



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 4790.16E
ALD/I
FEB 05 2013

WING ORDER 4790.16E

From: Commanding General
To: Distribution List

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

Ref: (a) COMNAVAIRFORINST 4790.2
(b) MCO 4400.177F
(c) <https://intranet.2dmaw.usmc.mil/ALD/alld/default.aspx>

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 4790.16D 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 United States 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

FEB 05 2013

4. Execution

a. Commander's Intent

(1) To provide guidance for the evaluation of subordinate commands for compliance with organizational and intermediate level Naval Aviation Maintenance Programs (NAMP).

(2) 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).

b. Concept of Operations

(1) ALMAT Maintenance Evaluations. 2d MAW ALD shall organize a maintenance ALMAT to conduct Aviation Maintenance Inspections (AMI) and Maintenance Program Assist (MPA) for all 2d MAW aviation maintenance activities. The primary focus of this team is to evaluate and assist activities in their ability to support operational requirements. MPAs shall be scheduled to align with Commander Naval Air Forces (CNAF), AMI, the pre-deployment work-up process, operational priorities, and other evaluation requirements. The objectives of the ALMAT AMIs/MPAs 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, and provide direct program management and best practices training to unit personnel.

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

(2) 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:

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

(b) Identify performance improvement opportunities and assist in implementation of performance improvement actions.

(c) Provide standardization of supply management practices and procedures as outlined in governing instructions and directives.

(3) Material Condition Inspections (MCI). The respective Marine Aviation Logistics Squadron (MALS) shall conduct MCIs on 2d MAW aircraft within three months preceding 2d MAW ALMAT MPAs.

(a) MCI inspections shall:

1. Be performed on 25 percent of a unit's aircraft in the three months preceding a scheduled 2d MAW ALMAT MPA, and results shall be forwarded to 2d MAW ALMAT. NOTE: Aircraft MCI inspections may be performed in conjunction with scheduled Preventative Maintenance Inspection (PMI) events.

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 reference (c)).

(4) ALMAT CACI Training Personnel. The ALMAT CACI is comprised of aviation maintenance and supply subject matter experts experienced in executing and evaluating programs and processes. When requested, and ALMAT schedule allows, ALMAT CACI provides program management assistance and training to squadrons on references (a) and (b) and all other related publications. Team capabilities include:

(a) Scheduled Aviation Maintenance and Supply Officer program management responsibilities training.

(b) Scheduled information systems training.

(c) Scheduled/on-site training in squadron work spaces at no cost to the unit.

(d) Scheduled classroom instruction, performed at each 2d MAW air station at no cost to the unit.

FEB 05 2013

(d) Scheduled classroom instruction, performed at each 2d MAW air station at no cost to the unit.

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

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

a. Scheduling of Evaluations

(1) The Maintenance ALMAT Officer/Chief shall:

(a) Schedule MPAs 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 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 shall utilize the Computerized Self-Evaluation Checklist (CSEC) and the 2d MAW Scorecard to perform evaluations and assist visits at 2d MAW Squadrons. The supply ALMAT team shall use reference (b) to perform evaluations and assist visits on 2d MAW supply departments.

(a) O-Level maintenance ALMAT evaluations will normally be conducted over a period of 5 working days. I-Level maintenance ALMAT evaluations will normally be conducted over a period of 10 working 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

FEB 05 2013

scheduled for the last day with the same personnel mentioned above.

(b) Supply ALMAT evaluations will be conducted over a period of up to 12 days. On the first day of the evaluation, the team leader shall conduct an in-brief with the 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. 2d MAW ALMAT and subordinate Quality Assurance Divisions shall use the Scorecard database to grade Inspection, MPAs, AMIs, and audits. Elements of the Scorecard database are:

(a) 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 5 is assigned to a question critical to safety or the execution of the program. A value of 3 is assigned to a question that is important, but not critical to the execution of the program. A value of 1 is assigned to a question that is administrative in nature.

(b) Each CSEC question is graded as yes, no, or N/A. "Yes" indicates the question is discrepant. "No" indicates the question has no discrepancy. "N/A" indicates the question does not apply. NOTE: N/A shall not be used to indicate a question was "not inspected". An example of an N/A question is an Optimized Organization Maintenance Activity question in a squadron using legacy Naval Aviation Logistics Command Management Information System (NALCOMIS). All questions that apply shall be inspected.

(c) 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 "N/A" has no value for or against the unit being inspected. Practical applications and drills have a value of 10 points for the applicable program.

(d) 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.

FEB 05 2013

(e) Program percentages are calculated by dividing earned points by possible points. Questions identified as "N/A" 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 "N/A", so the program has only 90 possible points. If the Program earns 85 points, the program grade is calculated as $85 / 90 = 94$ percent.

