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COMNAVAIRFORINST 4790.2B
N422 JUN 06 2012

COMNAVAIRFOR INSTRUCTION 4790.2B

From: Commander, Naval Air Forces

Subj: THE NAVAL AVIATION MAINTENANCE PROGRAM (NAMP)

Ref: (a) COMNAVAIRFORINST 4790.2A
(b) COMNAVAIRFOR 270126Z SEP 10
(c) COMNAVAIRFOR 230026Z MAR 11
(d) COMNAVAIRFOR 280026Z JUL 11
(e) COMNAVAIRFOR 090026Z DEC 11
(f) COMNAVAIRFOR 180026Z JAN 12

Encl: (1) Highlights of the NAMP

1. Purpose. The NAMP outlines the command, administrative and management relationships of the aviation maintenance workforce and establishes policies and procedures for governing the management of all naval aviation maintenance.

2. Cancellation. Reference (a), including Change Transmittals (CH-1 and CH-2), is cancelled. NAMP Interim Changes references (b) through (f) are also cancelled. All deviations previously authorized to reference (a) shall be reviewed for currency.

3. Scope. The NAMP applies to all organizations operating or supporting Navy and Marine Corps manned and unmanned aircraft and related equipment. Additionally, the NAMP is applicable to Marine Air Traffic Control and Landing System (MATCALS) activities and items classified as Aeronautical Expeditionary Airfield (EAF) equipment.

4. Discussion. Enclosure (1) highlights the major changes incorporated into the NAMP, and should be reviewed by all activities.

5. Implementation. Activities shall download the NAMP from the COMNAVAIRSYSCOM website at: http://www.navair.navy.mil/logistics/4790. Under unique circumstances, activities may request a CD-ROM copy of the NAMP from COMNAVAIRFOR (Code N422).

6. Effective date. All provisions of COMNAVAIRFORINST 4790.2B are effective as of 15 May 2012.

7. Action. All directives and instructions in conflict with the provisions of this instruction shall be revised to ensure conformity. Recommended deviations, changes, or corrections to the policies and procedures in this instruction shall be submitted using procedures contained in the NAMP, Chapter 1.

8. Forms. Forms prescribed by the NAMP are listed in Appendix B.

A. G. MYERS

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COMNAVAIRFORINST 4790.2B	The Naval Aviation Maintenance Program (NAMP) HIGHLIGHTS

This revision replaces COMNAVAIRFORINST 4790.2A. COMNAVAIRFORINST 4790.2B contains the following highlights:

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. Addresses Fleet Readiness Center (FRC) personnel that perform specific Maintenance Officer (MO), Assistant Maintenance Officer (AMO), and Maintenance Material Control Officer (MMCO) duties at D-level FRCs.

2. Provides a means for the Fleet to submit correction recommendations for Computerized Self Evaluation Checklist (CSEC) discrepancies.

3. Updates the fundamental objective of AIRSpeed, its concepts, and Continuous Process Improvement (CPI) methods.

4. Updates support responsibilities of the NALCOMIS OOMA Baseline Manager and Baseline Quality Assurance (QA).

Chapter 2 - Aircraft Controlling Custodians (ACCs) and Type Wing and Carrier Air Wing (CVW)

1. Removes the requirement for ACC/TYCOMs to monitor quota controls for maintenance personnel.

2. Adds Safe for Flight certification requirements for newly established squadrons and squadrons transitioning from one T/M/S aircraft to another.

3. Updates and expands the area of Material Condition Inspection (MCI) responsibilities and includes Focus Area List (FAL) items.

4. Updates Aviation Maintenance Inspection (AMI) frequency/periodicity and adds the requirement for follow-up inspections for programs receiving grades of "Off-Track" or "Needs More Attention".

