Requirements Cards (MRCs) and other applicable directives when operating and maintaining EAF lighting and VLA. Established testing and troubleshooting procedures shall be followed; shortcuts and non-standard procedures are dangerous and shall not be attempted:

(a) Electrical equipment shall be de-energized before maintenance is performed, unless otherwise required by applicable maintenance directives and procedures. Circuits or equipment shall be considered energized until it has been determined beyond any doubt that they have been de-energized. De-energized circuits shall be locked out and tagged to prevent them from being inadvertently re-energized.

(b) The two-man rule shall be followed; maintenance shall not be performed on energized electrical equipment unless at least two persons are present. In addition, there must be immediate access to clearly marked master switches, emergency shutoff switches or main circuit breakers that control the circuit being worked on.

(c) Special care must be taken when working on electrical equipment in wet environments. Equipment should be moved to a dry protected area or water that poses a potential shock hazard should be removed before maintenance is performed.

(d) Per reference (a), all personnel assigned to an EAF section shall be Cardio-Pulmonary Resuscitation (CPR) and first aid qualified.

(6) Ordnance Safety. EAF ordnance safety procedures are contained in NAVAIR 51-60A-1, AM-2 Airfield Mat and Accessories manual and shall be adhered to.

Chapter 6

MAINTENANCE AND QUALITY ASSURANCE

1. General. Timely, complete and well-documented maintenance is essential to ensure that EAF equipment is kept at the highest level of readiness. Reference (d), establishes policies, guidelines and programs for conducting and documenting all maintenance and quality assurance procedures.

2. Authorized Echelons of Maintenance. Per reference (d), MWSS EAF sections are authorized to perform organizational and intermediate-level maintenance, within their capabilities, on equipment listed in the EAF TBA (NAVICP 00-35T-37-4). Maintenance which is beyond the capability of EAF sections to perform shall be performed by the supporting MALS or other activity which is capable of providing the services required. Levels for maintenance of specific equipment for components are identified in applicable maintenance manuals.

3. Preventative Maintenance (PM) and Inspections

a. Inspections. Inspections shall be performed per Maintenance Requirement Card (MRCs) at the required intervals. Pre-operational inspections shall be conducted on all aircraft recovery equipment before commencement of the day's operations. Equipment shall not be placed into operation until all required inspections have been completed and the equipment is safe and ready.

b. Local Command Procedures (LCP). LCP are developed and published to clarify geographic area and command specific details not addressed by the Naval Aviation Maintenance Program Standard Operating Procedure (NAMPSOP). They shall not be used to alter the intent of the related NAMPSOP. LCP's will provide any additional local requirements for each of the NAMP programs.

4. Service Changes and Service Bulletins. Service changes and bulletins are developed and issued to incorporate equipment improvements and correct equipment discrepancies and safety regulations. All EAF sections shall ensure that service changes and bulletins are incorporated as soon as possible after receipt. They shall also ensure that the incorporation of changes and bulletins is reported through the Maintenance Data System (MDS) and to NAWCAD, Lakehurst, per the instructions on the service change documents and that all changes and bulletins are recorded in the appropriate logbooks and on record plates.

A Technical Directive (TD) Screening and Tracking Sheet shall be used to ensure all actions are completed.

5. Monthly Maintenance Plan. Each EAF section shall publish a Monthly Maintenance Plan per reference (d).

6. Quality Assurance (QA). The goal of QA is the prevention of defect. To accomplish this goal, each EAF section shall conduct an active and aggressive QA program per reference (d).

a. QA Responsibilities. Specific responsibilities at the organizational level are outlined in Chapter 5 of reference (d).

b. QA Managed Programs. At a minimum, the following QA programs shall be established and managed by the EAF QA section:

(1) Quality Assurance Audit.

(2) Central Technical Publications Library (CTPL).

(3) Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP). See paragraph 9 below.

(4) Technical Directive Compliance.

c. QA Monitored Programs

(1) At a minimum, the following programs shall be established by the EAF OIC/NCOIC and monitored by the EAF QA section:

(a) Foreign Object Damage (FOD).

(b) Calibration.

(c) Tool Control.

(d) Maintenance Safety.

(e) Maintenance Training.

(f) Corrosion Prevention and Control.

(g) Hazardous Material Control and Management.

