CHAPTER 1
Introduction and Guide for Using the Naval Aviation Maintenance Program (NAMP) Instruction, Overview of the NAMP, and Organization for Naval Aviation Maintenance

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CHAPTER 1
Introduction and Guide for Using the Naval Aviation Maintenance
Program (NAMP) Instruction, Overview of the NAMP, and Organization
for Naval Aviation Maintenance

1.1 Guide to using the NAMP Instruction

COMNAVAIRFORINST 4790.2 addresses maintenance policies, procedures, and responsibilities for the conduct of the NAMP at all levels of maintenance throughout naval aviation.

1.1.1 Issuance

This document is issued in portable document format (pdf).

1.1.2 Format and Terms

1.1.2.1 Format

a. Pages are numbered in a separate series for each chapter and appendix. The pages of each chapter are numbered in sequence and preceded by the chapter number. For example, the third page in Chapter 1 is numbered 1-3. The pages of each appendix are numbered in sequence and preceded by the appendix letter. For example, the second page in Appendix A is numbered A-2.

b. Figures are provided to clarify or amplify text. Figures are numbered in sequence and preceded by the chapter number. For example, the first figure in Chapter 1 is Figure 1-1. Figures of forms with multiple pages are either numbered or labeled, for example a form with a front and back would be labeled Figure 1-1 (front) and Figure 1-1 (back), and a figure with multiple separately numbered pages would be labeled as Figure 1-1 (page 1) and Figure 1-1 (page 2). Figures without DOD or DON form numbers may be modified as needed to meet specific aircraft or equipment requirements, provided minimum data requirements specified in the NAMP are met.

c. Directives cited in the text of this instruction are identified by the basic number, for example, OPNAVINST 3750.6R is identified as OPNAVINST 3750.6. Appendix C provides the latest referenced directives in use at time of publication of the NAMP. Activities are responsible for verifying the current status of any directive being used.

1.1.2.2 Terms

a. Appendix A provides definitions of commonly used terms and acronyms used in this instruction.

b. "WARNING" refers to a procedure or practice that, if not correctly followed, could result in injury, long term health hazards, or death.

c. **"CAUTION"** refers to a procedure or practice that, if not correctly observed, could result in damage to or destruction of equipment.

d. **"NOTE"** refers to a procedure or condition that requires emphasis.

e. "Shall", "must", and "will", indicates the procedure is mandatory.

f. "Should" indicates the procedure is recommended.

g. "May" and "need not" indicates the procedure is optional.

h. Unless specifically stated otherwise, the term "Wing" refers to Navy Type Wing and Marine Aircraft Wing (MAW).

i. Maintenance Officer (MO) is equivalent to Aircraft Maintenance Officer for the Marine Corps and the person(s) performing MO duties for D-level activities.

j. Assistant Maintenance Officer (AMO) is equivalent to Assistant Aircraft Maintenance Officer for the Marine Corps and the person(s) performing specific AMO duties for D-level activities.

k. Maintenance Material Control Officer (MMCO) is equivalent to Production Control Officer for the Marine Corps and the person(s) performing specific MMCO duties for D-level activities.

l. The term "Program Manager" at O and I-level activities refers to one individual. For D-level Fleet Readiness Centers (FRC), "Program Manager" may refer to multiple personnel involved in managing a process, including, at a minimum, a subject matter expert (SME) and various administrative personnel as required. D-level FRCs have resources such as Training Management Offices, in-service support centers (ISSC), material laboratories, engineering and logistics capabilities, and SMEs better suited to perform functions such as testing, training, qualifications, and publication management. To leverage these resources, rather than assign one individual as the Program Manager, D-level FRC Commanding Officers (CO) may assign program management responsibilities per OPNAVINST 5215.17 as deemed necessary to effectively accomplish the requirement.

NOTE: **Due to the unique organizational structure of D-level FRCs, the duties of the positions specified above may differ, and may be assigned to other qualified military or civilian personnel. In these circumstances, the person(s) actually performing these duties must be designated in writing by the D-level FRC CO and listed in the SME list.**

1.1.3 Corrections, Changes, and Deviations

NOTE: **Activities will contact their Wing for policy interpretation prior to submitting a NAMP change proposal or a request for deviation from the NAMP.**

1.1.3.1 Corrections

a. Recommendations to correct administrative discrepancies (incorrect spelling, punctuation, paragraph numbering, code, title, etc.) will be submitted by e-mail directly to COMNAVAIRFOR (CNAF) (N422C) at (namp_policy.fct@navy.mil).

b. CNAF (N422C) will reply via e-mail to the originator acknowledging receipt of the correction recommendation and citing its disposition.

1.1.3.2 Changes

a. Recommendations to change NAMP policies or procedures must be submitted by naval letter to CNAF (N422C), PO Box 357051, San Diego, CA 92135-7051. Change recommendations will be sent via the originator's chain of command for endorsement by naval letter. If accepted, CNAF (N422C) will forward the change recommendation to COMNAVAIRSYSCOM (NAVAIR) (AIR-6.7.2.1) for posting in the Change History and Review Tracking System (CHARTS) for the NAMP Working Committee review. Figure 1-1 is a sample change recommendation letter.