5. Adds AIRSpeed responsibilities for Type Wing Commanders and MOs.

6. Defines the role and responsibilities of the Type Wing Data Analyst and requires Wing-level use of reports and data.

Chapter 3 - Maintenance Concepts, Programs, and Processes; Maintenance Unit Department; Division Organization; Manpower Management; and Aviation Officers

1. Updates Unmanned Aerial Vehicle (UAV) to Unmanned Aircraft Systems (UAS).

2. Adds the requirement for D-level maintenance to be provided by Shore Facilities.

3. Identifies D-level FRC QA responsibilities for Naval Aviation Maintenance Program Standard Operating Procedures (NAMPSOP) and non-NAMPSOP program requirements.

4. Addresses D-level FRC Local Command Procedures responsibilities and format policy.

5. Updates requirements to maintain X-Ray facilities ashore and afloat and to report degraded NDI capabilities via Broad Arrow reporting procedures.

6. Updates NDI Technician X-Ray proficiency requirements.

7. Changes and updates forms from OPNAV to CNAF, updates references, and adds a link to a PDF fillable form.

8. Updates Fleet Readiness Center Western Pacific (FRCWP), Aircraft Battle Damage Repair (ABDR) and Planner and Estimator (P&E) responsibilities.

9. Updates the Aircraft Maintenance Material Readiness List (AMMRL) Program for O-level, I-level, and D-level.

10. Adds D-level Weight and Balance (W&B) responsibilities and updates W&B Classifications.

11. Updates the Reliability Centered Maintenance (RCM) Program.

12. Updates the Mobile Facility Logbook and Inventory Record forms from OPNAV to CNAF, renumbers the Part II forms in proper order, and adds the CNAF 4790/61 form.

13. Adds the Life Limited Repair (LLR) program and authorizes LLR messages as source documents.

14. Adds policy for FRC area command COs to designate Aircraft Systems Inspectors (ASI) to administer specific examinations to Engine/Auxiliary Power Unit (APU) Turnup nominees.

15. Clarifies policy for welder's proficiency and certification documentation.

16. Moves Global Test Facilities (Non-Gas Turbine Engine Test System (GTETS)) to Chapter 10.

17. Adds an Aircraft Survivability Equipment (ASE) Non-NAMPSOP maintenance program.

18. Adds an AIRSpeed Non-NAMPSOP maintenance program.

19. Updates the content and distribution requirements for O-level and I-level Monthly Maintenance Plans (MMPs).

20. Designates the MMCO as the Maintenance/Production Control Program Manager and MMCPO (Navy)/Aircraft Maintenance Chief (Marine Corps) as the Maintenance/Production Control Program Coordinator.

21. Clarifies specific responsibilities for contractor site managers in maintenance departments that employ contractors.

22. Allows administrative reports and correspondence to be maintained in one location in the command vice in the Maintenance and Administration Departments.

23. Removes references to FASOTRAGRULANT/PAC.

24. Removes the requirement for officers with prior aviation maintenance training/experience who have attended CNATTU courses (C-4D-2012 and C-4D-2013) to retake those courses.

25. Updates CNATTU Maintenance Department officer training requirements.

26. Adds responsibilities of the Marine Corps Aircraft Maintenance Chief for operational squadrons and Marine Aviation Logistic Squadrons (MALS).

27. Updates references to ensure Safe for Flight designated personnel are up-to-date on the latest procedures.

28. Updates Figure 3-5, O-Level and I-Level/FRC Maintenance Function Applicablity. Adds an "x" in the O-level column, under Aviation Life Support Systems, to reflect O-level's capability of servicing/purging of installed/removed systems/components.

29. Modifies assigned levels of maintenance to reflect unique command maintenance capabilities at NAS Key West, FL and corrects the activity matrix to reflect and delete disestablished facilities.

Chapter 4 - Marine Aviation Logistics Squadron (MALS) Maintenance, Ordnance, and Supply Activity Organization

1. Identifies AIRSpeed responsibilities and CPI methods for Marine Aviation Logistics Squadron (MALS) Aircraft Maintenance Officer's (MO).