(2) Program monitoring does not imply active participation in the conduct of the program, only an overall surveillance of program activity to identify problems and verify

compliance. QA ensures compliance through regular monitoring and Computerized Self Evaluation Checklist audits. However, the EAF/NCOIC may opt to have QA manage, vice monitor, one or more of the above programs. This may be necessary where an EAF maintenance section is small.

d. Each EAF section shall incorporate within their SOP, procedures to address each of the above programs.

7. Maintenance Support Available From Marine Aviation Logistic Squadrons (MALS). Each MALS is capable of providing the following EAF maintenance support:

a. Technical assistance on the conduct and administration of maintenance and quality assurance programs.

b. Technical assistance on administration of EAF technical publications libraries.

c. Calibration services.

d. Other intermediate level maintenance tasks which are beyond the capability of the EAF section to perform. If the supporting MALS was not previously designated to support EAF operations, the required publications, special tools, spare parts and personnel shall be transferred to the MALS to allow it to provide the required support.

8. Naval Maintenance Discrepancy Reporting Program (NAMDRP). The purpose of the NAMDRP is to report hazardous problems and deficiencies in material, publications, workmanship and QA procedures. An aggressive, ongoing discrepancy reporting program is essential to ensure that problems are identified, reported, corrected and disseminated to other EAF sections as quickly as possible. Accordingly, the EAF OIC, NCOIC and QA Chief shall ensure that discrepancies are documented and reported as rapidly as possible in accordance with reference (d). The various types of discrepancy reporting programs are summarized below:

a. Hazardous Material Reporting (HMR) Program. Use HMRs to report material deficiencies which, if not corrected, could result in death or injury to personnel or damage to or loss of aircraft, equipment or facilities.

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b. Explosive Mishap Reporting (EMR) Program. Use EMRs to report explosive incidents, malfunctions and dangerous defects involving EAF explosives.

c. Engineering Investigations (EI) Program. Use EIs to request investigation of material failure of parts and equipment that occurred while in service.

d. Quality Deficiency Reporting (QDR) Program. Use QDRs to report deficiencies in new or newly reworked material which may have been caused by substandard workmanship or nonconformance to specifications. Failures must occur or be noted upon receipt of the material, at zero operating time or during initial installation or operation.

e. Technical Publication Deficiency Reporting (TPDR). TPDRs are used to report deficiencies, discrepancies, and hazards in the following publications: MRCs, work unit code manuals, illustrated parts breakdowns, technical directives, and technical manuals.

9. AM-2 Matting Swap out and Resurfacing Program

a. With time the non-skid coating on AM-2 matting deteriorates and wears out. The resulting bare metal surface can be slippery and hazardous to aircraft and vehicles, especially when wet. Accordingly, under normal use, the matting at 2d MAW EAF training sites must be replaced every five years with new or resurfaced matting.

b. 2d MAW (AC/S, AGSD/EAF) shall ensure that all matting at the EAF facilities under its cognizance (Appendix B) is picked up and shipped to a designated site for rehabilitation every five years. COMNAVAIRSYSCOM will provide serviceable matting to 2d MAW on a one-for-one basis for installation. The amount of matting installed at 2d MAW EAF training facilities shall not exceed the amount allocated in 2d MAW's TBA training allowance.

c. Per the current NAVAIRSYSCOM Work Assignment Agreement, each MWSS shall submit a Requirements for Future Planning Information report (AM-2 Matting Refurbishing Plan) to the 2d MAW AC/S AGSD/EAF no later than 1 April each year.

10. Management, Maintenance and Administration of Mobile Facilities and Related Equipment. Mobile facilities (MFs) for mechanical workshops and electrical distribution vaults are provided by NAVAIR for MWSS EAF sections. These specialized MFs

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shall not be diverted for other than EAF uses without specific authorization from the 2d MAW AC/S AGSD. Policies, procedures, guidance and responsibilities regarding the management of MFs and related equipment are set by MCO 13670.1 (Management and Administration of Mobile Facility Program).

