

**CHAPTER 4**  
**Marine Aviation Logistics Squadron (MALS)**  
**Maintenance, Ordnance, Supply Activity Organization, and Information**  
**Management Support**

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**CHAPTER 4**  
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**Maintenance, Ordnance, Supply Activity Organization, and Information**  
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**4.1 Marine Aviation Logistics Squadron (MALS) Aircraft Maintenance**

**4.1.1 Aviation Logistics Functions**

The aviation logistics functions of the MALS include aircraft, avionics, support equipment (SE) maintenance, aviation supply, flight equipment, cryogenics, aviation ordnance, maintenance data collection, analysis, and information management and support.

**4.1.2 MALS Maintenance Staff Responsibilities:**

- a. Use all available talents and resources to ensure components are repaired to the highest standard of quality to further enhance the war fighting capabilities of the customer (the tactical squadrons).
- b. Coordinate control of aircraft maintenance performed by, and in support of, squadrons and units under the cognizance of the Marine Aircraft Group (MAG) Commanding Officer (CO).
- c. Conduct liaison among squadrons, stations, Marine Aircraft Wings (MAW), and other activities in connection with maintenance or material matters.
- d. Ensure squadrons within the MAG provide augmentation personnel to intermediate maintenance activity (IMA)s on a temporary additional duty (TAD) basis (as required) for training in the maintenance of organic systems and subsystems.
- e. Coordinate predeployment planning for the provisioning of personnel, facilities, SE, and services for supported squadrons.
- f. Screen supported deploying squadron material to ensure only material considered essential to support the specific deployment is embarked and consolidation of multiple squadron requirements is made whenever possible.
- g. Screen appropriate Marine Aviation Logistics Support Program (MALSP) individual material readiness list (IMRL) allowances to ensure they are tailored to support the quantity and type aircraft assigned to the MAG squadrons.
- h. Ensure the MAG aircraft assignment board (or equivalent) is maintained and reflects current Office of the Chief of Naval Operations (OPNAV) XRAY status.
- i. Maintain liaison with supported squadron Maintenance Material Control (MATCON) Centers and the Aviation Support Division (ASD) and ensure adequate communications exist between the MALS Maintenance Work Centers and Supply.

- j. Monitor MAG squadrons to ensure effective maintenance programs are conducted.
- k. Monitor MAG squadrons to ensure active and effective Quality Assurance (QA) monitoring programs exist.
- l. Monitor MAG squadrons to ensure correct maintenance, administration, and material handling procedures are used, directing particular attention to the detection and removal of all administrative impediments to aircraft readiness.
- m. Perform joint aircraft inspections periodically with squadron maintenance officers.
- n. Assist squadrons in obtaining engineering technical assistance.
- o. Coordinate, as required, with other staff organizations to ensure maintenance facility requirements for both MALS and the O-level are updated and submitted as required.
- p. Coordinate with the MAG S-4, the assignment of aircraft parking spaces within the MAG.
- q. Ensure an aggressive and effective management program is in place to control cannibalization of aeronautical equipment. To the maximum extent possible, ensure selective cannibalization actions are planned to prevent aircraft from being in a nonflyable status for more than 30 consecutive days.
- r. Ensure inter-MALS liaison is maintained for repair of components in the secondary repair site program.
- s. Coordinate D-level drive-in or field modifications of assigned aircraft.
- t. Establish procedures for monitoring component repair capability, to include conducting Component Repair Reviews per [paragraph 10.20](#).
- u. Conduct frequent meetings, chaired by the Maintenance Officer (MO) and co-chaired by the Aviation Supply Officer (AVNSUPO), with supported units to ensure optimum communication and coordination.
- v. Analyze the mission accomplishment and capabilities of the department using reports provided by the Maintenance Data Systems (MDS) and Navy Tactical Command Support System (NTCSS) Optimized Naval Aviation Logistics Command Information System (NALCOMIS), and Autonomic Logistics Information System (ALIS) on a continuing basis.
- w. Ensure the Configuration Management (CM) baselines for aircraft Type/Model/Series (T/M/S) are validated and coordinated with subordinate activities so that discrepancies within the baseline are reported to the Type Commander (TYCOM) and COMNAVAIRSYSCOM Baseline Managers/Program Managers via the MAG and MAW.
- x. Generate supplemental instructions for the non-Naval Aviation Maintenance Program Standard Operating Procedures (NAMPSOP) programs and processes when required.

## 4.2 Marine Aviation Logistics Squadron (MALS) Aircraft Maintenance Officer (MO)

### 4.2.1 MALS Maintenance Officer Responsibilities

The MO is responsible to the MALS CO for the accomplishment of the Aircraft Maintenance Department mission. Responsibilities include:

a. Ensure adequate maintenance support is provided to the subordinate units of the MAG by interpreting and implementing aircraft maintenance policies and procedures for the MAG.

b. Conduct inspections and assistance reviews on all aspects of aviation maintenance within the MALS and subordinate units of the MAG.

c. Be responsible for the performance and administration of the Maintenance Department and advise the MALS CO on readiness, effectiveness, and ongoing or planned projects within the MAG.

d. Maintain liaison with external supporting maintenance activities and higher headquarters staff to ensure MAG requirements are known and satisfied. In addition, the MO provides direction to the individual squadrons within the MAG on maintenance operations as they relate to readiness.

e. Be the Military Occupational Specialty (MOS) sponsor for all maintenance personnel (MOS 60XX/61XX) within the MAG and coordinates with and advises the MAG Consolidation Administration to make personnel assignments (officers and enlisted) to best support operational commitments.

f. Administer IMA Maintenance Department Operations

(1) Employ sound management practices in handling personnel, facilities, material, and in work flow methods to ensure redundancy of component repair capabilities within an IMA are avoided wherever possible, unless MALSP requirements necessitate it to support contingencies.