NOTES: **1. In lieu of mailing, signed letters with endorsements may be scanned and e-mailed to namp_policy.fct@navy.mil.**

  2. NAMP policy or procedures believed to adversely affect safety of flight or personnel will be immediately reported by priority naval message to CNAF (N422C) with information copy to NAVAIR (AIR-6.7.2.1) and the cognizant Wing. A copy of the message will also be e-mailed to CNAF (N422C) (namp_policy.fct@navy.mil) and the cognizant Wing.

  b. NAVAIR (AIR-6.7.2.1) will review recommended changes and coordinate processing through the NAMP Working Committee. SPAWAR Norfolk, NAVAIR (AIR-6.8.4 and AIR 6.7.5), Center for Naval Aviation Technical Training Unit (CNATTU), Navy Manpower Analysis Center (NAVMAC), NATEC (AIR-6.8.5), and NAVAIRWARCENWPNDIV Point Mugu, will provide an impact assessment (to include cost) of the recommended change. NAMP Working Committee voting members (HQMC, COMLANTFLT, NAVAIR, Naval Supply Systems Command (NAVSUP), OPNAV, Commander, Fleet Readiness Centers (COMFRC), Commander Naval Air Forces, Reserve (CNAFR), and Chief Naval Air Training (CNATRA) will coordinate review through their activities prior to voting.

  c. CNAF (N422) has final disposition authority of NAMP change recommendations. Approved changes with no software impact will be incorporated in the next publishing of COMNAVAIRFORINST 4790.2. Approved changes with NALCOMIS software impact will be coordinated with SPAWAR Norfolk and NAVAIR (AIR-6.8.4) before incorporation. Changes to correct procedures that adversely affect readiness, the quality of maintenance, or safety, and changes that provide significant improvement to efficiency or cost will be published by an Interim NAMP Change naval message, in advance of the next publishing of the NAMP.

1.1.3.3 Deviations

Requests to deviate from NAMP policies, procedures, or responsibilities must be submitted by the requesting activity's CO by naval letter to CNAF (N422) PO Box 357051, San Diego, CA 92135-7051 via the originator's chain of command. Figure 1-2 is a sample deviation request letter.

NOTES: 1. In lieu of mailing, signed letters with endorsements may be scanned and e-mailed to namp_policy.fct@navy.mil.

   2. Deviations related to NALCOMIS will include SPAWARSYSCEN Norfolk and COMNAVAIRSYSCOM (AIR-6.8.4) as "copy to".

   3. Deviation requests based on manpower constraints must include a detailed summary of the number of billets authorized, onboard manpower, and projected manpower related to the deviation.

   4. Deviations related to maintenance requirements specified in a technical manual or directive will be submitted to the Aircraft Controlling Custodian (ACC) Class Desk responsible for the aircraft or equipment.

1.2 Overview of the NAMP

1.2.1 Sponsorship and Administration

The NAMP is sponsored and directed by CNO, and administered and managed by CNAF. COMNAVAIRFORINST 4790.2 addresses maintenance policies, procedures, and responsibilities for the conduct of the NAMP at all levels of maintenance throughout naval aviation.

1.2.2 Objective

The objective of the NAMP is to achieve the aviation material readiness and safety standards established by the CNO and CNAF in coordination with the Commandant of the Marine Corps (CMC).

1.2.3 Core Principles

The core principles of the NAMP are:

 a. Strict adherence to quality and safety procedures.

 b. Repair of aeronautical equipment and material at the level of maintenance that most efficiently uses resources in achieving operational objectives.

 c. Application of systematic planned maintenance to minimize material degradation of aircraft, engines, and equipment.

 d. Collection and analysis of data to support changes to improve the efficiency, effectiveness, quality, and safety of naval aviation maintenance.

1.2.4 Funding

CNO and CMC annually allocate materials and services to support the NAMP. Allocations are determined during the development of the Program Objective Memorandum (POM). The POM contains force and resource recommendations in response to, and in accordance with, the Guidance for Development of the Force and the Defense Planning Guidance. The POM shows program needs for 5 years and conforms with the fiscal guidance issued by the Secretary of Defense (SECDEF).

1.2.5 Manpower

1.2.5.1 CNO and CMC direct and coordinate manpower planning to accomplish the NAMP. Manpower planning includes:

 a. Determining minimum military and civilian manpower requirements to achieve operational and mission demands.

 b. Providing staffing standards for functions performed ashore and afloat, based on recognized management and industrial engineering techniques, and determinations of workload.

 c. Providing justification for Navy and Marine Corps manpower requirements during all stages of the planning, programming, and budgeting system.

 d. Relating manpower requirements of the shore establishment to the changing demands of the operating forces.

 e. Providing accurate planning information to manpower inventory managers.

 f. Specifying manpower requirements for maintenance and operation of new weapon systems and equipment sufficiently in advance of fleet introduction to facilitate manpower planning in the programming cycle.

1.2.5.2 CNO exercises policy control and direction of the Navy manpower requirements system, with support from NAVMAC. CMC exercises policy, control, and direction of Marine Corps manpower as executed by the Deputy Chief of Staff for Manpower (Code M) in coordination with the Deputy Chief of Staff for Aviation (Code A).