Chapter 7

SUPPLY, FISCAL AND EQUIPMENT ACCOUNTABILITY

1. General

a. The aviation logistics support for each EAF section is the responsibility of the MALS designated to support each specified MWSS. This support includes the maintenance of spare part stocks and EAF Contingency Support Packages (CSPs). CSPs can be transferred from one MALS to another; this may be required when a MALS is designated to support an MWSS EAF Section the MALS does not normally support.

b. The MALS is also responsible for the requisitioning and custodial records requirements for EAF material contained in the TBA, NAVICP 00-35T-37-4. The supporting MALS' Custody Records Branch (CRB) within the Aviation Supply department (ASD) shall provide training to ensure EAF personnel has a working knowledge of aviation supply material ordering and processing procedures. EAF sections are authorized and encouraged to maintain close and constant liaison with MALS ASD personnel in order to ensure support is timely and effective.

2. Policies and Procedures Governing Aviation Logistics Support for EAF Activities and Operations. The AC/S ALD is responsible for establishing the policies and procedures which govern aviation logistics support for 2d MAW EAF activities and operations. The AC/S ALD shall advise the AC/S AGSD/EAF of changes to these policies and procedures. The AGSD/EAF Officer is responsible for ensuring those changes are incorporated into this Order and EAF Sections are briefed on the impact of such changes. All EAF Officers, NCOICs, Supply NCOs and other personnel involved with EAF supply matters shall familiarize themselves with the contents of this Order and shall maintain a copy of this Order in their turnover jackets.

3. Equipment Accountability, Distribution, and Inventories

a. Accountability. Each MWSS CO shall designate in writing a Responsible Officer (RO), normally EAFO or NCOIC, to manage the unit's EAF assets. The ROs shall familiarize themselves with the contents of Appendix C of this Order and the references contained therein. Incoming ROs shall ensure they conduct a complete turnover inventory within 30 days after taking over an EAF equipment account or when there is a change in the MWSS CO (at the discretion of the relieving CO).

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b. Distribution of Assets. The AC/S, AGSD/EAF has operational control of EAF assets described in the EAF TBA and is authorized to redistribute equipment to meet operational needs and resolve TBA overages and shortages. Prior coordination shall be made with each supporting MALS to ensure complete accountability during all transfers. TBA deficiencies which cannot be filled through redistribution of assets or expenditure of OFC 50 (funding code 2F) must be addressed to NAVAIRSYSCOM (PMA-251M) via the supporting MALS and this Command (AC/S, AGSD/EAF).

c. Inventory. Each EAF Section shall maintain current accounting of assigned TBA equipment via the EAF Asset reporting tool (web based) on the EAF portal.

4. Fiscal and Budgeting

a. Allocation and Expenditure of EAF Operations and Maintenance Funds

(1) The EAF Program Manager at COMNAVAIRSYSCOM (PMA-251M) is the cognizant authority for EAF funding. They allocate OFC-10 funds to MARFORCOM, who in turn allocates those funds to 2d MAW. The 2d MAW AC/S Comptroller then allocates the funds to each supporting MALS for use by the supported MWSS, based on the budget recommendation received from supporting Supply Accounting Division Officers (SADO) and AC/S AGSD/EAF.

(2) The Work Assignment Agreement specifically describes the EAF equipment and projects for which OFC-10 (2F) funds may be expended; expenditures for other purposes are prohibited without specific COMNAVAIRSYSCOM approval.

(3) Budgets and expenditures shall be planned to ensure that at least 85 percent of 2d MAW's annual Work Assignment Agreement is obligated by 1 July of each fiscal year.

b. Budget Requests. Each MWSS CO shall submit an annual Fiscal Year (FY) EAF budget request to this Command (AC/S, AGSD/EAF) no later than 1 April for the following fiscal year. Guidelines for submission of the budget are contained in the current EAF Work Assignment Agreement.

c. Temporary Additional Duty (TAD) Funding. Each MWSS will submit their request for OFC-21 funds for EAF conferences and EAF maintenance/supply training (i.e., FASO schools) to their

MAG Fiscal Officer on an annual basis. These requests will be used to allocate the required annual TAD budget for each MWSS.