(2) Define and delegate responsibilities and define and assign functions and operations per existing directives.

(3) Organize the department, initiate requests for, and make recommendations relative to changes concerning personnel, facilities, and equipment required to accomplish assigned tasks.

(4) Ensure the accomplishment of training for both permanent and TAD personnel.

(5) Continually analyze the mission accomplishments and capabilities of the department, using reports provided by the MDS, NALCOMIS, NIIN Analysis Tool (NAT), and Buffer Management Tool (BMT).

(6) Ensure full and effective employment of personnel.

(7) Ensure the production in the Maintenance Department and in satellite production work centers is the proper quality and quantity.

(8) Maintain liaison with other department heads, representatives of higher authority, and other maintenance organizations.

(9) Publish and ensure internal compliance with maintenance, safety, and security procedures to ensure optimum performance is achieved.

(10) Schedule and hold periodic planning and information meetings.

(11) Establish and monitor programs to prevent fuel, hydraulic fluid, and oil contamination and corrosion.

(12) Provide data analysis products to seniors in the chain of command and other department heads, when requested, to show use of manpower, equipment, and facilities.

(13) Schedule and conduct monthly MALS maintenance and material planning meetings and publish a Monthly Maintenance Plan (MMP).

(14) Ensure effective support is provided to technical manual and directive verification programs.

(15) Ensure the establishment and execution of an effective program for Non-Destructive Inspection (NDI) of critical aircraft components and structures.

**NOTE: The MO that provides portable X ray equipment and services must ensure qualified NDI technicians perform all radiographic operations.**

(16) Determine, with the MALS AVNSUPO, the quantity of Local Repair Cycle Asset (LRCA) required to be on hand to support all MAG squadrons.

(17) Ensure, in conjunction with the MALS AVNSUPO, proper packaging and preservation of aircraft and aircraft components to prevent damage or deterioration.

(18) Designate a Foreign Object Damage (FOD) Prevention Program Manager and ensure a MAG FOD Prevention Program is established and monitored per [paragraph 10.11](#).

(19) Ensure qualification and recertification of personnel performing special processes are accomplished.

(20) Develop an understanding of the NALCOMIS concept and its application to management and automatic data processing requirements.

(21) Develop an understanding of the CM concept and its application to database management and baseline management. Ensure that MALS has qualified "C" school trained personnel to perform System Administrator/Analysis (SA/A) duties and CM Auto Log Set (ALS) duties.

(22) Ensure the MALSP IMRL is frequently reviewed, necessary changes are submitted, accurate equipage records are maintained, and required reports are submitted.

(23) Ensure Expeditious Repair (EXREP) requirements are validated on a daily basis and Awaiting Parts (AWP) requirements are validated weekly.

(24) Use the on-site Commander Naval Air Systems Command (COMNAVAIRSYSCOM)/Naval Aviation Technical Data and Engineering Services (NATEC) field service representatives (as required) to effect liaison and support for the NAMF.

(25) Develop a Continuous Process Improvement (CPI) strategic plan aligned to organizational priorities and goals.

(26) Designate an AIRSpeed Officer, a minimum of two BMT, and two Continuous Process Improvement Management System (CPIMS) Administrator.

**NOTE: BMT and CPIMS Administrator training is provided by the AIRSpeed CPI Office.**

(27) Complete Champion, Project Sponsor, or Yellow Belt Training.

(28) Establish an AIRSpeed CPI Department at the I-level with a minimum of four full time personnel, that includes an AIRSpeed Officer and a Supply Representative. AIRSpeed CPI team members must be Green Belt or Logistics Chain Improvement Practitioner (LCIP) certified within 12 months of assignment. At least one member of the AIRSpeed CPI Department will achieve Lean Practitioner Certification within 12 months of assignment to establish organic CPI training and certification capability. Personnel assigned to the AIRSpeed CPI Department will be assigned for a minimum of 18 months.

**NOTE: The Lean Practitioner certification is a bridge between Green Belt and Black Belt that provides the candidate with the training and experience necessary to qualify for the Green Belt Instructor certification and to coach/mentor process improvement initiatives.**

(29) In addition to the AIRSpeed CPI Department, maintain a core competency of two Green Belt or LCIP certified personnel from each Maintenance and Supply Division. Certification must be completed within 12 months of assignment to the core competency.

(30) Implement AIRSpeed within the Maintenance Department and perform a semi-annual verification to ensure CPI initiatives are sustained.

(31) Ensure workload priority assignments outlined in [Chapter 5](#) are understood and followed by work center personnel.

(32) Ensure visual management queues such as 5S checklists, Time to Reliably Replenish (TRR) charts, shadowing, and control boards are in place and used to communicate safety information, equipment location, and standard work procedures.

(33) Attend all tollgate reviews for CPI projects.

(34) Execute the Fleet Engineering Disposition (FED) Program in conjunction with applicable In Service Support Center (ISSC).

### **4.3 Marine Aviation Logistics Squadron (MALS) Avionics Division**

4.3.1 The functions of the Avionics Division are organized to provide the maximum support, coordination, and leadership in support of the MAGs mission in the respective areas of aircraft maintenance, avionics

equipment maintenance, integrated logistics resource management, and professional personnel development. The management of the MALS Avionics Division is the responsibility of the MALS Avionics Officer (AVO). This is accomplished by interpreting and implementing avionics policies and procedures for the MALS commander.