Chapter 5 - Maintenance Control, Production Control, and Material Control; Aircraft Logbook (Paper), Reports, and Configuration Management (CM) Auto Log-sets (ALS); and Aircraft Inventory Readiness and Reporting System (AIRRS)

1. Adds training requirements for Maintenance Control personnel.

2. Updates Optimized OMA NALCOMIS System Administrator/Analyst (SA/A) responsibilities.

3. Deletes Naval Flight Information course and updates course number of the Analyst Refresher course.

4. Updates requirements for Safe for Flight Operations Certification and contractor personnel authorized to certify aircraft Safe for Flight.

5. Changes and updates forms from OPNAV to CNAF, updates references, and adds links to fillable forms.

6. Clarifies specific responsibilities for contractor site managers in maintenance departments that employ contractors.

7. Updates procedures for OOMA Baseline Trouble Reports (BTRs).

8. Allows single engine aircraft to hot seat with the engine shut down providing the APU continues to operate.

9. Changes Airworthiness to Safe for Flight.

10. Adds additional D-level FRC Functional Check Flight (FCF) requirements.

11. Suspends the phase inspection time of calendar-based aircraft when inducted for a depot event, and preserved per T/M/S requirements, until the aircraft is returned to and accepted by the reporting custodian.

12. Allows D-level FRCs to rebase aircraft special inspections at the rework completion date.

13. Broadens aircraft turnaround inspection criteria when cold refueling T-34/T-44/T-6/T-38/T-45 series aircraft.

14. Gives direction for documenting Aviation Life Support Systems (ALSS) component records in OOMA.

15. Removes requirement for TYCOM approval of cannibalization between aircraft within the same Type Wing.

16. Updates Production Control training requirements.

17. Updates course numbers throughout the chapter.

18. Adds requirement for I-level activities to use the Buffer Management Tool (BMT).

19. Adds training requirements for personnel assigned to O-level and I-level Material Control.

20. Adds requirement that the MMP be made available offline for contingency NALCOMIS operations.

21. Updates configuration verification requirements for O-level activities.

22. Adds the requirement to screen the TDSA List No. 02 for engine modules received at the I-level.

23. Updates Technical Directive (TD) deletion warnings.

24. Updates and clarifies entries in the different sections of the Module Service Record (CNAF 4790/135).

25. Updates policy for loss of SRC Card.

26. Adds Module Service Record (MSR) and Assembly Service Record (ASR) consolidation procedures.

27. Requires D-level FRCs to maintain OOMA Configuration Management Auto Logset (ALS) records for aircraft engines in their custody.

28. Provides clarification of the use of Action Code P for pre-accepted aircraft in addition to other minor corrections and updates related to Aircraft Inventory and Readiness Reporting System (AIRRS).

Chapter 6 - Production Divisions; Work Center Supervisor; Maintenance Training; and Training, Special Processes Certification and Licensing

1. Updates UAS policy; exempts UAS Groups 3 through 5 from the ALSS and Compass Calibration Programs.

2. Clarifies responsibilities for different types of Engine Test Facilities and adds Global Test Facilities.

3. Updates Work Center Supervisor training requirements and responsibilities.

4. Removes references to FASOTRAGRU LANT/PAC.

5. Added ASM support responsibilities for COMNAVAIRSYSCOM Aviation Training Systems Program Office (PMA-205) and CENNAVAVNTECHTRA.

6. Adds online submission feature to the Navy Training Feedback System (NTFS).

7. Clarifies the Aircraft Battle Damage Repair (ABDR) policy for D-level engineers and maintenance personnel.

8. Transfers the SE Rework Schedule Request from OPNAV to a CNAF digital format and changes the Certifying Signature block to Production/Maintenance Control to ensure proper verification of SM&R Code.

Chapter 7 - Quality Assurance (QA)

1. Complete chapter rewrite to include new QA responsibilities for D-level FRCs and changes verbiage relating to I-level/D-level activities.

2. Eliminates the categories of "permanent" and "temporary" CDQARs. Authorizes maintenance departments to establish CDQARs throughout all work centers/skill sets to conduct in-process inspections to supplement multiple work shifts and detachments.

