



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WING ORDER 4790.16D

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

Subj: AVIATION LOGISTICS MANAGEMENT ASSIST TEAM (ALMAT)
EVALUATION PROCEDURES

Ref: (a) COMNAVAIRFORINST 4790.2A
(b) MCO 4400.177F

Encl: (1) Material Condition Inspection Findings

1. Situation. To publish policies and procedures for the conduct of Aviation Logistics Department (ALD) evaluations and training assist visits within 2d Marine Aircraft Wing (2d MAW).

2. Cancellation. WgO 4790.16C CH 1.

3. Mission. This Order is applicable to all intermediate and organizational maintenance and aviation supply activities under the cognizance of the Commanding General (CG), 2d MAW.

a. Overall readiness and safety of the U.S. Naval Air Force is directly related to and dependent upon sustaining efficient and effective maintenance practices and program management focused on sustaining or improving the material condition of aircraft and Support Equipment (SE). Reference (a) establishes policy and provides guidelines for maintenance practices, procedures, and inspection timelines. This Order delineates responsibilities for providing the oversight required to ensure compliance.

b. Reference (b) provides the foundation and establishes the standard for establishment and conduct of Aviation Supply Departments.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To provide guidance for the evaluation of subordinate commands for compliance with Organizational and Intermediate Level Naval Aviation Maintenance Programs (NAMP).

(b) To provide guidance for the evaluation of subordinate commands for compliance with the Marine Corps Aviation Supply Desktop Procedures with Continuous Process Improvement (ASDTP w/CPI).

(2) Concept of Operations

(a) ALMAT Maintenance Evaluations. 2d MAW ALD shall organize a maintenance ALMAT team to conduct Aviation Maintenance Inspections (AMI) for all 2d MAW aviation maintenance activities. The primary focus of this team is to evaluate and assist activities on their ability to support operational requirements.

1. The objectives of the ALMAT Maintenance Inspections are:

a. Evaluate a squadron's ability to safely and efficiently perform its mission as defined by applicable directives.

b. Evaluate a squadron's ability to achieve established levels of readiness, safety, and deployability.

c. Identify performance improvement opportunities and assist in implementation of performance improvement actions.

d. Provide standardization of maintenance department management practices and procedures as outlined in governing instructions and directives.

2. Inspections shall be scheduled to align with the pre-deployment work-up process, operational priorities, and other evaluation requirements.

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(b) ALMAT Supply Evaluations. 2d MAW ALD shall organize a supply ALMAT team to conduct evaluations and training for all 2d MAW aviation supply activities. The objectives of the ALMAT Supply Evaluations are:

1. Evaluate a supply department's ability to safely and efficiently perform its mission as defined by applicable directives.

2. Identify performance improvement opportunities and assist in implementation of performance improvement actions.

3. Provide standardization of supply management practices and procedures as outlined in governing instructions and directives.

(c) Material Condition Inspections (MCI). The respective Marine Aviation Logistics Squadron (MALS) shall conduct MCIs on 2d MAW aircraft in the three months preceding 2d MAW ALMAT AMIs.

(d) Management Continuous Process Improvement Team (MCPIT). The MCPIT is comprised of aviation maintenance and supply subject matter experts experienced in executing and evaluating programs and processes. When requested, the MCPIT provides program management assistance and training to squadrons listed in references (a) and (b) and all other related publications. Team capabilities include:

1. On-demand Aviation Maintenance and Supply Officer program management responsibilities training.

2. On-demand information systems training.

3. On-demand/on-site training in squadron work spaces at no cost to the unit.

4. On-demand classroom instruction, performed at each 2d MAW air station at no cost to the unit.

5. Technical research on all maintenance and supply publications and program management questions via telephone and e-mail.

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5. Administration and Logistics. ALD will schedule, coordinate, and/or execute aviation maintenance and supply evaluations for 2d MAW activities.

a. Scheduling of Evaluations

(1) The Maintenance ALMAT Officer/Chief shall:

(a) Schedule AMIs and assist visits by coordinating with the applicable MALS and squadron Aircraft Maintenance Officer (AMO). Assist and assessment visits shall be scheduled on a case by case basis.

(b) Monitor the evaluation schedule to ensure all squadrons are evaluated by the ALMAT or by the Commander, Naval Air Forces (COMNAVAIRFOR) Aviation Maintenance Management Team (AMMT) in accordance with references (a) and (b).