4.3.1.1 All maintenance and support of MALS and supporting activities, to include avionics equipment, Weapons Replaceable Assemblies (WRA), Shop Replaceable Assemblies (SRA), SE, and Test, Measurement and Diagnostic Equipment (TMDE), will be performed by personnel assigned within the Avionics Division. These functions encompass programs, equipment, and support for activities both internal and, on occasion, external to the MAG.

4.3.1.2 The Avionics Division is responsible to the MO, who has the overall responsibility for the production effort within the MALS, for matters dealing with the scheduling, prioritization, and production of avionics equipment.

4.3.2 An Avionics Division (Figure 4-1) exists within each MALS and consists of functional branches. The division will be comprised of an Avionics Branch, Precision Measuring Equipment (PME) Branch, and various production branches necessary to support flying squadrons of a MAG. Each branch is responsible for the maintenance of its respective avionics equipment, the welfare of their personnel, an accurate accountability of work center IMRL assets, and individual branch security.

4.3.2.1 The Avionics Branch is responsible for overall division administrative duties, as well as I-level maintenance on avionics equipment. Depending upon the type of aircraft supported, the Avionics Branch may contain up to five work centers; Communications/Navigation, Electrical/Instrument Repair, ATE, Electronic Warfare, and Radar.

4.3.2.2 The TMDE branch contains the calibration and repair work centers responsible for I-level maintenance on MAG and MALS IMRL equipment.

#### **4.4 Marine Aviation Logistics Squadron (MALS) Avionics Officer (AVO)**

##### **4.4.1 Avionics Officer Responsibilities**

The AVO manages the MALS Avionics Division and is responsible to the MALS MO for the accomplishment of the division mission. Responsibilities include:

- a. Interpret and implement avionics policies and procedures for the CO.
- b. Be responsible for the performance of the Avionics Division and the technical and administrative functions which require specialized avionics training and experience.
- c. Advise the MO on avionics matters relating to readiness, effectiveness, training requirements, safety, calibration requirements, and ongoing and planned projects within the Avionics Division.
- d. Sponsor all avionics MOSs (63XX/64XX) within the MAG and will coordinate with, and advise, the MALS S-1 in all personnel assignments or reassignments to best support the MAGs operational commitments.

e. Maintain liaison with the supporting and supported maintenance activities and staff to ensure avionics requirements pertinent to the MAG and MALS are known and satisfied. The AVO also maintains liaison with each squadron within the MAG and provides guidance on avionics operations as they relate to readiness.

f. Administer the Avionics Division operations.

g. Act with team-oriented professionalism under the cognizance of the MALS MO for the accomplishment of delegated executive tasks and for the continuous improvement of the Avionics Division.

h. Provide the necessary leadership, technical guidance, and personnel management within the Avionics Division; establish the most effective and economical procedures to accomplish assigned tasks; employ available resources to maximum potential within the guidelines of this instruction and Marine Corps policy directives; and develop performance measurement criteria to facilitate program monitoring and review processes.

i. Increase the potential of assigned personnel through technical and professional training, delegate/assign responsibilities within the division to achieve continuing success through qualified independent action, and provide the professional counseling and performance evaluation processes that will encourage subordinates to exercise their full technical and professional capacity.

j. Analyze the mission accomplishment and capabilities of the Avionics Division using reports provided by the MDS and NALCOMIS, ensuring full and effective employment of personnel, and ensure the production of the Avionics Division is of the proper quality and quantity.

k. Monitor squadrons within the MAG to ensure correct avionics maintenance, administration, and material handling procedures are used, directing particular attention to the detection and removal of all administrative impediments to avionics readiness.

l. Act as the central point of contact for avionics matters concerning policy, personnel assignments, training, support of avionics WRAs, and SE within the MAG or MALS. Maintain coordinating control of avionics maintenance performed by, and in support of, squadrons and units under the cognizance of the MAG.

m. Publish MAG and MALS instructions which highlight concepts and policies for the best conduct of avionics support.

n. Establish MAG and MALS training programs to optimize avionics capability at both the O-level and I-level and evaluate training programs for their ability to meet future requirements.

o. Coordinate all avionics personnel assignments with the MAG S-1 to ensure the maximization of experience in support of operational requirements.

p. Publish and ensure internal compliance with maintenance, avionics, safety, and security procedures to ensure optimum performance is achieved.

q. Schedule and hold periodic planning and information meetings.