1.2.5.3 CNO provides annual guidance to manpower claimants on the submission of manpower requests for the POM. Manpower claimants are responsible for screening, assigning priorities, and justifying requests for additional manpower to support aviation maintenance.

1.2.5.4 Navy squadrons provide augmentation personnel to IMAs as follows:

a. Shore-based non-aircraft carrier deploying squadrons and all reserve force squadrons provide temporary additional duty (TAD) personnel to supporting IMAs as required by their Activity Manpower Document (AMD).

b. Sea operational detachment (SEAOPDET) is a manning construct designed to increase the range of technical experience of Sailors assigned to the aircraft carrier (CVN) Aircraft Intermediate Maintenance Department (AIMD) during deployments. SEAOPDET personnel provide type/model/series (T/M/S) equipment systems repair knowledge and integrate into and augment CVN AIMD manpower. A SEAOPDET sea duty Unit Identification Code (UIC) is established at each I-level Fleet Readiness Center (FRC) that supports carrier-based aircraft. Manpower authorizations for FRC SEAOPDETs and CVN AIMDs are based on the ship's test bench and ground support equipment configuration and the T/M/S aircraft attached to the specific Carrier Air Wing (CVW) supported. SEAOPDET requirements are determined by NAVMAC (Code 30), approximately 18 months prior to each CVN's scheduled deployment.

NOTES: 1. OPNAVINST 1000.16 provides information, policies, and procedures for Navy manpower management.

2. NTTP 1-03.3 and COMNAVAIRFORINST 3500.38 provide guidance for reporting mission area specific resource ratings for personnel. The Status of Resources and Training Systems Joint Report-Navy (SORTSREPNV) message is the primary means of informing higher authority of the manpower readiness of naval units.

3. The Navy Training Management and Planning System (NTMPS) and Fleet Training Management and Planning System (FLTMPS) are web-based applications for performing administrative tasks related to managing manpower.

1.3 Command and Organization for Executing the NAMP

1.3.1 Command Structure

1.3.1.1 The CNO, under the direction of the SECNAV, commands the operating forces of the Navy, OPNAV, and the Chief of Naval Personnel. In addition, the CNO commands such shore activities as assigned by SECNAV. Figures 1-3 and 1-4 show the CNO command organization in support of naval aviation.

1.3.1.2 The CMC coordinates with OPNAV, NAVAIR, NAVSEA, SPAWAR, and other support activities in the planning for, and acquisition of, equipment, weapons, weapon systems, material, supplies, facilities, maintenance, and support services for Marine Corps aviation. CMC also coordinates with the CNO to ensure the characteristics of newly procured or developed equipment and material for the Marine Corps meet operational requirements; proposed training will prepare Marine Corps personnel for combat; and in the planning, development, and fielding of Management Information System (MIS) in support of Marine Corps aviation. Logistics support for aviation peculiar items is provided through Navy material and equipment support systems.

1.3.2 Command Responsibilities

NOTE: Command relationships and the exercise of command and support responsibilities for Navy and Marine Corps activities specified in SECNAVINST 5450.4 are not affected by this instruction.

1.3.2.1 All activities conducting or supporting maintenance of naval aircraft and related equipment must comply with this instruction.

1.3.2.2 ACCs are responsible for the maintenance and material condition of assigned aircraft and aeronautical equipment. Chapter 2 provides direction on ACC responsibilities in accomplishing the NAMP.

1.3.2.3 Certain Navy activities are assigned to NAVAIR for command control. NAVAIRs responsibility for these activities includes mission planning, facility development, workload planning, internal organization and procedures, budgeting, funding, accounting, staffing, and use of personnel, funds, material, and facilities.

1.3.2.4 COMMARFORCOM and COMMARFORPAC provide support to CNAF in logistics support and management matters related to Marine Corps aviation material readiness.

1.3.2.5 Commanders designated by ACCs are responsible for coordinating maintenance performed by squadrons under their cognizance. Operational commanders, such as Carrier Air Wing (CVW) commanders, are responsible for the operational readiness of activities under their command. Administrative commanders, such as Type Wing Commanders, are responsible for the material readiness of activities under their command.

1.3.2.6 Aircraft carriers (CVN) and amphibious assault ships (LHA/LHD) are responsible for providing I-level support and material for the embarked air wing. Non-aviation ships with embarked aircraft are responsible for providing O-level material, facilities, and support equipment (SE) not organic to the embarked unit.

1.3.2.7 Squadron COs are responsible for the maintenance and material condition of aircraft and aeronautical equipment assigned to their custody.

1.3.2.8 Intermediate Maintenance Activities (IMA) and supply activities are responsible for direct material support of flight line and flight deck operations. IMAs perform on and off aircraft maintenance and provide engineering, technical, and customer service support as specified in Chapter 3. Shore station IMAs perform I-level maintenance in support of assigned station and squadron aircraft, associated material, and equipment. Certain IMAs perform selected D-level maintenance for an entire logistic area, when recommended by the ACC and approved by NAVAIR.

1.3.2.9 Air station Organizational Maintenance Departments (OMD) perform O-level maintenance on assigned aircraft and provide flight line services for transient aircraft. Under special circumstances, stations will provide higher level maintenance assistance within their capability.

