

**RECORD OF PERFORMANCE QUALIFICATIONS
 AMT**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

RATING AVIATION MAINTENANCE TECHNICIAN (Effective for the MAY 2004 Active Duty SWE)			ABBREVIATION AMT
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL			
E-4	E-5	E-6	
E-7	E-8	E-9	
NAME (Last, First, Middle Initial)			SOCIAL SECURITY NUMBER

RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>Major Duty: A. Aviation Administration and Management</p> <p>Task:</p> <p>5.A.01c Process aviation materiel IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Demonstrate the ability to perform the procurement processes outlined in Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) by properly requisitioning, handling, and disposing of aircraft parts, tools, and consumables.</p> <p>5.A.02c Submit aircraft publication change requests IAW the Aeronautical Engineering Maintenance Management Manual COMDTINST M13020.1 (series).</p> <p>Intent: Recognize discrepancies in aircraft publications, prepare the appropriate change request, and submit for evaluation.</p> <p>5.A.03c Submit an Unsatisfactory Report (UR) of Aeronautical Equipment (CG4010) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Document and forward information concerning failures of aeronautical equipment, ground support equipment, and tools.</p> <p>6.A.01c Supervise an aviation duty section IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), The Coast Guard Organization Manual, COMDTINST M5400.7 (series) and unit directives.</p> <p>Intent: Manage an Aviation Engineering Duty Section. Determine unit needs and carry out the daily routine. Direct appropriate personnel to accomplish assigned work and to ensure all tasks are completed as scheduled. Communicate with the various shops to coordinate personnel requirements in order to complete scheduled and unscheduled maintenance outside normal working hours. Ensure that qualified aircrew members and properly configured aircraft are assigned to meet the flight schedule. Maintain the unit's readiness posture.</p> <p>Note: This performance qualification shall be signed off by the Leading Chief Petty Officer.</p>		
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RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>8.A.01c Manage unit aircrew flight requirements IAW the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Management and Administration Of Aviation Incentive Pays, COMDTINST 7220.39 (series), and the Special Duty Assignment Pay (SDAP), COMDTINST 1430.1 (series).</p> <p>Intent: Administer the unit Hazardous Duty Incentive Pay (HDIP) and Special Duty Assignment Pay (SDAP) programs and ensure unit personnel meet minimum aircrew requirements.</p> <p>8.A.02c Manage unit Aviation Engineering Department personnel IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Coast Guard Air Operations Manual, COMDTINST M3710.1 (series), the Staffing Standards Manual, COMDTINST M5312.11 (series) and local directives.</p> <p>Intent: To ensure all shops, maintenance shifts, and duty sections are staffed with the correct personnel with proper qualifications to complete the mission.</p> <p>Note: This performance qualification shall be signed off by the Aviation Engineering Officer or the Leading Chief Petty Officer.</p> <p>8.A.03c MANAGE unit Aviation Enlisted Assignment Process IAW the Personnel Manual, COMDTINST M1000.6 (series) and Coast Guard Personnel Center (CGPC) Directives.</p> <p>Intent: Review the unit Personnel Allowance List (PAL) and the qualifications of assigned personnel. Coordinate with CGPC to ensure that the unit staffing needs are met through skill based assignments.</p> <p>8.A.04c Manage unit Airman Program IAW Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Monitor and evaluate individual's progress through the Airman Program. Ensure all requirements have been successfully completed and documented prior to recommending individuals to attend Aviation "A" School.</p> <p>8.A.05c Manage unit personnel Qualification Codes IAW the Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).</p> <p>Intent: To ensure unit's personnel's Qualification Codes are properly documented.</p>		
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RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>Major Duty: B. Aircraft Maintenance</p> <p>Task:</p> <p>4.B.01c Document aircraft discrepancies and appropriate corrective actions IAW the Aeronautical Engineering Maintenance Management Manual, COMDINST M13020.1 (series).</p> <p>Intent: Demonstrate proficiency in maintaining aircraft logs and records, with an emphasis on the CG-4377's (series) and CG-5181 forms, and the Maintenance Discrepancy Reports (Squawks).</p> <p>4.B.02c Document scheduled and unscheduled maintenance using the Aviation Computerized Maintenance System IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Properly complete maintenance documentation on an ACMS MPC.</p> <p>4.B.03c Service the following aircraft systems IAW the Aviation Computerized Maintenance System (ACMS):</p> <ul style="list-style-type: none"> • Flight Controls • Power Plants • Power Train • Aircraft Structures • Electrical • Hydraulics • Fuel • Environmental Control • Life Support • Fire Protection/Detection <p>Intent: Have a basic understanding of aircraft systems operation. Utilize standard maintenance practices and appropriate safety procedures.</p> <p>4.B.01 SERVICE aircraft power plant systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft engines.</p>		