- r. Establish an effective technical manual and directive verification and validation program.
- s. Provide applicable inputs to the MALS MO regarding avionics requirements for deployments and contingencies, including Aviation Logistic Support Ships and Maritime Preposition Ship employment.
- t. Maintain liaison between MALS MO, Aviation Supply Division, supported squadrons, external commands, and activities in connection with avionics matters.
- u. Manage the MAG ECM and Aircraft Survivability Equipment Program. The AVO will coordinate with the MAG S-3 to provide controlled Electronic Countermeasures (ECM), defensive ECM, and aircraft survivability equipment assets consistent with availability and mission requirements and will manage and report assets per current directives.
- v. Manage the MAG Mobile Facility (MF) Program, to include MF support for all divisions within the MALS, deployed and deploying units, and other supported units with MF requirements.
- w. Manage the MAG Reflectometry Testing Program.
- x. Manage other controlled avionics systems not provided on a fully outfitted basis which must be shared by supported activities.
- y. Coordinate predeployment planning with the MALS MO for the provisioning of avionics personnel, facilities, SE, materials, and services for the squadrons.
- z. Screen squadron avionics material to ensure only material considered essential to support the specific deployment is embarked and that consolidation of squadron avionics requirements are made wherever possible.
  - aa. Screen appropriate IMRL and allowance lists to ensure ATE is tailored to the type aircraft being deployed and it is made available in Ready for Issue (RFI) status.
  - ab. Ensure all deploying squadron avionics milestones are accomplished and documented.
  - ac. Assist squadrons in obtaining avionics engineering and technical service personnel.
  - ad. Manage an aggressive program to control cannibalization of avionics equipment.
  - ae. Ensure the proper use and continual evaluation of NALCOMIS.
  - af. Manage all avionics security requirements, to include the control of classified material, documents, and security access of personnel.
  - ag. Ensure personnel comply with command and local directives relating to professional military education and MOS proficiency attainment through formal and informal technical and follow-on training.

## 4.5 Marine Aviation Logistics Squadron (MALS) Aviation Ordnance Department

### 4.5.1 MALS Aviation Ordnance Staff Department Responsibilities

The function of the MALS Aviation Ordnance Department (Figure 4-2) is to provide the MAG with logistical and management support of Class V (A) ordnance, Aircraft Armament System (AAS), and Armament Weapons Support Equipment (AWSE). This is done by interpreting and implementing the ordnance policies and procedures for the MAG. Responsibilities include:

- a. Ensure compliance with the policies, procedures, and responsibilities per this instruction.
- b. Define responsibilities and assign functions within the Ordnance Department using existing directives.
- c. Ensure the management and coordination of the Noncombat Expenditure Requirement (NCER) and Noncombat Expenditure Allowance NCEA.
- d. Ensure proper logistical support and storage requirements for prepositioned war reserve material requirements assets are identified, to include build up and delivery of Class V (A), ammunition stock points, advanced bases, and forward area refueling and rearming points.
- e. Ensure the accomplishment of training for all assigned personnel.
- f. Ensure assigned personnel are qualified, certified, and licensed to perform department missions.
- g. Manage the MAGs Ordnance Safety Program and ensure explosive safety policies and procedures are issued as required. Ensure MAG compliance with the Qualification and Certification Program.
- h. Comply with the policies and procedures per the current revision of OPNAV M-8000.16 series and OPNAVINST 5102.1/MCO P5102.1 series when preparing Produce Quality Deficiency Report (PQDR), Conventional Ordnance Deficiency Report (CODR), Explosive Event Report (EER), Explosive Mishap Report (EMR), Technical Publication Discrepancy Report (TPDR)s, and Engineering Investigation (EI) requests. EMRs are reported via Web Enabled Safety System (WESS) and monitored under NAMDRP. PQDRs, EERs, CODRs, TPDRs, and CODR/EER Engineering Investigation Reports are reported via the All Weapons Information System (AWIS) module Deficiency Reporting System (DRWEB).
- i. Ensure Class V (A) material is managed per the current NAVSUP Publication 724 and other related directives.
- j. Establish and monitor the Handling, Qualification, and Certification Program for Non-Nuclear Aviation Ordnance and Non-Nuclear Explosive Devices for the MALS.
- k. Establish and maintain a satellite Production Control Work Center.
- l. Analyze department production and readiness using reports provided by the MDS.
- m. Ensure satellite production efforts support Maintenance Department goals, objectives, and standards.

- n. Publish a Monthly Maintenance and Training Plan for the maintenance of airborne weapons, training assets, AWSE, AAS, and formal in-Service training of Aviation Ordnancemen.
- o. Ensure all maintenance performed on the AAS pool and AWSE is per the standards and guidelines established by the MALS Maintenance Department. Maintain all CM ALSs, for example, Aeronautical Equipment Service Record (AESR), Scheduled Removal Component (SRC), Tracked Component Record (TCR), and Equipment History Record (EHR).
- p. Provide information or data concerning manpower, equipment, Class V (A) material, and facilities to appropriate authorities.
- q. Establish a verification program for technical manuals and directives maintained by the Maintenance Department.
- r. Establish an AAS pool per MAW and ACC/TYCOM directives.
- s. Ensure the Fleet Optical Scanning Ammunition Marking System and Standardized Conventional Ammunition Automated Inventory Record are used to manage Class V(A).
- t. Monitor and coordinate nonexpendable aviation ordnance support provided by the MALSP.
- u. Ensure the department maintains the capability to operate from advanced bases and forward area refueling and rearming point sites.
- v. Coordinate predeployment planning for ordnance personnel, facilities, SE, ordnance materials, and services to support squadrons in accordance with (IAW) NAVSEA OP5 VOL III.
- w. Screen squadron material requests and the availability of Class V (A) assets to ensure only material considered essential is embarked.
- x. Screen appropriate IMRL allowances to ensure the IMRLs are tailored to support the quantity and type aircraft assigned to deploying squadrons within the MAG.
- y. Ensure appropriate levels of support are identified in the time phased force deployment database.

#### **4.6 Marine Aviation Logistics Squadron (MALS) Aviation Ordnance Officer (ORDO)**

##### **4.6.1 ORDO Responsibilities**

The ORDO is responsible to the MAG and MALS CO for the accomplishment of the Aviation Ordnance Department mission. Responsibilities include:

- a. Ensure ammunition magazines and lockers are properly maintained and safe handling procedures are established for all ordnance items stowed.
- b. Administer and ensure compliance with the Non-Nuclear Ordnance Explosive Handling Qualification and Certification Program.