1.3.3 Systems Command Support

1.3.3.1   COMNAVSUPSYSCOM Weapons Systems Support (NAVSUP WSS) is responsible for material support of the NAMP. Aviation material consists of spare parts for aircraft, engines, systems, components and accessories, safety equipment; SE, and aeronautical photographic and meteorological equipment. NAVSUP WSS responsibilities:

a.   Compute range and depth of aviation material requirements. Actions include conducting and coordinating provisioning conferences and identification and transfer of items to be managed by other Inventory Control Points (ICP).

b.   Budget for and fund assigned aviation material requirements.

c.   Procure material directly from industry or other government agencies.

d.   Allocate NAVAIR procured material to stock points, distribute material to fill replenishment stock requirements, and refer requisitions to stock points to meet requirements.

e.   Dispose of material in excess of system requirements, including SE, when authorized by NAVAIR.

f.   Maintain aeronautical spares and spare parts catalogs. The catalog function includes obtaining NSNs from the Defense Logistics Service Center.

g.   Determine system asset rework requirements of repairable components processed by naval, inter-service, or commercial rework facilities.

h.   Develop, issue, and update the Allowance Requirements Registers (ARR) and allowance and load lists applicable to the NAMP.

i.   Provide primary material support for air launched weapons.

1.3.3.2 NAVAIR is responsible for research, design, development, test, acquisition, and logistic support of all aviation procurements for Navy and Marine Corps aircraft, missile targets, equipment and associated material. As the technical manager for aviation maintenance, COMNAVAIRSYSCOM will:

a.   Provide guidance on procedures, technical direction, and management review at each level of maintenance.

b.   Provide technical manuals in sufficient scope and depth to clearly define maintenance and test procedures.

c.   Implement and maintain the Metrology and Calibration (METCAL) Program in support of the NAMP.

d.   Assist CNO and others in developing training programs for officer and enlisted aviation maintenance personnel, including providing technical and logistic support in drafting Navy Training System Plans (NTSP) and the determination of manpower requirements for aviation systems.

e.   Provide aviation maintenance material allowance lists, and lists of aviation facilities required for sea based and shore based activities.

f.   Make recommendations concerning design of the Maintenance Data System (MDS) and Naval Aviation Logistics Command Management Information System (NALCOMIS) to reduce redundant, inefficient, and unnecessary reporting; and ensure the MDS and NALCOMIS are compatible throughout all levels of maintenance.

g.   Serve as Functional Manager for Aviation Logistics Information Systems, to include maintaining current NALCOMIS maintenance systems requirement documents, providing justification for improved business procedures, and tracking changes to verify benefits were achieved.

h. Provide support for COMNAVAIRFOR (N422C) in publishing the NAMP.

i. Provide ACC functional support to NAVAIR field activities.

j. Provide fleet aviation performance improvement support.

k. Provide NAVAIR Field Service Representative support.

l. Develop and maintain Management Information Systems (MIS) for maintenance and logistics support of NAMP processes.

m. Plan, design, develop, implement, and support information decision support systems for managing the total life cycle of aeronautical equipment.

n. Provide technical support related to naval aviation resource analysis, maintenance engineering, logistics engineering, and logistics support program implementation.

o. Provide support of all aviation maintenance trainers and weapons system training programs and D-level aircraft training courses.

p. Provide technical direction concerning configuration management (CM) of naval aircraft, missile targets, and associated material, except as directed by CNO.

q. Maintain CM data systems, to include the Technical Directive Status Accounting (TDSA), T/M/S CM baseline, Scheduled Removal Components Repository Program, and the CM portion NTCSS Optimized OMA NALCOMIS for aircraft, engines, Aviation Life Support Systems (ALSS), Cartridge Activated Devices (CAD), support equipment (SE), Mission Mounted Equipment (MME), and component configuration. CM data system capabilities must include:

(1) Accurate listing of all tracked components installed or uninstalled on the aircraft.

(2) Tracking usage indicators for life limited components, for example, Life Usage Index (LUI), Fatigue Life Expended (FLE), Time Since New (TSN), and Time Since Overhaul (TSO).

(3) Accurate configuration history records.

(4) Tracking scheduled maintenance.

r. COMNAVAIRSYSCOM will designate a Baseline Manager for each aircraft T/M/S and any other system that uses NTCSS Optimized OMA NALCOMIS for maintenance management. The Baseline Manager must have in-depth knowledge of the aircraft or weapons system for which they have responsibility. Program Managers are responsible for assisting the Baseline Manager in determining the scope of the baseline for their individual platform. NAWCAD (AIR-6.8.5.2) is responsible for the validation and functional testing of all PMA NALCOMIS OOMA baselines throughout the build and sustainment phases. NAWCAD Baseline QA is responsible for monitoring baseline managers and PMA databases and ensuring baseline data meets the requirements listed in this instruction and applicable platform publications. The baseline will consist of the following components:

(1) Equipment Configuration Baseline. The Equipment Configuration Baseline must accurately track the actual configuration of the equipment.

(2) Usage Baseline. The Usage Baseline must track and accumulate usage data against the equipment, such as Life usage index, fatigue cycles, and thermal cycles.