3. Authorizes color coding of MRCs to denote QA functions.

4. Updates procedures for OOMA BTRs.

5. Updates Quality Assurance Representative (QAR) training requirements.

6. Removes the requirement for the Central Technical Publications Librarian to manage NALCOMIS manuals and desktop guides.

7. Clarifies requirements for management of pre-final technical data intended for maintenance use.

Chapter 8 - Airborne Mine Countermeasures (AMCM) Systems Maintenance Department

1. No Changes.

Chapter 9 – Material Management

1. Removes obsolete and updates references for the Material Control Program.

2. Updates responsibilities and training requirements for the Aviation Support Division (ASD).

Chapter 10 - Naval Aviation Maintenance Program Standard Operating Procedures (NAMPSOPs)

1. Standardizes the requirement in all NAMPSOPs for program managers to maintain a program file to include; Point of Contacts (POCs), program related correspondence and message traffic, applicable references/cross-reference locator sheets, and the most current Computerized Self Evaluation Checklist (CSEC) self-audit checklist.

2. Changes and updates forms for applicable NAMPSOP programs from OPNAV to CNAF, updates references, and adds links to fillable forms. Additional highlights follow:

1. Maintenance In-Service Training Program (paragraph 10.1):

a. Updates training requirements and responsibilities.

b. Adds D-level FRC-specific content.

c. Removes references to FASOTRAGRU LANT/PAC.

d. Updates guidance for ASM administration.

2. Fuel Surveillance Program (paragraph 10.2):

a. Adds FRC verbiage and organizational responsibilities.

b. Addresses D-level FRCs Local Command Procedures responsibilities and format policy.

c. Adds "per the applicable and most current Material Safety Data Sheet (MSDS)" to the Line/Power Line Supervisor and Test Cell Supervisor's responsibility of ensuring supplies of authorized sampling equipment and Personal Protective Equipment (PPE) are on hand.

3. Navy Oil Analyis Program (NOAP) (paragraph 10.3):

a. Updates NOAP references.

b. Adds D-level FRC-specific information and policy.

4. Aviators Breathing Oxygen (ABO) Surveillance Program (paragraph 10.4):

a. Exempts UAS Groups 3 through 5 from the ABO Surveillance Program.

b. Adds Aviation-Crew Systems Oxygen Equipment references.

c. Clarifies the number of qualified personnel required for removal and replacement of aircraft Liquid Oxygen (LOX) converters.

5. Hydraulic Contamination Control Program (paragraph 10.5):

a. Exempts MQ-8B (Fire Scout) from Hydraulic Contamination Program.

b. Updates D-level FRC-specific information.

6. Tire and Wheel Maintenance Safety Program (paragraph 10.6)

a. Updates D-level FRC-specific information.

7. Quality Assurance (QA) Audit Program (paragraph 10.7):

a. Adds requirement for quarterly CSEC update.

b. Adds Program Manager responsibilities.

c. Adds Maintenance Control Program and Production Control Program to the list of programs the QA shall audit, at a minimum, annually.

8. Oil Consumption Program (paragraph 10.8):

a. Addresses D-level FRC Local Command Procedures responsibilities and format policy.

9. Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) (paragraph 10.9):

a. Updates NAMDRP by noting that HMRs and HMR/EIs are submitted via the JDRS web site as CAT I EIs with "HMR Intent".

b. Establishes requirements for maintaining a hard copy Report Control Number (RCN) log for reports.

c. Updates policy and clarifies the types of Discrepancy Reports (DRs) and their respective methods of submission.

d. Updates QA exhibit handling procedures.

e. Changes reporting procedures for discrepancies found with Depot Field Team In-Service Repairs (ISRs).

f. Updates procedures for Baseline BTRs.

10. Technical Directive (TD) Compliance Program (paragraph 10.10):

a. Clarifies the use of Target Completion Dates (TCDs) as they pertain to TDs.

b. Authorizes Marine Corps personnel assigned to Maintenance Administration to perform the duties of Technical Directives Program Coordinator (TDPC).

c. Notes that NA annotations for ALSS gear are only required to be documented on the TD Routing and Tracking Sheet (Part I).