- c. Coordinate with assigned aviation unit commanders or their representatives to determine type, quantity, and allowances of ordnance required to support the unit's missions.
- d. Administer the NCEA, submit required documentation and reports, and monitor expenditures of Class V (A) within the MAG.
- e. Be responsible for inventory control and accounting for Class V(A) related material within the MAG.
- f. Administer the Aviation Ordnance Department's operations.
- g. Maintain liaison with the MAW Ordnance Officer, MAG S-3, and Squadron Ordnance Officers on NCEA, NCER, and Class V (A) availability and compatibility issues.
- h. Organize the department, initiate requests, and recommend changes concerning personnel, facilities, and equipment.
- i. Conduct liaison with MALS MO, AVNSUPO, S-3, and S-4 to ensure production and operational goals are accomplished.
- j. Ensure effective employment of aviation ordnance personnel throughout the MAG and make personnel assignment recommendations to MAG S-1 after considering requirements for arm and dearm, loading, weapons, assembly teams, safety factors, grade structure, maturity, and experience levels.
- k. Publish appropriate airborne weapons maintenance, safety, security, and munitions management procedures.
- l. Ensure a 65XX MOS training program exists to support the MAG spectrum of ordnance and weapons.
- m. Ensure proper documentation of weapons support man-hours are captured through NALCOMIS.

#### **4.6.2 Ordnance Safety Officer (RDSO) Responsibilities**

The MALS ORDO is also designated as ORDSO and is responsible for aviation ordnance safety for the entire MAG. Responsibilities include:

- a. Be familiar with all instructions promulgating explosive safety regulations.
- b. Advise the CO, department/division heads, and other personnel in all matters relating to explosive safety. The ORDSO has no authority to waive or alter safety regulations nor will the ORDSO permit violation of regulations by others.
- c. Act positively to eliminate any hazardous operations and monitor all evolutions.
- d. Ensure Class V (A) safety procedures, regulations, check lists, and other appropriate publications are understood and complied with during all evolutions.
- e. Ensure active and effective ordnance QA and safety programs exist.

f. Conduct periodic safety visits throughout the MAG and host ordnance safety meetings with all ordnance personnel within the MAG.

g. Ensure the use of the qualification and certification criteria of Marine Corps Order (MCO) 8023.3B.

## **4.7 Marine Aviation Logistics Squadron (MALS) Aviation Supply Department (ASD)**

### **4.7.1 MALS ASD Management Responsibilities**

The management of the MALS ASD is the responsibility of the AVNSUPO. Procedures established here apply to the support of Navy-funded aviation SE assigned to MATCDs and MWSS. All aviation material requirements are submitted to ASD. The ASD executes all functions dealing with the inventory, storage, and management of Navy provided material.

**NOTE: Detailed functions of the ASD and various subcomponents are identified in MCO P4400.177G, along with the procedures to be followed to satisfy those responsibilities.**

### **4.7.2 ASD Functions**

The ASD staff functions include, but are not limited to, the direct responsibilities listed in [paragraph 4.7.3](#).

### **4.7.3 ASD Physical Location and Hours**

An ASD exists within each MALS ([Figure 4-3](#)). The physical location of the divisions within the ASD can vary depending upon local situations. However, preferred locations are adjacent to the IMA. The hours of operation will be consistent with the operating hours of supported organizations. Functional divisions comprise an ASD.

### **4.7.4 Supply Response Division (SRD)**

4.7.4.1 The SRD is responsible for the initial screening and technical research of all requisitions assigned by NALCOMIS as Off for Technical Research (OFFTR) or Off for Validation (OFVAL) local status code. The SRD will refer consumable requisitions that cannot be filled from Supply Officer Stores to the appropriate supply point of entry. Additionally, the SRD is responsible for the reconciliation and monitoring of all outstanding Direct Turn Over (DTO) requisitions except for custodial, Pre-Expended Bin (PEB), and service market items.

4.7.4.2 The SRD consists of two branches:

a. The Technical Research Branch is responsible for the initial screening and technical research of all requisitions assigned an OFFTR or OFVAL local status code.

b. The Expeditor Reconciliation Branch is responsible for the internal and external reconciliation, monitoring, and expediting of all DTO requisitions.

#### **4.7.5 Consumables Management Division (CMD)**

4.7.5.1 The CMD is responsible for the procurement, receipt, storage, issue, delivery, and inventory of all consumable material (except classified consumable material, which is the responsibility of the Repairables Management Division (RMD)).

4.7.5.2 The CMD consists of five branches:

a. The Receiving Branch is responsible for the receipt and the redistribution of all material shipped to the MAG/MALS from external sources.

b. The Consumable Delivery Branch is responsible for delivering all consumable issues, consumable DTO receipts, and processing related transactions.

c. The Consumables Storage Branch is responsible for the storage, issue, and inventory of all consumable material in the supply officer's stores and is divided into the Consumable Storage Section and the Consumable Issue Section.

d. The Consumable Control Branch is responsible for all functions related to inventory management of consumable material.

e. The Pre-expended Branch is responsible for establishing, managing, and replenishing PEB sites authorized by the AVNSUPO or MO.

#### **4.7.6 Repairables Management Division (RMD)**

4.7.6.1 The RMD is responsible for repairables allowance management, procurement, receipt, storage, issue, delivery, and inventory of all repairable material. The RMD is also responsible for the induction and recovery of repairables into or from the IMA and for shipment and tracking of Beyond Capability of Maintenance (BCM) components to the appropriate activity. Management and control of all classified and fleet controlled material (repairable and consumable) is also the responsibility of the RMD.