(3)   Maintenance Baseline. The Maintenance Baseline is integrally linked with the configuration Baseline and Usage Baseline and must contain scheduled preventive maintenance, maintenance technical manuals, TDs, and other service bulletins as well as the potential corrective repairs that are anticipated such as conditional and unscheduled maintenance. Database changes, new PM task requirements, and task interval changes must be provided to the Baseline Manager. Baseline data changes will be electronically transmitted to data users at O-level and I-level maintenance activities.

s.   NAVAIR Baseline Managers will:

(1)   Coordinate with the cognizant Program Manager to determine the scope of the baseline.

(2)   Maintain the accuracy and currency of the baseline at all levels of maintenance.

(3)   Build the NTCSS Optimized OMA NALCOMIS baseline on the work unit code (WUC) structure for each end item identified by a TEC. After creating the WUC structure, Baseline Managers will:

(a)   Assign inventory classes to the WUC items.

(b)   Assign inventory subclasses to the WUC items.

(c)   Assign part numbers to the WUC.

(d)   Identify multiple part numbers per WUC.

(e)   Identify incompatibilities between parts.

(f)   Identify usage data source(s) for each end item and assemblies.

(g)   Create data definitions corresponding to the data sources.

(h)   Assign usage parameters to each usage definition.

(i)   Verify usage parameters received from automated interfaces are named in the CM module by the same terms used by the providers of that data.

(j)   Identify task class and subclass of CM module.

(k)   Set task recurring and auto-create attributes.

(l)   Complete contents of baseline task definition tab pages.

(m) Set all baseline tasks to active.

(n)   Set up task plans.

(4)   At a minimum, build the following components into the baseline:

(a)   Life limited components.

(b)   Aeronautical Equipment Service Records (AESR).

(c)   Assembly service records (ASR).

(d)   Module service records (MSR).

(e)   Schedule removal components (SRC).

(f)   Equipment history records (EHR).

(g)   Structural life limited components.

(h)   TCRs (maintenance significant items that are repairables and consumables).

(5)   Review all maintenance technical manuals to gather the information required;

(a)   Aircraft logbook, AESRs, and associated records.

(b)   NA500C.

(c)   NAT-04.

(d)   TDRS reports.

(e)   Engineering change proposals (ECP).

(f)   IRAC trackers and weekly summary of issued TDs.

(g)   NAVICP Publication 2003.

(h)   AWSE maintenance requirement cards (MRC).

(i)   Periodic maintenance identification card (PMIC).

(j)   Maintenance instruction manuals (MIM).

(k)   WUC manual.

(l)   MRCs.

(m)   Quick engine change assembly (QECA) MRCs.

(n)   This instruction, OPNAVINST 3110.11, OPNAVINST 8000.16, and NAVAIR 01-1A-509 (series).

NOTE: **Baseline Managers must be on distribution for all above material.**

(6)   Coordinate with the respective platform ISSC. Verify all changes and revisions to MRC decks, TDs, part numbers, assemblies, PMICs, life limited repairs (LLR), and WUC structure are built into the baseline and replicated to their respective foundation tiers when paper copies are issued.

t.   NAVAIR (AIR-6.0) will provide maintenance and material support necessary for fleet training and readiness. NAVAIR (AIR-6.0) will:

(1)   Execute assigned aviation D-level maintenance programs.

(2)   Execute contracts in support of D-level maintenance.

(3)   Establish and implement the procedures and controls necessary for executing budgets.

(4)   Provide D-level resource management support.

(5)   Coordinate D-level Fleet Readiness Center operations, to include:

(a)   Maintaining and operating industrial facilities.

(b)   Performing a complete range of D-level rework operations on designated weapon systems, accessories, and equipment.

(c)   Manufacturing parts and assemblies, as required.

(d)   Providing engineering services in the development of changes in hardware design.

(e)   Furnishing technical and other professional services on aircraft maintenance and logistics problems.

(f)   Performing other levels of aircraft maintenance for eligible activities, upon specific request or assignment.

(g)   Performing other functions as directed by COMNAVAIRFOR in coordination with NAVAIR.

1.4 NAMP Performance Improvement

1.4.1 Performance Improvement Elements

The seven performance improvement elements defined as they apply to the NAMP:

a.   Productivity - The material output resulting from the application of personnel, skills, material, equipment, tools, data, and facilities. Productivity is interrelated with and impacted by all of the performance elements.

b.   Effectiveness - The degree to which maintenance objectives are achieved. For example, IMA effectiveness is generally measured by how successful the IMA is in repairing components, engines, and equipment, in sufficient quantities and on time to support squadron aircraft readiness requirements. In squadrons, effectiveness is generally measured by how consistently the squadron produces the number of aircraft required to accomplish the flight schedule.

c.   Efficiency - How well a maintenance activity uses resources (manpower, equipment, parts, fuel, etc.) to accomplish maintenance.

d.   Quality - The degree of being free from defects, deficiencies, and variations. Fit, form, function, reliability, maintainability, consistency, and uniformity are some characteristics affected by quality.

e.   Innovation - Application of information, creativity, and initiative to improve something, for example, development of a new or more effective and efficient repair process.

f   Quality of Work Life - Extent to which Sailors, Marines, and civilians feel personal pride, motivation, and satisfaction in their work environment.

g.   Budgetability - The ability to accomplish the mission within allotted resources.