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RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>4.B.02 SERVICE aircraft power train systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft power train systems (propellers, gearboxes, rotor assemblies and drive shafts).</p> <p>4.B.03 SERVICE aircraft Auxiliary Power Unit (APU) systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft APU systems.</p> <p>4.B.04 SERVICE aircraft engine start systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft engine start systems.</p> <p>4.B.05 SERVICE aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft fuel systems.</p> <p>4.B.06 SERVICE aircraft lubrication systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft lubrication systems.</p> <p>4.B.07 SERVICE aircraft bleed air systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft bleed air (engine start, pressurization, anti-ice and de-ice) systems.</p> <p>4.B.08 SERVICE aircraft environmental control systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft environmental control (cabin heating, cooling and pressurization) systems.</p>		
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RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>4.B.09 SERVICE aircraft fire protection systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft fire protection and suppression systems, and the handling of explosive cartridges.</p> <p>4.B.10 SERVICE aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft hydraulic systems.</p> <p>4.B.11 SERVICE aircraft flight control systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft flight control systems.</p> <p>4.B.12 SERVICE aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on aircraft landing gear systems, wheels and brakes.</p> <p>4.B.13 SERVICE helicopter hoist systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Develop entry-level skills to perform maintenance on helicopter hoist systems, and the handling of explosive cartridges.</p> <p>4.B.14 SERVICE aircraft structures IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and AFTO 1-1A-1, General Manual for Structural Repair.</p> <p>Intent: Develop entry-level skills in corrosion control and structural repair.</p>		
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RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>4.B.15 Service the electrical components of the following aircraft systems IAW the Aviation Computerized Maintenance System (ACMS):</p> <ul style="list-style-type: none"> • Power plant • Power train • Auxiliary Power Unit • Engine Start • Fuel • Lubrication • Bleed Air • Environmental Control • Fire Protection • Hydraulics • Flight Controls • Landing Gear • Helicopter Hoist <p>Intent: Develop entry-level skills to perform maintenance on aircraft systems electrical components, using volt/ohm meter and applicable system test equipment.</p> <p>5.B.01 MAINTAIN aircraft power plant systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft engines.</p> <p>5.B.02 MAINTAIN aircraft power train systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance and complete operational checks on aircraft power train systems (propellers, gearboxes, rotor assemblies and drive shafts).</p> <p>5.B.03 MAINTAIN aircraft Auxiliary Power Unit (APU) systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft APU's.</p>		
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<p>5.B.04 MAINTAIN aircraft engine start systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft engine start systems.</p> <p>5.B.05 MAINTAIN aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft fuel systems.</p> <p>5.B.06 MAINTAIN aircraft lubrication systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft lubrication systems.</p> <p>5.B.07 MAINTAIN aircraft bleed air systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft bleed air systems.</p> <p>5.B.08 MAINTAIN aircraft environmental control systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft environmental control systems.</p> <p>5.B.09 MAINTAIN aircraft fire protection systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft fire protection and suppression systems.</p>		
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<p>5.B.10 MAINTAIN aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft hydraulic systems.</p> <p>5.B.11 MAINTAIN aircraft mechanical flight control systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft flight control systems.</p> <p>5.B.12 MAINTAIN aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on aircraft landing gear systems, wheels and brakes.</p> <p>5.B.13 MAINTAIN helicopter hoist systems IAW the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Under minimal supervision, perform scheduled and unscheduled maintenance, and complete operational checks on helicopter hoist systems.</p> <p>5.B.14 MAINTAIN aircraft structures IAW the Aviation Computerized Maintenance System (ACMS), the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), AFTO 1-1A-1 General Manual for Structural Repair and AFTO 01-1A-509, Aircraft Weapons Systems Cleaning and Corrosion Control.</p> <p>Intent: Repair structural damage (cracks, corrosion, and impact damage) on primary and secondary aircraft structures utilizing the proper tools and equipment. Observe and follow all of the safety and procedural requirements outlined in the appropriate technical manuals. Ensure the proper documentation of all work performed.</p>		