4.7.6.2 The RMD consists of five branches:

a. The Repairables Control Branch is responsible for establishing and maintaining repairable allowances and for their procurement, inventory, and accountability. It is also responsible for processing repairable requisitions and receipts, processing all repairables returned from the IMA, and for the screening and carcass tracking of BCM components. This branch will also perform all duties concerning classified material. This includes receipt, storage, issue, packaging, and shipment. Procedures for handling classified material are in Secretary of the Navy Instruction (SECNAVINST) 5510.30 and Office of the Chief of Naval Operations Instruction (OPNAVINST) 5218.7.

b. The Repairables Delivery Branch is responsible for delivering all repairable material (issues and DTO) to the customer. This branch will pick up all non-RFI repairable components from the customer ensuring accuracy of all applicable documents, such as logbook, SRC card, CM ALS and MAF or WO.

c. The Repairables Storage Branch is responsible for the receipt, issue, storage, and inventory of all repairable material in the Supply Officer's Stores. The storage of repairables is broken down into two separate sections: the WRA Section and the SRA Section.

**NOTE: The receipt, issue, storage, and inventory procedures are the same for all repairables.**

d. The Awaiting Parts Branch is responsible for storage and management of repairable components awaiting repair parts.

e. The Supply Shipping Branch is responsible for packaging and shipping all aeronautical-related components and equipment.

#### **4.7.7 Supply Accounting Division (SAD)**

4.7.7.1 The SAD is responsible for all tasks related to maintaining and reporting the financial accounts granted to the ASD.

4.7.7.2 The SAD consists of two branches:

a. The End Use Branch is responsible for maintaining and reporting all end use accounts allocated to the ASD. This branch is divided by Operating Target (OPTAR) (funding).

b. The Stock Fund Branch is responsible for reporting transactions which affect the Navy Working Capital Fund (NWCF) Special Accounting Class 207 (SAC 207) inventory. Additionally, it is responsible for verifying the financial processing of all transactions processed by the MALS.

#### **4.7.8 Squadron Support Division (SSD)**

4.7.8.1 The SSD is responsible for receiving, processing, and monitoring all requirements for aeronautical related custodial material and for maintaining custody records for all organizational allowances.

4.7.8.2 The SSD consists of two branches:

a. The Customer Assistance Branch is responsible for receiving, processing, and monitoring all requirements for aeronautical-related custodial material.

b. The Custody Records Branch is responsible for maintaining the custody record cards for all organizational allowance material, such as IMRL, Table of Basic Allowances (TBA), Consolidated Allowance List (COSAL), Controlled Equipage listed in the NAVAIR 00-35QH-2 (Section H), and Maintenance Assist Module (MAM)/Test Bench Installations. This branch is also responsible for formulation of the quarterly and annual budgets as well as the midyear budget review for all custodial material.

#### **4.7.9 Supply Management Division (SMD)**

4.7.9.1 The SMD is composed of the most knowledgeable and experienced aviation supply personnel responsible for monitoring the overall Supply Department operation, technical training, and MALSP allowances and pack-ups (as they pertain to deployed and contingency operations).

4.7.9.2 The SMD consists of two branches:

a. The Audit Branch monitors all supply functions within the ASD to ensure compliance with authorized procedures and achievement of established goals.

b. The MALSP Support Branch is responsible for validating and loading MALSP allowances and monitoring pack-ups.

#### **4.7.10 Supply Personnel and Administration Division (SPAD)**

4.7.10.1 The SPAD is responsible for the administrative control of all personnel assigned. The SPAD performs clerical functions and maintains the master files of all messages, orders, correspondence, and directives for the ASD.

4.7.10.2 The SPAD consists of two branches:

a. The Supply Personnel Branch is responsible for performing functions related to administrative control of all personnel within the ASD.

b. The Supply Administrative Branch provides clerical assistance for the ASD as directed by the AVNSUPO or the aviation supply chief.

### **4.8 Marine Aviation Logistics Squadron (MALS) Aviation Supply Officer (AVNSUPO)**

#### **4.8.1 Responsibilities**

The MALS AVNSUPO is the head of the ASD and is responsible to the CO for the administration and proper performance of all ASD functions. The AVNSUPO may appoint subordinate supply officers to specific divisions within the Supply Department and delegate authority required by those officers to carry out the division's mission. The MALS AVNSUPO will:

a. Serve as the accountable officer within the MAG for DON NWCF inventories and Operations and Maintenance, Navy (O&MN) OPTAR funds. As such the AVNSUPO is charged by law with the responsibility for keeping accurate records of public funds and properties. The AVNSUPO assumes a public trust that such funds and properties will be used only for purposes authorized by applicable law or regulation. The AVNSUPO must submit the Navy Stock Account Financial Inventory Report and OPTAR returns to DFAS on a monthly basis.

b. Be responsible for maintaining a high state of material and supply support to supported units. AVNSUPO, in coordination with the MO, will maintain a high state of repairables material availability. AVNSUPO, in coordination with the MALS S-3 and the MO, will maintain authorized aviation COSAL and other authorized MALSP allowance for embarkation within required mobility response times to support expected and ongoing crises and contingencies.

c. Maintain liaison with external supporting supply activities and higher headquarters staff. The AVNSUPO is the MOS sponsor for all aviation supply personnel within the MAG and coordinates with, and advises MALS S-1 and MAG S-1 regarding personnel assignments to best support operational commitments.