5. EAF Ordnance Allowances, Requests and Expenditure Reports

a. Contingency allowances for EAF ordnance (GW67 charges and M130 blasting caps) are identified in CINCLANTFLT's War Reserve Materials Requirements (WRMR). Allowances for training are contained in the current 2d MAW Non-Combat Expenditure Allowance (NCEA). These allowances are controlled by CINCLANTFLT and are allocated to CG, 2d MAW via COM MARFORCOM. Requests for changes to these allowances shall be submitted to this Command (AC/S, AGSD EAF/ALD-D).

b. Requests for EAF ordnance (GW67 charges and M130 blasting caps) shall be submitted via letter or message to the unit's supporting MALS. An EAF Ordnance Expenditure Report in the format of Appendix D shall be submitted to the supporting MALS with copies to this Command (AC/S AGSD/EAF) within five days after the ordnance is expended.

Appendix A

SAMPLE LETTER

UNIT LETTER HEAD

4400
MCO
12 Jun 98

From: Commanding Officer, Marine Fighter Attack Squadron 451
To: Captain J. R. Ewing XXX XX 6789/7523 USMC

Subj: APPOINTMENT AS RESPONSIBLE OFFICER (RO) FOR TABLE OF
BASIC
ALLOWANCE (TBA) MATERIAL

Ref: (a) NAVAIR 00-35T-37-4
(b) NAVSUP P485 Vol 1
(c) MCO P4400.177_

Encl: (1) Responsible Officer Handout

1. You are hereby appointed as the RO for all TBA material for this squadron in relief of Captain J.W. Robertson. As the RO you are directed to exercise custody, care and safekeeping of the property entrusted to your possession or supervision. This may include financial liability for losses occurring because of failure to exercise this obligation.

2. A joint inventory will be conducted and the results will be submitted to me in your acceptance letter via the Aviation Supply Officer (ASO) of Marine Aviation Logistics Squadron (MALS) 31 within twenty (20) working days. A request for an extension to this deadline will be submitted in writing with a copy to the ASO of MALS 31.

3. You will be guided in the performance of your duties by references (a) through (c). Additionally, the Squadron Support Division Officer is available for assistance with questions regarding your assignment and can be reached at extension 7060.

4. This appointment remains in effect until you are relieved in writing. You will inform the Executive Officer of the requirement to appoint a relief 30 days prior to your departure to allow adequate time for the appointment of your relief and a

WgO 13800.2H
26 MAR 2013

joint inventory to be conducted.

R. S. WILLIAMSON

26 MAR 2013

Sample Letter

UNIT LETTER HEAD

4400

TBA/RO

23 Jun 98

From: Captain J.R. Ewing XXX XX 6789/7523 USMC
Captain J.W. Robertson XXX XX 2222/7523 USMC
To: Commanding Officer, Marine Fighter Attack Squadron 451
Via: Aviation Supply Officer, Marine Aviation Logistics
Squadron 31

Subj: TABLE OF BASIC ALLOWANCE (TBA) RESPONSIBLE OFFICER (RO)
ACCEPTANCE INVENTORY RESULTS

Ref: (a) Commanding Officer, VMFA-451 ltr 4400 over CO dtd 2
Jun 1998

1. In response to reference (a), I have read and familiarized myself with the provisions of the orders and instructions cited in the reference and have assumed the duties as the TBA RO. A joint inventory was conducted and the results are listed below.

2. All allowance items issued to the squadron are accounted for with the exception of a computer printer, serial number AZX777790. A screen of other squadrons and MALS-31 67E is being conducted for the item. The squadron is short 3 items on the TBA list and those items were identified to the MALS-31 Aviation Supply Department in the mid year review submission. All items appeared to be in serviceable condition. There was no excess material identified during the inventory.

J. W. ROBERTSON

Copy to:
RO files

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Appendix B

2D MAW VTOL/EAF FACILITIES

<u>LOCATION</u>	<u>DESIGNATION</u>	<u>DIMENSIONS</u>	<u>SQ FOOTAGE</u>
MCAF Quantico, VA	Parking Ramp	186' x 841'	157,074
Patuxent River, MD	VTOL JSF-1	120' x 120'	14,400
	VTOL JSF-2	150' x 150'	22,500
	R/W	96' x 1258'	120,768
	Ski Jump	72' x 936'	67,416
MCALF Bogue Field	EAF 2-6	96' x 4010'	1,267,488
	LHA 2-13	138' x 822'	
	VTOL 2-23	(3) 48' x 48'	6,912
Lyman Road, Camp Lejeune, NC (3 aircraft per hide)	VSTOL 2-11	two irregularly- shaped aircraft hides	18,396
Suffolk, VA	VTOL 2-22	96' x 96'	9,216

Appendix C

POLICIES AND PROCEDURES FOR AVIATION LOGISTICS SUPPORT OF EAF
OPERATIONS AND MAINTENANCE

1. Purpose. This Appendix delineates policies and procedures for aviation logistics support of 2d MAW EAF operations and maintenance.