(2) The Supply ALMAT Officer/Chief shall: Schedule supply evaluations and assist visits by coordinating with the applicable MALS Aviation Supply Officer (AVNSUPO). Assist and assessment visits shall be scheduled on a case by case basis.

b. Conduct of Evaluations

(1) As directed by reference (a), maintenance ALMAT team shall utilize the Computerized Self-Evaluation Checklist (CSEC) and the 2d MAW Scorecard to perform evaluations and assist visits at 2d MAW Squadrons. Supply ALMAT teams shall use reference (b) to perform evaluations and assist visits on 2d MAW supply departments.

(a) Maintenance ALMAT evaluations will be conducted over a period of five days. On the first day of the evaluations the team leader will conduct an in-brief with the squadron Commanding Officer (CO), AMO, and key billet holders within the maintenance department. Out-briefs shall be scheduled for the last day with the personnel mentioned above. Marine Aircraft Group (MAG) Commanders shall be briefed following all ALMAT evaluations and follow-ups.

(b) Supply ALMAT evaluations will be conducted over a period of up to 12 days. On the first day of the evaluations the team leader shall conduct an in-brief with the

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squadron CO, AVNSUPO, and key billet holders within the supply department. Out-briefs shall be scheduled for the last day of the evaluation with the personnel mentioned above.

(2) NAMP programs will be graded using the Scorecard grading system database:

(a) ALMAT and all subordinate Quality Assurance work-centers (MALS and flying squadrons) shall use the Scorecard database to grade AMIs and audits. Elements of the Scorecard database are:

1. Each CSEC question has been weighted by subject matter experts from squadrons and MALS throughout 2d MAW, and approved by 2d MAW ALMAT. A value of five is assigned to a question critical to safety or the execution of the program. A value of three is assigned to a question that is important, but not critical to the execution of the program. A value of one is assigned to a question that is administrative in nature.

2. Each CSEC question is graded as "Yes," "No," or "NA." "Yes" indicates the question is discrepant. "No" indicates the question has no discrepancy. "NA" indicates the question does not apply.

NOTE:

"NA" shall not be used to indicate a question was "not inspected". An example of an "NA" question is an Optimized Organization Maintenance Activity (OOMA) question in a squadron using legacy Naval Aviation Logistics Command Management Information System (NALCOMIS). All questions that apply shall be inspected.

3. Points are earned based on the value of each question and the grade assigned to that question. A "No" grade is awarded the value of the question, a "Yes" grade is awarded no points, and "NA" has no value for or against the unit being inspected. Points used in the Scorecard Grading System are: five for questions that are critical to the execution of the program, three for questions of medium importance, and one for administrative questions that are not critical to program execution. Practical applications and drills have a value of 10 points for the applicable program.

4. A single discrepancy shall not be written against more than one question per checklist. They shall be written against the question that most closely matches the discrepancy. Discrepancies that affect multiple checklists may be written one time against each program.

5. Program percentages are calculated by dividing earned points by possible points. Questions identified as "NA" do not add to possible points. For example: an entire CSEC for a program may have 100 possible points, however two five point questions are "NA", so the program has only 90 possible points. If the Program earns 85 points, the program grade is calculated as $85 / 90 = 94$ percent.

6. Squadron grades are calculated by adding On-Track percentage and half of the Needs More Attention (NMA) percentage. For example: a squadron with 75 percent On-Track programs, 20 percent Needs More Attention and 5 percent Off-Track would receive 75 percent + 10 percent (half credit for Needs More Attention programs) for a squadron grade of 85 percent.

7. Squadrons will receive an overall grade of Off-Track if Maintenance Control or Quality Assurance is graded Off-Track, regardless of percentage.

(b) On-Track. NAMP programs and squadrons receiving a percentage of 80 percent to 100 percent in Scorecard shall be graded On-Track.

(c) Needs More Attention. NAMP programs and squadrons receiving a percentage of 70 percent to 79.9 percent in Scorecard shall be graded Needs More Attention.

(d) Off-Track. NAMP programs and squadrons receiving a percentage of 69.9 percent or lower in Scorecard shall be graded as Off-Track. Any program receiving a safety violation will automatically receive a grade of Off-Track in accordance with reference (a).