#### **4.8.2 Aviation Supply Personnel Responsibilities:**

- a. Receive requests for material.
- b. Provide technical research and prepare requisitions.
- c. Pick-up and deliver material.
- d. Account for all repairable assets.
- e. Maintain special LRCA storage areas and publish corresponding listings.
- f. Establish, manage, and replenish PEBs maintenance support packages and publish related listings. Maintenance of the PEB is the responsibility of the squadron or work center.
- g. Initiate inter-IMA repair, EXREP, and D-level site customer service requests.
- h. Initiate, with the MO, material planning procedures in support of aircraft maintenance.
- i. Accomplish all aviation supply related data processing functions.
- j. Manage and monitor all functions of aviation financial accounting.
- k. Develop and understand NALCOMIS and its application.

#### **4.9 Marine Aviation Logistics Squadron (MALS) Aviation Logistics Information Management and Support (ALIMS)**

The ALIMS Department's primary responsibility is to provide AIS support to subordinate units of the MAG, including the MALS and operational squadrons. ALIMS specialist duties include installing, implementing, managing, monitoring, and sustaining AIS organic to MAG units. MCO 2020.1 provides the standardized policy and procedures for ALIMS operations.

#### **4.10 Marine Aviation Logistics Squadron (MALS) AIRSpeed Department**

The function of the MALS AIRSpeed Department is to provide the MAG with CPI support and training.

##### **4.10.1 MALS AIRSpeed Officer (AIRSO) Responsibilities:**

- a. The AIRSO is responsible to the MAG and MALS CO for the accomplishment of the AIRSpeed Department mission.
- b. Provide monthly AIRSpeed CPI progress reports to MAG and MALS COs.
- c. Develop, facilitate, and monitor implementation of the Enterprise Project Alignment Tool that supports organizational goals.
- d. Use AIRSpeed CPI analysis tools to identify, prioritize, and evaluate high impact improvement opportunities.

e. Execute focused Lean Six Sigma (LSS)/Theory of Constraints (TOC) projects and events aligned with organizational goals to improve and standardize processes that have a significant impact on operational readiness, cost, man-hour commitment, or inventory.

f. Liaise with MAG Squadrons and MALS Department heads to ensure AIRSpeed CPI implementation goals are achieved and the removal of intra-departmental barriers that prevent successful completion of projects and events.

g. Monitor completed projects to confirm improvements are implemented and sustained by the process owner.

h. Update AIRSpeed Design Documentation, SOPs and Plan of Action and Milestones (POA&M) to reflect changes made during process improvement events.

i. Verify all AIRSpeed CPI projects and supporting documentation are recorded in CPIMS within 15 days of tollgate review or event completion.

j. Manage MAG CPI training, qualifications and succession plans.

k. Verify appropriate AIRSpeed CPI training is completed per [paragraph 3.2.2.26b](#) within 12 months of check in.

l. Check Advanced Skills Management (ASM) and CPIMS or equivalents are updated with CPI training and certifications.

m. Attend all tollgate reviews for CPI projects conducted within the MAG.