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<p>6.B.01c Review Aviation Computerized Maintenance System (ACMS) data to schedule aircraft and shop maintenance IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: Analyze aircraft records and reports to develop a maintenance plan in order to maximize the effectiveness of maintenance and aircraft availability.</p> <p>6.B.01 TROUBLESHOOT aircraft power plant systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft engine discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.02 TROUBLESHOOT aircraft power train systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft power train (propellers, gearboxes, rotor assemblies, and drive shafts) discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.03 TROUBLESHOOT aircraft Auxiliary Power Unit (APU) systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft APU discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.04 TROUBLESHOOT aircraft engine start systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft engine start system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.05 TROUBLESHOOT aircraft fuel systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft fuel system discrepancies and repair as necessary, following correct troubleshooting procedures.</p>		
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<p>6.B.06 TROUBLESHOOT aircraft lubrication systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft lubrication system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.07 TROUBLESHOOT aircraft bleed air systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft bleed air system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.08 TROUBLESHOOT aircraft environmental control systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft cabin heating, cooling and pressurization system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.09 TROUBLESHOOT aircraft fire protection systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft fire protection and suppression system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.10 TROUBLESHOOT aircraft hydraulic systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft hydraulic system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.11 TROUBLESHOOT aircraft flight control systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose aircraft flight control system discrepancies and repair as necessary, following correct troubleshooting procedures.</p>		
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<p>6.B.12 TROUBLESHOOT aircraft landing gear systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose landing gear, wheels and brake discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.13 TROUBLESHOOT helicopter hoist systems IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision diagnose hoist system discrepancies and repair as necessary, following correct troubleshooting procedures.</p> <p>6.B.14 TROUBLESHOOT aircraft structures IAW the Aviation Computerized Maintenance System (ACMS) and the applicable technical publication.</p> <p>Intent: Without supervision inspect, evaluate and devise a repair scheme for aircraft structural damage (corrosion, cracks, and impact damage) on primary and secondary structures.</p> <p>7.B.01c Review completed maintenance forms, reports and instructions for compliance IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: To ensure that all maintenance documentation and historical information is current and correct.</p> <p>7.B.02c Manage personnel and resources to meet operational commitments IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), The Coast Guard Organizational Manual, COMDTINST M5400.7 (series), and the unit directives.</p> <p>Intent: Determine and prioritize tasking, communicate with various shops to assign personnel in order to complete work requirements, coordinate and supervise scheduled and unscheduled aircraft maintenance, and ensure aircraft availability to meet the flight schedule.</p> <p>Note: This performance qualification shall be signed off by the Aviation Engineering Officer or the Aviation Maintenance Officer.</p>		
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RATING: AVIATION MAINTENANCE TECHNICIAN	INIT	DATE
<p>Major Duty: C. Shop Maintenance</p> <p>Task:</p> <p>4.C.01 Repair airframe components IAW the General Manual for Structural Repair Manual TO 1-1A-1.</p> <p>Intent: Under direct supervision develop entry-level skills in order to effect repairs (lap patches, flush patches, and doublers) on aircraft components (cowling, fairings, etc.).</p> <p>4.C.02 Apply aircraft paint IAW the Organic Coatings Manual TO 1-1-8 and the Aircraft Weapons Cleaning and Corrosion Control Manual NAVAIR 01-1A-509.</p> <p>Intent: Under direct supervision preserve and protect aircraft surfaces through the proper application of aircraft paints.</p> <p>4.C.03 Repair aircraft composite components IAW the General Advanced Composite Repair Process Manual TO 1-1-690.</p> <p>Intent: Under direct supervision assess, classify, and repair damage to composite structures.