1.4.2 The Naval Aviation Enterprise (NAE)

1.4.2.1 NAE leadership continually evaluates aircraft operations and maintenance processes to identify opportunities for performance improvement. The NAE:

   a.   Uses statistical methods to identify problems and to identify opportunities for new or expanded repair capabilities where cost effective.

   b.   Defines and implements strategic plans.

   c.   Places emphasis on achieving and maintaining a skilled and stable work force.

   d.   Requires acquisition managers to emphasize design criteria for reliability, maintainability, and automated diagnostics.

   e.   Identifies benchmark performance and supports implementation of best practices and procedures where feasible and cost effective.

1.4.2.2 NAVAIR is designated as the focal point for fleet aviation maintenance performance improvement matters. NAVAIR:

   a. Pursues new performance improvement methods and maintains currency in performance management techniques.

   b.   Provides technical assistance for performance improvement efforts.

   c.   Assists with the transfer of performance improvement ideas among all activities.

   d.   Generates awareness for performance improvement.

   e.   Tracks performance improvement action items assigned by the NAE Executive Steering Committee (ESC).

1.4.3 AIRSpeed

AIRSpeed is the NAE process to operationalize cost-wise readiness. AIRSpeed is an integrated culture of continuous process improvement (CPI), with the goal of accomplishing the NAE mission at reduced resource cost. Successful implementation of AIRSpeed reduces the total ownership cost of naval aviation by balancing and aligning maintenance and supply activities to end user demand (operations), resulting in the right material available to the right place at the right time, and at best cost. AIRSpeed:

   a.   Provides a structured process to plan, train, integrate, sustain, and monitor best business practices across the NAE.   Functions include benchmarking, analysis, innovation, progress assessment, communications, and incorporation of best practices to maximize overall benefits.

   b.   Integrates Lean Six Sigma (LSS) and Theory of Constraints (TOC) CPI methods. Chapter 3 provides direction for the implementation of AIRSpeed at the activity level.

1.5 NAMP Operational Risk Management (ORM)

ORM is a risk management tool used to reduce the potential for harm to personnel and possibility of mission failure. OPNAVINST 3500.39/MCO 3500.27 provides ORM guidance. The Naval Safety Center provides   ORM   process   training   on   their   Web   site

(http://www.public.navy.mil/NAVSAFECEN/Pages/ORM-EXW/index.aspx).   The Human Factors in Aviation Maintenance and Inspection Web site (https://www.faa.gov/about/initiatives/maintenance_hf/) provides additional resources for maintenance ORM and ground crew coordination training.

From: (Submitting activity)
To: COMNAVAIRFOR N422C NAMP Policy
Via: (Submitting activity's chain of command)

NOTE: "Via" endorsements must be obtained before submitting to COMNAVAIRFOR N422C.

Subj: NAMP CHANGE PROPOSAL: CHAPTER 10, COMPONENT REPAIR REVIEW AND ICRL
         VALIDATION PROCEDURES NAMPSOP

Ref: (a) COMNAVAIRFORINST 4790.2C
         (b) (List any other references applicable to the change.)

Encl: (1) Proposed Change

NOTE: Copy the affected sections of the NAMP and use ~~strikeout~~ to indicate deleted words, and <u>underline</u> to indicate added words.

1.   Enclosure (1) change proposal to reference (a) is forwarded for review by the NAMP Working Committee. This proposal was coordinated with and endorsed by (list any other activities that were involved in producing the change).

2.   Summary. This change updates and expands policy in the Component Repair Review and ICRL Validation Procedures NAMPSOP. Significant changes:
         A. **Deleted requirements:** None.
         B. **Added requirements:**
             (1) Requires IMAs to provide Point of Contact Info for the Combined ICRL.
             Justification: Facilitates IMAs contacting each other for repair information.
         C. **Modified requirements:**
             (1) Changes the requirement for IMAs to submit an ICRL extract from every 6 months (semi-annually) to every 3 months (quarterly).
         D. **Justification:** Improves the currency of the Combined ICRL in order to assist activities in researching opportunities for improving productivity.

3**.**   Impact Assessment:
         A. Services affected: Navy and Marine Corps
         B. Levels of maintenance affected: Intermediate.
         C. Man-hours: Minor administrative impact.
         D. IT/Software: No impact.

4.   POC: (Name, rank, title, phone number and email address of the submitting activity POC.)

I. M. MAINTENANCE OFFICER

Figure 1-1 Change Recommendation Letter (Sample)

**UNITED STATES MARINE CORPS
MARINE AERIAL REFUELER TRANSPORT SQUADRON 123
MARINE AIRCRAFT GROUP 14
POSTAL SERVICE CENTER BOX 8056
CHERRY POINT, NC 28533-0056**

From: Commanding Officer, Marine Aerial Refueler Transport Squadron 123
To: Commander, Naval Air Forces (N422)
Via: Commanding Officer, Marine Aircraft Group 14
        Commanding General, 2d Marine Aircraft Wing

Subj: NAMP DEVIATION REQUEST FOR REQUIREMENT TO COMPLETE OOMA NALCOMIS
        COURSE D/E-555-0053

Ref: (a) COMNAVAIRFORINST 4790.2C

1.   Request approval to deviate from reference (a), Chapter 5, requirement for Maintenance Control personnel to complete Naval Aviation Maintenance Control Management course (Course C-555-0053) prior to being authorized to approve Work Orders. VMGR-123 is on deployment and has experienced the unplanned loss of two Maintenance Control personnel. SSgt John Smith, SSN xxx-xx-1234 is the best qualified VMGR-123 Marine for assignment to Maintenance Control. He has completed the Legacy NALCOMIS (Course D/E-555-0040) and the Naval Aviation OMA Work Center Supervisor's course (Course C-555-0045), but will be unable to attend Course D/E-555-0053 until return from deployment. SSgt Smith has a quota for Course D/E-555-0053 to be held at MCAS Cherry Point, 30 May 2017.