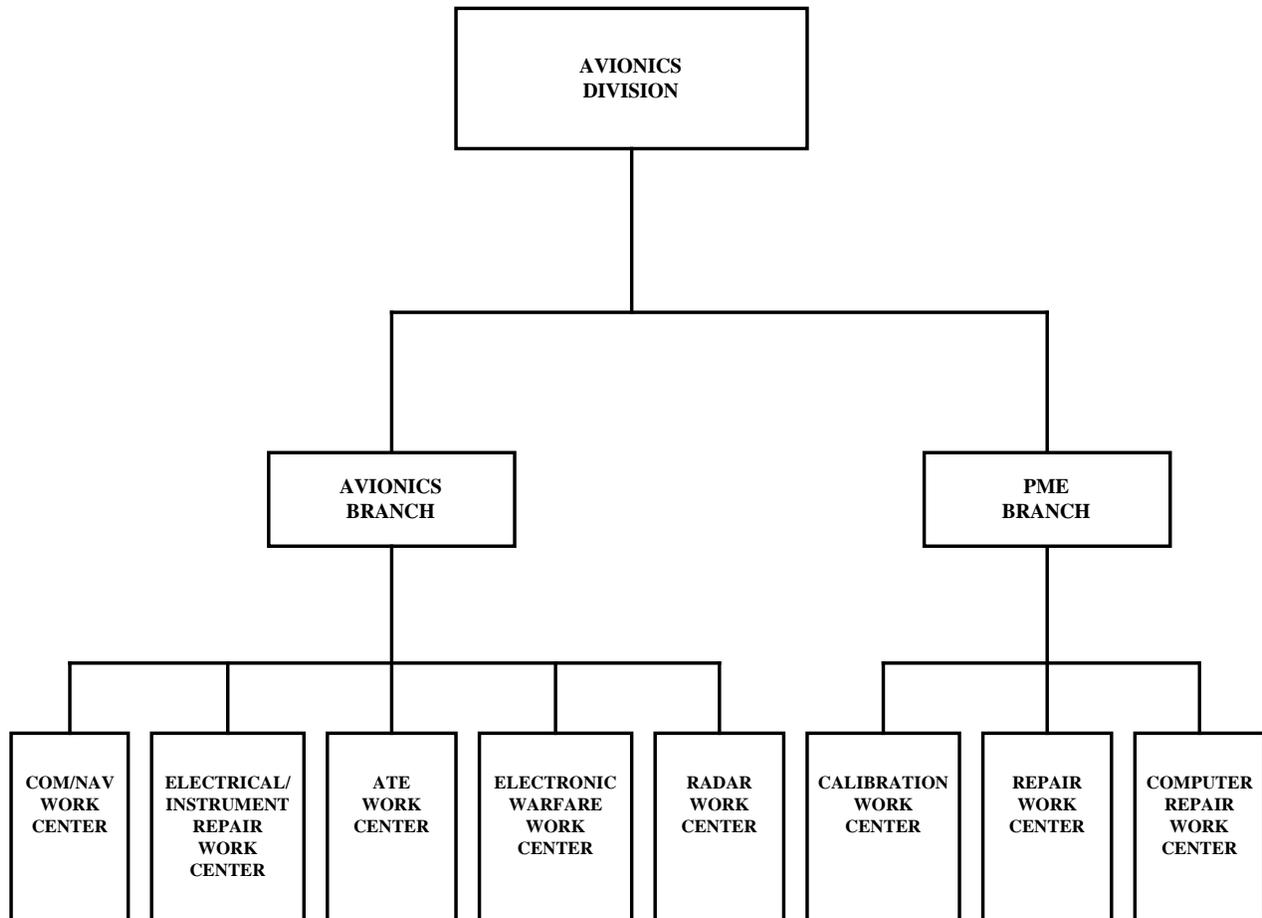


Figure 4-1: Avionics Division Organization

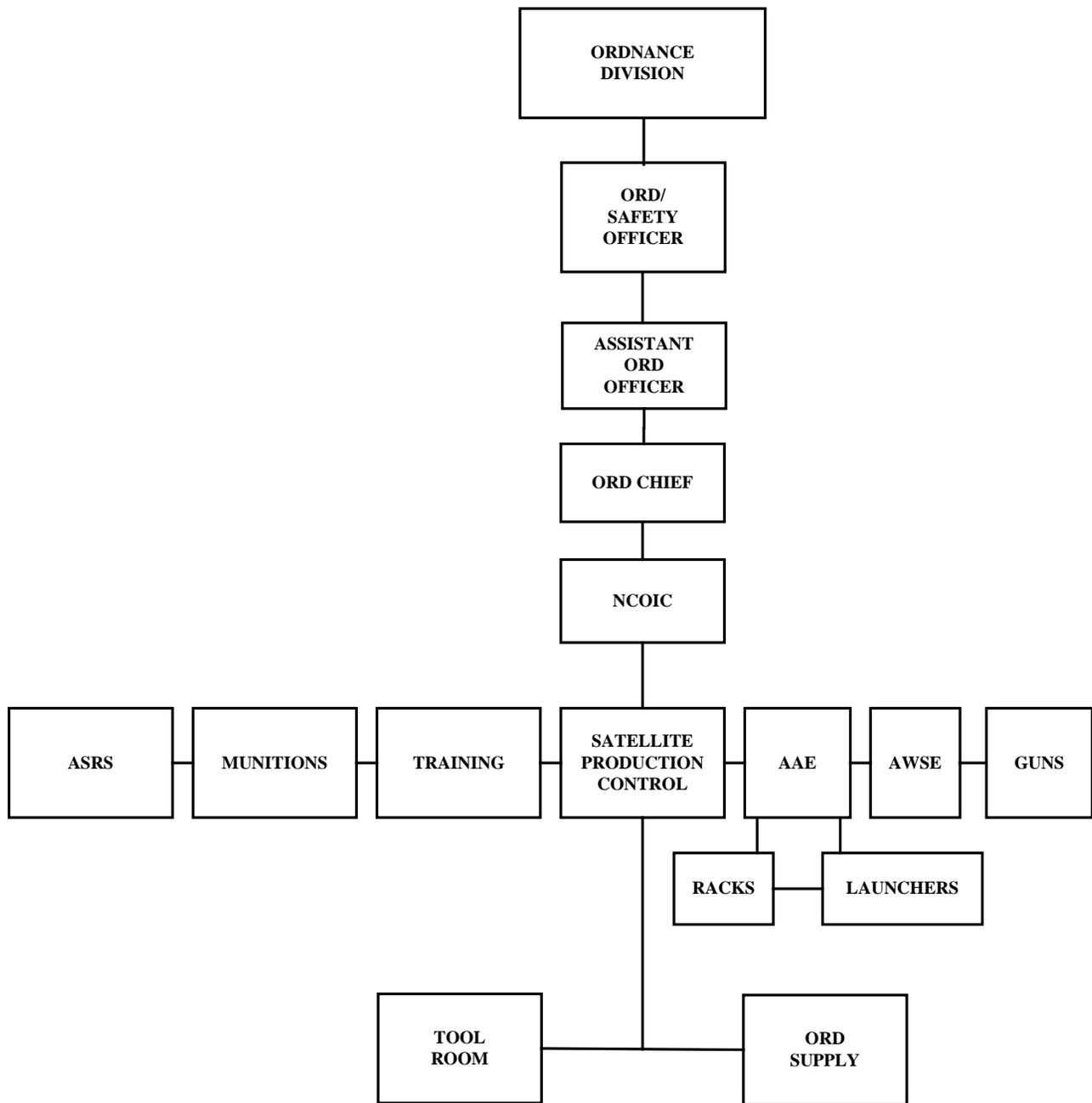


Figure 4-2: Aviation Ordnance Department Organization (Marine Corps)