11. Foreign Object Damage (FOD) Prevention Program (paragraph 10.11):

a. Removes the requirement for FOD containers.

b. Addresses D-level specific responsibilities and Local Command Procedures format policy.

12. Tool Control Program (TCP) (paragraph 10.12):

a. Updates policy for D-level FRCs.

b. Clarifies policy for etching tools and accounting for multiple piece tools.

13. Corrosion Prevention and Control Program (paragraph 10.13):

a. Addresses D-level FRCs Local Command Procedures responsibilities and format policy.

b. Updates training courses.

c. Updates MCI responsibilities and includes the addition of Focus Area List (FAL) items.

14. Plane Captain Qualification Program(paragraph 10.14):

a. Clarifies policy for designation of Naval Aircrewmen as Plane Captains.

b. Updates D-level FRC policy.

c. Clarifies specific responsibilities of the Contractor Site Manager in maintenance departments that employ contractors.

15. Egress/Explosive System Checkout Program (paragraph 10.15):

a. Clarifies discussion of program and required indoctrination items.

b. Authorizes UAS in Groups 3 through 5 to be exempt from program.

c. Clarifies authorized qualified and certified personnel as Egress/Explosive Systems instructors and program managers.

16. Support Equipment (SE) Operator Training and Licensing Program (paragraph 10.16):

a. Updates training and licensing requirements and responsibilities.

b. Authorizes Phase I SE training to be completed online via NKO.

c. Updates State Driver's License Extension Policies.

d. Updates SE License signature authority and authority to revoke, suspend, and reinstate SE Licenses.

17. Support Equipment (SE) Planned Maintenance System (PMS) Program (paragraph 10.17):

a. Adds consolidation procedures for the SE Cutody and Maintenance History Record (CNAF 4790/51).

18. Naval Aviation Metrology and Calibration (METCAL) Program (paragraph 10.18):

a. Modifies the NAMP to align with the guiding document for calibration labels and tags, NAVAIR 17-35TR-8.

b. Updates In-Service Support Center (ISSC) functions and responsibilities.

c. Updates Metrology and Calibration policy and procedures.

19. Naval Hazardous Material Control and Management (HMC&M) Program (paragraph 10.19):

a. Updates the HMC&M Program responsibilities to include civilian personnel.

b. Updates training requirements and course numbers.

c. Adds policy and responsibilities for the Aviation Hazardous Materials List (AHML) database.

20. Individual Component Repair List (ICRL) Program (paragraph 10.20):

a. Adds requirement for ICRL file retention and report verification.

21. Electromagnetic Interference (EMI)/Electrostatic Discharge (ESD) Program (paragraph 10.21):

a. Updates Program Manager responsibilities.

22. Miniature/Microminiature (2M) Program (paragraph 10.22):

a. Updates 2M repair site validation and certification requirements.

b. Removes requirement for I-level to conduct technician recertifications for non-aviation activities.

c. Adds policy for D-level activities.

23. Gas Turbine Engine Test System (GTETS) and Global Test Facility (GTF) Operator Training and Certification Program (paragraph 10.23):

a. Adds policy for GTF.

b. Updates GTETS and adds GTF certification policy.

Chapter 11 - Contract Maintenance, Commercial Derivative Aircraft Maintenance Programs, and Common Support Policies

1. Complete chapter rewrite. Clarifies and amplifies contract maintenance, commercial derivative aircraft maintenance programs, and common support policies.

Chapter 12 - Classification of Commander, Fleet Readiness Center (COMFRC); Fleet Readiness Center (FRC) Organization; and In-Service Support Center (ISSC) Functions

1. Complete chapter rewrite. Removes redundant policy and moves Functional Check Flight (FCF) policy to Chapter 5.

Chapter 13 - Naval Aviation Logistics Command Management Information System (NALCOMIS) and Naval Tactical Command Support System (NTCSS) Optimized Organizational Maintenance Activity (OMA) NALCOMIS Data Collection System Center (NDCSC)

1. Updates point of contact (Commander, Naval Air systems Command (AIR-6.8.5)) for submission of requests for additions, changes, or deletions to NTCSS Optimized OMA NALCOMIS data codes.