2.   VMGR-123 POC is MGySgt John Zmith, email john.zmith@usmc.mil, DSN 123-4567.

                                        J. M. Stock
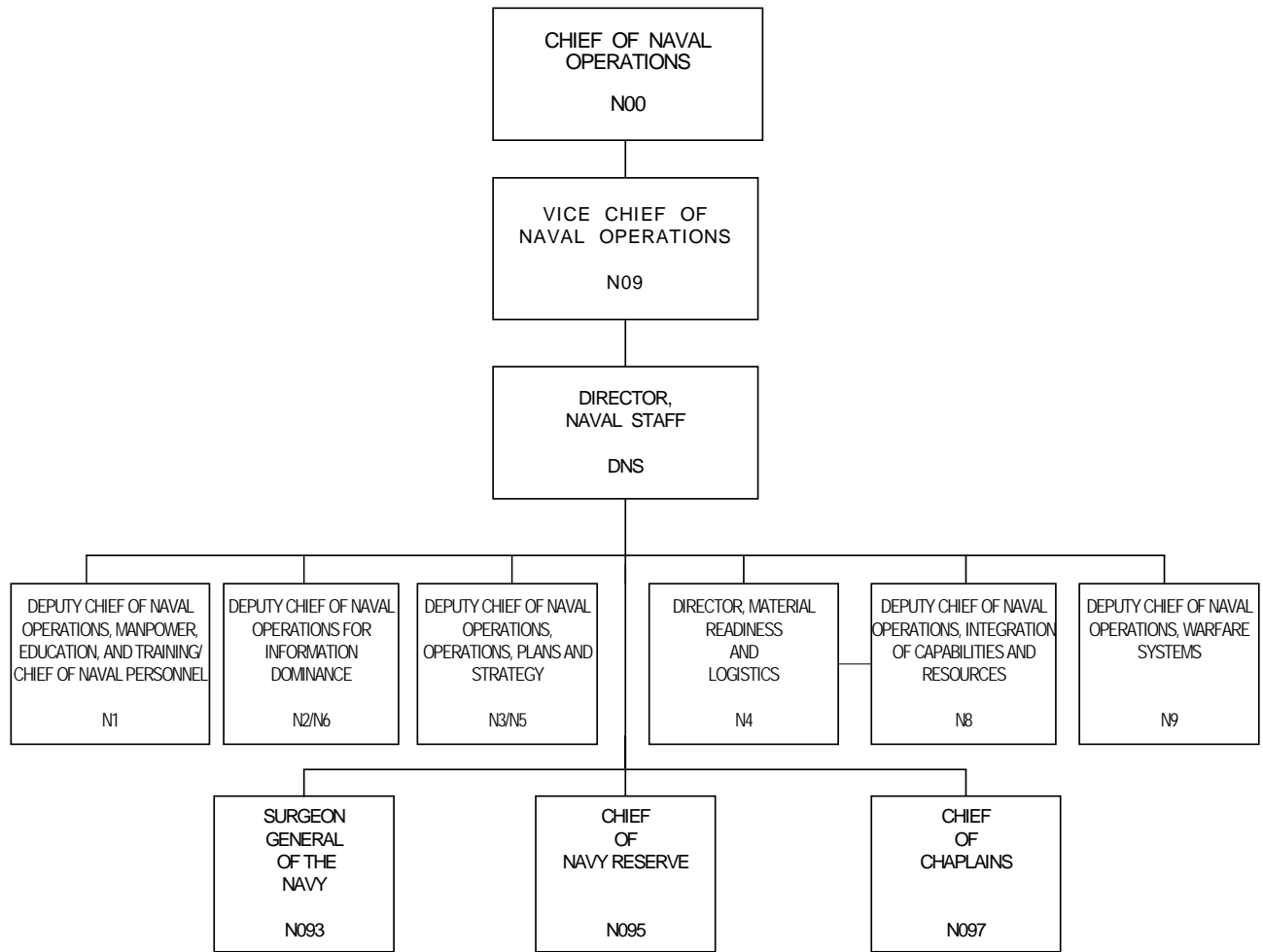

Figure 1-2: NAMP Deviation Request Letter (Example)

