

APPENDIX D
Local Command Procedures (Sample Format)

PROGRAM TITLE

From: Maintenance Officer
To: (as required)

Subj: LOCAL COMMAND PROCEDURES FOR NAVAL AVIATION MAINTENANCE
PROGRAM STANDARD OPERATING PROCEDURES (NAMPSOP)
(COMNAVAIRFORINST 4790.2B, CHAPTER 10)

1. Purpose and Scope

a. Local command procedures will be attached to the applicable NAMPSOP to clarify geographic area, type/model/series specific, and command specific details not addressed by the NAMPSOP. The last page of the local command procedures will be signed by the Maintenance Officer. Once filled out, it shall become an integral part of the appropriate NAMPSOP. It shall not be used to alter the intent of the related NAMPSOP.

b. This supplement provides additional local requirements for the (activity, department, division, etc.) (program title) Program.

2. Local Command Procedures

a. Enter information as determined locally.

b. Number of paragraphs or length of text is not limited and shall be at the discretion of the local command.

c. Ensure all local command procedures are properly controlled.

d. Hazardous Material (HAZMAT) related to the programs will be procured, handled, and disposed of as directed by applicable activity HAZMAT procedures. Affected materials and procedures will be included in local command procedures.

Signature
(Name printed)