2. Updates the authorization to initiate Corrosion Prevention MAF/WOs.

Chapter 14 - Introduction to the Maintenance Data System (MDS), MDS Reports, and MDS Analysis

1. Updates guidance for retention of Aviation 3M data.

2. Updates management authority of Work Unit Codes (WUCs) and Type Equipment Codes (TEC) to Commander, Naval Air Systems Command (AIR-6.8.5).

3. Adds a figure to represent the DECKPLATE Flow Process which provides a broad overview of DECKPLATE and clarifies input data sources and interfaces.

Chapter 15 - Organizational Level (O-Level) Maintenance Data System (MDS) Functions, Responsibilities, and Source Document Procedures

1. Updates the authorization to initiate Corrosion Prevention MAF/WOs.

2. Requires Maintenance Control to use Mission-Essential Subsystems Matrix/Matrices (MESM) to screen each discrepancy for impact on affected aircraft system/subsystem.

3. Identifies new location of MESM on Commander, Naval Air Forces' (COMNAVAIRFOR) web portal.

4. Updates location of Maintenance Data Validation Specifications (VALSPEC) Library.

5. Updates WUC Data Field Description and adds use of Assembly Codes in OOMA as an extension of TECs.

Chapter 16 - Intermediate Level (I-Level) Maintenance Data System (MDS) Functions, Responsibilities, and Source Document Procedures

1. Authorizes I-level personnel to initiate Corrosion Prevention MAF/WOs.

2. Updates location of Maintenance Data Validation Specifications (VALSPEC) Library.

3. Updates WUC Data Field Description and adds use of Assembly Codes in OOMA as an extension of TECs.

Chapter 17 - Aircraft Material Condition Readiness

1. Adds a figure to depict the basic flow process for Marine Corps MESM change recommendations.

2. Adds policy for use of the Aviation Financial Analysis Tool (AFAST).

Appendix A - Acronyms, Abbreviations, and Definitions

1. Updates acronyms, abbreviations, and definitions.

Appendix B - Forms and Reports

1. Changes and updates applicable OPNAV forms to CNAF forms and adds links to PDF fillable forms.

2. Deletes MDR Reports.

3. Adds the NATOPS Evaluation Report form (OPNAV 3710/7).

4. Adds NAVAIR 17-35TR-8, Technical Requirements for Calibration Labels and Tags.

Appendix C - Directives and Publications

1. Updates directives and publications.

Appendix D - Local Command Procedures

1. No changes

Appendix E - Maintenance Documentation Codes

1. Documents the removals, man-hours, and inventories against mission mounted equipment.

2. Promotes more accurate and specific maintenance data reporting, moves FRC work center codes to a separate listing (Activities with Artisans Assigned Only), and adds Work Center 81X, temporary work center codes and Notes 11, 12, and 13.

3. Adds Maintenance Documentation Codes with additional contractor work center codes for use by operating units with contractors.

4. Adds Marine Air Traffic Control and Landing System (MATCALS) to the G Series TEC.

5. Aligns Work Center Codes with the Marine Corps O-level Maintenance Department Line and Staff Relationships.

6. Deletes Fleet Replacement Enlisted Skills Training (FREST) work center codes.

7. Adds Malfunction Codes 307 and 308 to the Reason for Removal Group for chemical or biological, and radiological contamination.

8. Updates management authority of WUCs and TECs to Commander, Naval Air Systems Command (AIR-6.8.5).

9. Adds AIRSpeed Continuous Process Improvement Work Center Code 01E.

Appendix F - Data Entry Procedures

1. No Changes.

Appendix G – Index

1. Appendix G deleted.

General

1. Incorporates administrative corrections.

2. Updates Center for Naval Aviation Technical Training Unit (CNATTU) Course numbers with D or E prefix to C prefix.

3. Updates Naval Inventory Control Point (NAVICP) to Naval Supply Weapon Systems Support (NAVSUP WSS) where applicable.