</p> <p>4.C.04 Inspect aircraft components IAW the Nondestructive Inspection Methods Manual TO 33B-1-1.</p> <p>Intent: Under direct supervision detect flaws, or defects in aircraft components utilizing the Electromagnetic, Liquid Penetrate and Magnetic Particle inspection methods.</p> <p>4.C.05 Replace seals in aircraft components IAW the Aviation Computerized Maintenance System (ACMS), the Aviation Hydraulic Manual NAVAIR 01-1A-17 and applicable technical publications.</p> <p>Intent: Under direct supervision ensure the proper handling and installation of O-rings, packings and gaskets in aircraft components.</p> <p>4.C.06 Build up aircraft tire and wheel assemblies IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Under direct supervision tear down, inspect and assemble tires and wheels.</p>		
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<p>5.C.01c Preserve aircraft and shop components IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Protect components against deterioration and damage during shipment and storage.</p> <p>5.C.02c De-Preserve aircraft and shop components IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and the Aviation Computerized Maintenance System (ACMS).</p> <p>Intent: Return preserved components to a serviceable condition.</p> <p>5.C.01 Inspect aircraft engine internal components IAW the Aviation Computerized Maintenance System (ACMS) and applicable technical publications.</p> <p>Intent: Under minimal supervision inspect and evaluate engine components for serviceability.</p> <p>6.C.01c Perform ground/air handling, transportation and disposal of hazardous material (petro-chemical, biological) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), the Aviation Computerized Maintenance System (ACMS), the Safety and Environmental Health Manual, COMDTINST M5100.47 (series), applicable Material Safety Data Sheets (MSDS), Air Shipping of Hazardous Material, AFJMAN 24-204, state and local regulations.</p> <p>Intent: To ensure proper procedures for the handling, shipping and disposal of hazardous material via commercial contract, or Coast Guard aircraft, are strictly adhered to.</p> <p>Major Duty: D. Line Crew</p> <p>Task:</p> <p>4.D.01c Service aircraft ground support equipment IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).</p> <p>Intent: To have a basic understanding of ground support equipment inspections, operations, and safety procedures.</p>		
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<p>4.D.02c Perform the following line crew duties IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) and local instructions:</p> <ul style="list-style-type: none"> • Fuel (aircraft and fuel truck) • Fuel Sampling (aircraft and fuel truck) • Aircraft ground handling • Taxi Director • Aircraft wash and rinse operations • Aircraft external power operations • Fireguard • Foreign Object Damage (FOD) prevention <p>Intent: To perform flight line operations properly and safely.</p> <p>GLOSSARY</p> <p>APPLICABLE PUBLICATIONS: The appropriate aircraft system, component or general aviation instruction.</p> <p>APPLY: To put on. To use practically. To concentrate.</p> <p>BUILD UP: To construct by combining or assembling.</p> <p>DE-PRESERVE: To remove preservation materials from shipped and stored supplies and equipment, and inspect for serviceability.</p> <p>DOCUMENT: To record accurate and precise information (via hand writing or electronic means) in order to preserve historical data.</p> <p>ENTRY-LEVEL SKILLS: While under direct supervision perform: basic system operation, component identification, component removal and replacement procedures, the usage of applicable test equipment, and compliance with the appropriate safety precautions.</p> <p>INSPECT: Examine, test, measure, or evaluate people, spaces or equipment for installation, operation, and performance in accordance with established standards, specifications, drawings, technical manuals, directives, policies or other requirements.</p> <p>MAINTAIN: To preserve, fix, or keep in good repair under minimal supervision.</p>		
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<p>MANAGE: To handle or direct with a degree of skill or specialized knowledge. To exercise executive, administrative, and supervisory direction.</p> <p>PERFORM: To carry out an action or pattern of behavior.</p> <p>PREPARE: Plan, gather, and assemble information to produce a document (i.e., forms and schedules).</p> <p>PRESERVE: To protect supplies and equipment against deterioration and damage during shipment and storage.</p> <p>PROCESS: To initiate a series of actions or operations leading to a particular end.</p> <p>REPAIR: To return to airworthy status.</p> <p>REPLACE: To remove a component and install a substitute in its place.</p> <p>REVIEW: To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.</p> <p>SERVICEABLE: Usable. Ready for installation</p> <p>SERVICE: To perform minor maintenance under direct supervision.</p> <p>SUBMIT: To prepare a report or form following a defined process and forwarding it to the prescribed authority.</p> <p>TROUBLESHOOT: The process of diagnosing, locating and repairing faults in equipment by means of systematic checking or analysis without supervision.</p>		
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