2. Responsibilities. The aviation logistics support for each MWSS EAF section is the responsibility of the MALS designated to support a specific MWSS. This support consists of maintaining an Aviation Consolidated Allowance List (AVCAL), distributed by the Naval Inventory Control Point (NAVICP), Philadelphia, PA, on the MALS Basic Material File (BMF). The MALS is responsible for the requisitioning and custodial records for NAVICP Allowance List 00-35T-37-4, TBA items. The MALS is also responsible for providing maintenance support to its supported MWSS as directed below.

a. Personnel. Although each MWSS is authorized aviation supply (MOS 6672) within its Table of Organization (T/O), the designated MALS has total responsibility to provide aviation supply support to the MWSS. To enable the MALS to accomplish its supply support responsibilities, the MWSS is required to augment the supporting MALS with its assigned aviation supply personnel. Should either the MWSS or the supporting MALS be deployed/relocated to separate geographic location, the MWSS aviation supply personnel will be returned to their unit until another MALS is designated to provide the required support. Aviation supply personnel from the MWSS may be used at the discretion of the MALS Aviation Supply Officer (AVNSUPO), but at no time will it be forgotten that the augmented have been provided by the MWSS. The MALS must be responsive to the peculiar aviation logistics requirements of the MWSS.

b. Training. The supporting MALS AVNSUPO will ensure MWSS aviation supply personnel are adequately trained in all aspects of aviation supply support, as outlined in the current edition of MCO 4400.177 (Marine Corps Aviation Supply Desk Top Procedures), to keep those personnel proficient in their duties and to standardize logistic support procedures throughout Marine Aviation. Furthermore, supporting MALS AVNSUPO will provide training as necessary to ensure that MWSS EAF maintenance personnel have a working knowledge of aviation supply material ordering and processing procedures.

c. Aviation Supply Accounting. All aviation supply accounting functions will be performed by the supporting MALS. EAF funding is accomplished by NAVAIR reimbursable OPTAR to the Type Commander (COMNAVAIRLANT) who allocates Aircraft Support (other) (OFC-10 Fund Code 2F) funds in a corresponding amount. The OFC-10 (Fund Code 2F) funds allocated will support requisitioning of EAF required material and supplies contained in Naval Allowance Lists. The Supply Accounting Division Officer of the designated supporting MALS will keep the MWSS Commanding Officer apprised of the status of funds supporting his unit on a continuing basis, but not less frequently than monthly. Obligations/expenditures will not be allowed to exceed the amount of funds allocated. When funding shortfalls are projected, the MWSS will submit a request for additional funding to the 2d MAW AC/S AGSD/EAF containing justification and an impact statement if additional funds are not received. Budget requests and mid-year reviews will be prepared and submitted to the 2d MAW AC/S AGSD/EAF per the latest EAF Work Assignment Agreement.

d. Deployment Supply Support

(1) Contingency operations. The supporting MALS AVNSUPO will coordinate (with the assistance of the supported MWSS EAF Officer) and maintain the appropriate MWSS EAF Contingency Support Package (CSP) per established procedures.

(2) Training/exercise deployments. The supporting MALS AVNSUPO, in coordination with the supported MWSS, will develop a viable parts listing (pack up) to identify the aviation supply support required for the duration of the deployment. Standard pack up listings will be maintained to facilitate timely and accurate pack up assembly when the need arises. Management of the pack up will be per the procedures established by the supporting MALS.

e. Table of Basic Allowances (TBA). NAVAIR authorizes the use of funds provided to requisition maintenance items in support of EAF equipment listed in the TBA. NAVAIR also authorizes the use of funds provided for replacement of TBA items and equipment in support of specific EAF systems and subsystems. The current edition of MCO P4400.177 provides guidance for budgeting and requisitioning of EAF material.