(f) Squadron grades are calculated by adding On-Track percentage and half of the Needs More Attention 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.

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

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

(b) 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.

(c) 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).

(4) ASDTP w/CPI programs will be graded using reference (b) appendices G and 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

FEB 05 2013

1 is assigned to a low mission impact question. These questions are usually administrative type questions. A value of 2 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 3 is assigned to questions which substantially impact mission readiness and could be the difference between a mission capable or non mission capable aircraft.

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

(d) A two point value question can be awarded a value from 0 through 2. If the function is being performed correctly then the full value of 2 is given. If the function is being performed with minor mistakes/errors then a value of 1 is given. If the function is not being performed or is being performed with major mistakes/errors then no points are given.

(e) A three point value question can be awarded a value from 0 through 3. If the function is being performed correctly then the full value of 3 is given. If the function is being performed with minor mistakes/errors then a value of 2 is given. If the function is being performed with major mistakes/errors then a value of 1 is given and if the function is not performed then no points are given.

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

(a) 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.

(b) 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.

FEB 05 2013

(c) 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.

(d) 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.

(6) MCI

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

(b) EA-6B and AV-8B aircraft will have doors and access panels opened per the 364 Day Special Inspection (DSI) Maintenance Requirement Cards (MRCs).

(c) F/A-18 aircraft will have doors and access panels opened per the 84 DSI MRCs.

(d) F-35 aircraft will be addressed as the platform matures and procedures are developed.

(e) CH-53E aircraft will have doors and access panels opened per the Daily MRCs.

(f) AH/UH-1 Aircraft will have doors and access panels opened per the Daily MRC's.

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

(h) KC-130J aircraft will have doors and panels opened per the 210 DSI MRC.

FEB 05 2013

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

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

(7) If an immediate safety hazard is identified, the command will be briefed immediately, and recommendations for corrective action addressed.

(8) An overall report of the MPA, in Naval Letter Format, will be provided to the squadron at the time of the debrief. 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.

(9) All programs graded Needs More Attention or Off-Track shall receive a follow-up by ALMAT within 60 working days. Those areas requiring a follow-up shall have corrective action documentation forwarded to the ALMAT Officer/Chief at the 20 and 40 working day intervals using the format found on reference (c). During a follow-up, those discrepancies noted during the inspection shall all be reviewed for corrective action and process improvement.

(10) During a follow up evaluation, if discrepancies still exist for 25% or more of original evaluation, and/or safety violations or concerns are still evident, the follow up will be considered unsatisfactory. ALMAT Team Lead will ensure a report is generated to the 2d MAW AMO and AC/S ALD, and pertinent Marine Aircraft Group (MAG) Commanders shall be advised of the unsatisfactory performance of the unit.

(11) Copies of the entire evaluation package will be provided to the unit as follows: Squadron CO, Squadron AMO, Squadron Quality Assurance Officer, or AVNSUPO as applicable.

c. Responsibilities

(1) 2d MAW ALMAT Team Shall:

(a) 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.

FEB 05 2013

(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 AMI, or ALMAT MPA evaluation, ALMAT will schedule a follow-up on those programs which received the grades of Needs More Attention or Off-Track, utilizing the completed CSEC evaluation package from the evaluation. Results shall be forwarded to AMMT as appropriate.

(g) Follow up verifications shall nominally be scheduled 60 days after the primary evaluation out brief. Squadron QA's shall forward, via email, progress reports at the 20 and 40 day marks, to the ALMAT Officer and Chief.

(2) MAG COs shall ensure compliance with the spirit and intent of the references.

(3) Squadron COs Shall:

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

(b) Ensure full access to the ALMAT teams for the Relational Supply, NALCOMIS, and Advanced Skills Management databases, and/or any other logistics management databases.

(c) Ensure follow-up timelines specified in paragraph 11.c.1.g of this Order are complied with unless an extension is obtained from the AC/S, ALD.

FEB 05 2013

(d) All supply audit discrepancies will require a corrective action letter submitted monthly per ref (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.
NOTE: It is highly recommended that MALS QARs shadow ALMAT evaluators to ensure training and continuity of evaluation techniques wherever possible.

(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) MALS Quality Assurance Officers shall:

(a) Track aircraft within their MAG for inspection compliance with reference (a).

FEB 05 2013

(b) Assemble personnel intimately familiar with organizational level maintenance for the type aircraft being inspected to perform MCIs in accordance with reference (a).

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 reference (c).



P. D. BUCK
Chief of Staff

DISTRIBUTION: A