(e) The current Scorecard database is available at: <http://158.237.56.114:6005/ald/ald1/default.aspx>. If login information is required, contact 2d MAW ALMAT.

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(3) ASDTP w/CPI programs will be graded using reference (b) appendices G, H; and the standardized grading system database. Elements of the grading system database are:

(a) Appendix G audits will account for 70 percent of the total grade while appendix H audits will account for 30 percent.

(b) Each appendix H question has been weighted by subject matter experts from throughout the fleet. A value of one is assigned to a low mission impact question. These questions are usually administrative type questions. A value of two is assigned to questions which have a moderate impact on mission readiness. These questions jeopardize supply effectiveness and flight line support, but still allow for mission accomplishment. A value of three is assigned to questions which substantially impact mission readiness and could be the difference between a mission capable or non mission capable aircraft.

1. A one point value questions is generally a yes or no type answer. If the function is being performed correctly then the full value of one is given. If the function is not being performed correctly then no points are given.

2. A two point value question can be awarded a value from zero through two. If the function is being performed correctly then the full value of two is given. If the function is being performed with minor mistakes/errors then a value of one is given. If the function is not being performed or is being performed with major mistakes/errors then no points are given.

3. A three point value question can be awarded a value from zero through three. If the function is being performed correctly then the full value of three is given. If the function is being performed with minor mistakes/errors then a value of two is given. If the function is being performed with major mistakes/errors then a value of one is given and if the function is not performed then no points are given.

(c) ASDTP w/CPI programs will be given one of the following grades:

1. Mission Capable. Divisions and departments receiving a percentage of 90 percent to 100 percent shall be graded as Mission Capable. These units possess the requisite skills and understanding in order to accomplish their tasks, functions and mission.

2. Mission Capable with Discrepancies. Divisions and departments receiving a percentage of 80 percent to 89 percent shall be graded as Mission Capable with Discrepancies. These units possess the requisite skills and understanding in order to accomplish assigned tasks, functions and missions, but there are areas which are just satisfactory in nature and may require follow-up training.

3. Mission Capable with Findings. Divisions and departments receiving a percentage of 75 percent to 79 percent shall be graded as Mission Capable with Findings. These units possess the requisite skills and understanding in order to accomplish its tasks, functions and mission, but there are areas which are unsatisfactory in nature. These units require follow-up training and may require a re-inspection of unsatisfactory areas.

4. Non Mission Capable. Divisions and departments receiving a percentage lower than 75 percent shall be graded as Non Mission Capable. These units are lacking in the requisite skills and understanding to properly accomplish assigned tasks, functions and missions. These units require follow-up training and a re-inspection of unsatisfactory areas.

(4) MCI

(a) MALS Quality Assurance Officers shall coordinate personnel intimately familiar with organizational level maintenance for the type aircraft being inspected to perform MCIs in accordance with reference (a).

(b) MCI inspections shall:

1. Be performed on 25 percent of a unit's aircraft in the three months preceding a scheduled 2d MAW ALMAT AMI, and results shall be forwarded to 2d MAW ALMAT.

2. Post Deployment MCI inspections shall be performed as required by reference (a) following squadron deployments, and results shall be forwarded to 2d MAW ALMAT using enclosure (1) (an editable copy is available on the 2d MAW ALMAT website <http://158.237.56.114:6005/ald/ald1/default.aspx>).

(c) The bureau numbers of mission capable aircraft to be evaluated will be coordinated between the squadron and MALS prior to the evaluation.

1. Fixed wing aircraft will have doors and access panels opened per the 56 Day Special Inspection (DSI) Maintenance Requirement Cards (MRCs), except for the F/A-18 aircraft, which will utilize their 84 DSI MRCs.

2. Rotary-wing aircraft will have doors and access panels opened per the 28 DSI MRCs.

3. V-22 aircraft will have doors and panels opened per the 91 DSI MRC.

(d) ALMAT shall perform MCIs on 25 percent of a unit's Support Equipment and Aviation Life Support System equipment during 2d MAW ALD AMIs. The ALMAT evaluator shall document each discrepancy in CSEC using the program/area number of 5200 or 1800.

(e) Enclosure (1) shall be used to document MCIs.

(5) The ALMAT Officer/Chief will brief the command on progress daily. If an immediate safety hazard is identified, the command will be briefed immediately for corrective action to be taken.