f. Custody Records. The Squadron Support Division's (SSD) Custody Records Branch (CRB) within the MALS ASD shall maintain custody records for all allowance material which requires

custodial signatures. Additionally, the CRB shall maintain requisition files for all outstanding requirements for materials and equipment contained within the TBA for the MWSS EAF. Custody records for the MWSS EAF shall be maintained per the current edition of MCO 4400.177.

g. Physical Custody of TBA Assets. The physical custody and responsibility for security and maintenance of equipment within the scope of this SOP shall rest with the MWSS. Operational control of the EAF assets listed in the TBA, to include asset disposition and redistribution, is the ultimate responsibility of the AC/S AGSD EAFO. All redistribution actions must be coordinated with the supporting MALS SSD.

h. RO Assignment. Per NAVSUP P485, the CO of MWSS shall assign in writing an Officer or SNCO as the RO for the MWSS EAF assets. This individual should be one who has regular contact with the equipment in custody and should be familiar with it. A copy of the RO appointment letter shall be forwarded to the supporting MALS Supply Officer within one week of the RO's assignment.

i. Inventories. Per the current edition of MCO 4400.177, all inventories shall be coordinated with SSD and conducted semi-annually, upon relief of the RO or the MWSS CO (at the discretion of the relieving CO) or as required by the MWSS CO. These inventories may be combined whenever possible (i.e., when an annual inventory falls in the same time frame as a relief inventory, one inventory will suffice). The RO has 30 days in which to complete an inventory.

k. Maintenance Support. The maintenance of authorized equipment within the scope of this SOP shall be accomplished at the lowest level authorized. The MWSS EAF maintenance personnel are authorized and possess the requisite skills, support equipment, facilities and technical data, to perform organizational and intermediate level maintenance. When the required maintenance capability does not exist within the EAF or MWSS, all efforts should be exerted to satisfy the maintenance requirement through the supporting MALS or another unit within the MAW.

l. Maintenance Responsibilities. The MWSS EAF will repair all equipment within its repair capability, utilizing supply support from the supporting MALS. Should the equipment be beyond the capability of the MWSS to repair, the EAF shall requisition replacements for failed components from the

supporting MALS ASD and prepare the failed component for turn in. Failed components will be accompanied by the properly completed Visual Information Display System/Maintenance Action Form (VIDS/MAF), along with any special handling and shipping instructions.

m. Parts Requisitioning. Requisitions for consumable repair parts shall be forwarded to the Consumable Management Division (CMD) of the supporting MALS ASD. Requisitions for repairable parts of aviation support equipment shall be submitted to the Repairable Management Division (RMD) of the supporting MALS ASD. Because the mechanization level of supply records may vary among the MALS, the medium used for requisition transmission will be at the discretion of the supporting MALS AVNSUPO. A range of requisition serial numbers for the MWSS has been pre-assigned for use.

n. Repairable Turn-In. All repairable asset requirements initiated by the MWSS EAF require a simultaneous turn-in of the non-RFI component to the Repairables Management Division (RMD). EAF will ensure the failed component is accompanied by the required documents, i.e., logbook, Scheduled Removal Card (SRC) if required and VIDS/MAF, at the time of the pickup.

o. Supporting MALS. The supporting MALS shall maintain files per the current edition of MCO 4400.177. The required reconciliation process shall be conducted on a weekly basis between the EAF Expeditor and the supporting MALS SAD. Prior to commencing reconciliation, the EAF expeditor will validate all outstanding requirements with the EAF work centers which are tasked with maintaining the equipment.

Appendix D

FORMAT OF EAF ORDNANCE EXPENDITURE REPORT

UNIT LETTER HEAD

SSIC

From: Commanding Officer, Marine Wing Support Squadron XXX
To: Commanding Officer, Marine Aviation Logistics
Squadron XX

Subj: EAF ORDNANCE EXPENDITURE REPORT

Ref: (a) WgO P13800.2g

1. Per the reference, the following ordnance was expended in support of {description of project/exercise/operation}.

<u>NALC</u>	<u>NOMENCLATURE</u>	<u>QUANTITY (EACH)</u>	<u>DATE</u>
CCU-123/E	One piece electrical ass'y (charge)		
M130	Blasting cap ass'y		

2. Point of Contact:

/s/ _____

Copy to:
CG, 2d MAW (AGSD/EAF/ALD-D)