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                              ┌─────────────────────┐
                              │  CHIEF OF NAVAL     │
                              │  OPERATIONS         │
                              │                     │
                              │  N00                │
                              └─────────────────────┘
                                        │
                              ┌─────────────────────┐
                              │  VICE  CHIEF  OF    │
                              │  NAVAL  OPERATIONS  │
                              │                     │
                              │  N09                │
                              └─────────────────────┘
                                        │
                              ┌─────────────────────┐
                              │  DIRECTOR,          │
                              │  NAVAL STAFF        │
                              │                     │
                              │  DNS                │
                              └─────────────────────┘
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DEPUTY CHIEF OF NAVAL OPERATIONS, MANPOWER, EDUCATION, AND TRAINING/ CHIEF OF NAVAL PERSONNEL	DEPUTY CHIEF OF NAVAL OPERATIONS FOR INFORMATION DOMINANCE	DEPUTY CHIEF OF NAVAL OPERATIONS, OPERATIONS, PLANS AND STRATEGY	DIRECTOR, MATERIAL READINESS AND LOGISTICS	DEPUTY CHIEF OF NAVAL OPERATIONS, INTEGRATION OF CAPABILITIES AND RESOURCES	DEPUTY CHIEF OF NAVAL OPERATIONS, WARFARE SYSTEMS
N1	N2/N6	N3/N5	N4	N8	N9

SURGEON GENERAL OF THE NAVY	CHIEF OF NAVY RESERVE	CHIEF OF CHAPLAINS
N093	N095	N097

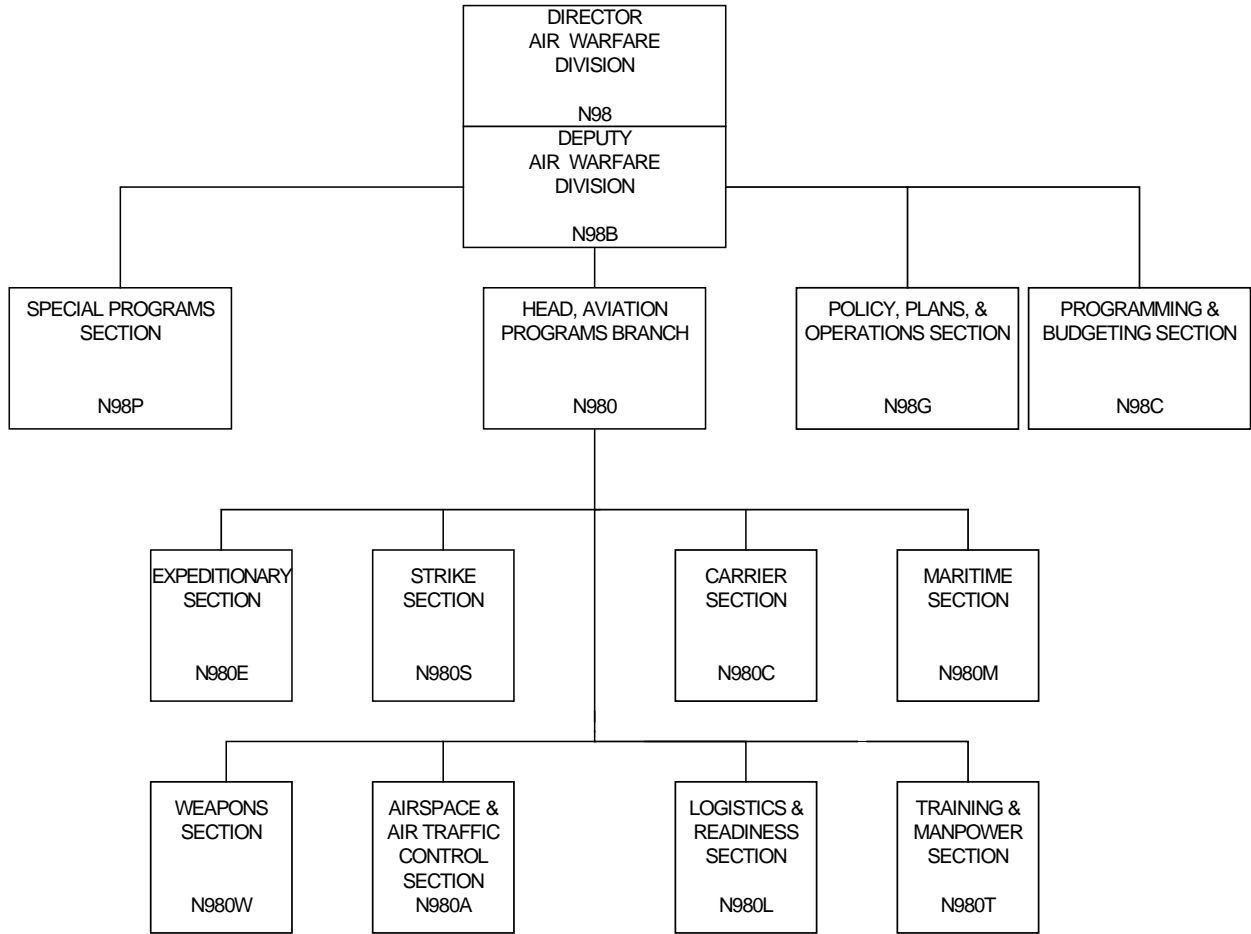**Figure 1-3: Office of the Chief of Naval Operations Organization Chart**

Figure 1-4: Director, Air Warfare Division (N98) Organization Chart