(6) A report of the evaluation will be routed to the 2d MAW AC/S, ALD for signature and returned to the squadron at the time of the debrief. A report of the evaluation will be routed to the CG for review. The report assigns an overall squadron

grade of On-Track, Needs More Attention or Off-Track, and identifies all programs receiving a grade other than On-Track.

(7) All programs graded Needs More Attention or Off-Track shall receive a follow-up by ALMAT within 60 days. Those areas requiring a follow-up shall have corrective action documentation forwarded to the ALMAT Officer/Chief at the 20 and 40 day intervals using the format found on the 2d MAW ALMAT website <http://158.237.56.114:6005/ald/ald1/default.aspx>. During a follow-up, those discrepancies noted during the inspection shall all be reviewed for corrective action and process improvement.

(8) As appropriate, the CG will provide additional instructions via Naval Letter to MAG and squadron COs for any program receiving a repeat discrepancy during any ALMAT follow-up.

(9) Copies of the entire evaluation package will be forwarded as follows: applicable MAG CO, Squadron CO, Squadron AMO, Squadron Quality Assurance, MALS CO, and MALS AMO or AVNSUPO as applicable.

b. Responsibilities

(1) 2d MAW ALMAT Team Shall:

(a) The Maintenance ALMAT team shall provide revisions and recommendations for CSEC program upgrades to COMNAVAIRFOR N422. Note: 2d MAW supplemental questions will be added to the CSEC under the applicable maintenance program.

(b) Identify, report, and evaluate problem areas and negative trends.

(c) Ensure compliance with higher headquarters directives.

(d) Provide assistance and training in the deficient areas as directed by the CG, AC/S ALD, AMO or AVNSUPO, or when requested by MAG, MALS, or squadron leadership.

(e) Provide liaison with squadrons when COMNAVAIRFOR AMMT evaluations are conducted on 2d MAW

squadrons. The maintenance ALMAT Officer/Chief will accompany the AMMT team during these evaluations when available.

(f) Upon completion of COMNAVAIRFOR AMMT evaluation, ALMAT will schedule a follow-up on those programs which received the grades of NMA or Off-Track, utilizing the AMMT's completed CSEC evaluation package. Results shall be forwarded to AMMT as appropriate.

(2) MAG CO's. Shall ensure compliance with the spirit and intent of the references.

(3) Squadron CO's Shall:

(a) Ensure Division Officers, Staff Noncommissioned Officers (SNCOs), Work Center Supervisors, Program Managers, and other key personnel are available to participate during the entire AMI/assist visit.

(b) Ensure full access to the ALMAT teams for the Relational Supply (R-Supply), Naval Aviation Logistics Command Management Information System (NALCOMIS) databases, and/or any other logistics management databases.

(c) Ensure follow-up timelines specified in paragraph 5.b.7 of this Order are complied with unless an extension is obtained from the AC/S, ALD.

(d) All supply audit discrepancies will require a corrective action letter submitted monthly per reference (b) paragraph 3101 until the discrepancy is resolved. Once resolved the supply department will make itself available for follow-up audit(s) as required.

(e) Ensure those supervisory personnel whose programs receive unacceptable grades are held accountable.

(4) MALS AMOs Shall:

(a) Provide Quality Assurance augmentation personnel to assist in an ALD evaluation/assist visit when required.

(b) In order to ensure program compliance and improve efficiency, provide training and assistance to aviation maintenance departments throughout the MAG.

(c) Forward CSEC program recommendations to the 2d MAW ALMAT Officer/Chief.

(d) Ensure those supervisory personnel whose programs receive unacceptable grades are held accountable.

(5) MALS AVNSUPOs Shall:

(a) Provide augmentation personnel to assist in 2d MAW supply evaluation/assist visits as required.

(b) Conduct internal evaluations on each division per reference (b).

(c) Forward checklist changes and recommendations to 2d MAW ALD-C.

(d) Ensure those supervisory personnel whose programs receive unacceptable grades are held accountable.

6. Command and Signal

a. Command. This Order is applicable to reserve units when attached to 2d MAW.

b. Signal. This Order is effective the date signed. Points of contact at 2d MAW ALD can be obtained at the following website:
<http://158.237.56.114:6005/ald/ald1/default.aspx>.


R. W. REGAN
Chief of Staff

