



COMDTINST 13020.2A  
9 NOV 1995

COMMANDANT INSTRUCTION 13020.2A

Subj: COAST GUARD AVIATION TECHNICAL TRAINING ADVISORY COMMITTEE

Ref: (a) Management of the Coast Guard's Training System, COMDTINST 1550.9

1. PURPOSE. The purpose of this Instruction is to provide a charter and mission statement for the Coast Guard Aviation Technical Training Advisory Committee (ATTAC). It also provides guidance for Committee administration, membership, meetings, and reports. Primary users of this instruction are Coast Guard air units, the Aviation Technical Training Center, and Commandant (G-EAE)/(G-PTP).
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, and chiefs of offices and special staff divisions in Headquarters will notify all personnel of the contents of this instruction.
3. DIRECTIVES AFFECTED. COMDTINST 13020.2 is cancelled.
4. DISCUSSION. Commandant (G-EAE), the Aeronautical Engineering Program/Force Manager, is responsible for oversight of the five aviation enlisted ratings. Per reference (a), this responsibility includes structural concerns for rating size and grade distribution, location of billets, the setting of performance standards, development of job and advancement qualifications, and content of resident and nonresident training.
5. MISSION. The mission of the ATTAC is to provide customer and field level input to the Chief, Aeronautical Engineering

Division in the oversight of the aviation workforce. ATTAC will develop and maintain an \*ATTAC Process Guide which describes their business plan for conduct of the following:

- a. Review aviation enlisted Performance Qualifications, and assist in the conduct of "Rating and Qualls Reviews."
- b. Gather and analyze air unit input, including feedback on the Job performance of aviation training graduates.
- c. Conduct semiannual meetings at Aviation Technical Training Center (ATTC) or Coast Guard Headquarters to review aviation workforce requirements, technical training, air unit feedback, and develop appropriate recommendations. Reports will be submitted in accordance with paragraph 8 of this instruction.
- d. Conduct special reviews as directed by Commandant (G-EAE).

\*Note: ATTAC will develop and maintain the "ATTAC Process Guide" in coordination with the Aviation Technical Training Center (ATTC), under the direction of Commandant (G-EAE) and Commandant (G-PTP).

6. MEMBERSHIP. Membership will reflect the diverse missions of the Coast Guard and the composition of the aviation workforce. The members will include experienced aircraft maintenance officers and senior enlisted personnel. In addition, the ethnic and gender diversity of the Coast Guard aviation workforce will be represented. ATTAC will consist of up to eight air unit representatives, including: one (1) air unit Engineering Officer (O-4/5), two (2) aviation Chief Warrant Officers (one AVI & one ELC), and one (1) aviation Petty Officer, E-6 or above to represent each of aviation's five ratings. ATTAC membership should also include technical experts from each major Coast Guard aircraft system. Finally, ongoing input from all aviation personnel is strongly encouraged and is critical to the success of ATTAC. (See enclosure (1), ATTAC Organization.)

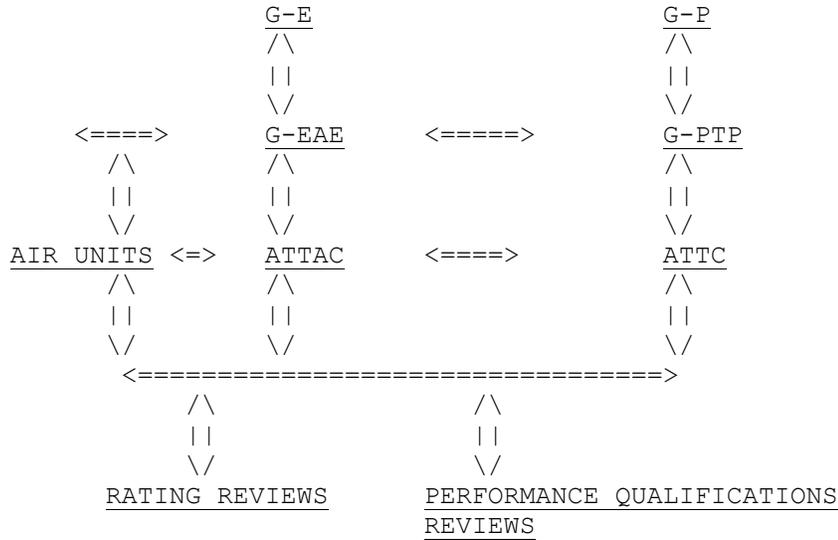
- a. The senior member of ATTAC will function as the Chairperson. A prospective Chairperson will be selected well prior to expiration of the incumbent's term. The prospective Chairperson will attend the next scheduled semiannual meeting as an observer. At a mutually agreeable time subsequent to this meeting, but prior to the next ATTAC meeting, the prospective Chairperson will assume Chairperson responsibilities.
  - b. Commandant (G-EAE) is the ATTAC Coordinator.
- b. Participation as a member of ATTAC will not exceed three years. Membership on ATTAC, as described above, is open to aviation personnel in operational aviation billets.

- c. Individuals desiring to serve on ATTAC should submit applications to Commandant (G-EAE) via the Commanding Officer by 1 June of each year. A selection panel will be held in July to fill vacancies on ATTAC. Recommendations by the selection panel will be forwarded to Commandant (G-EAE) for appointment in writing.
  - d. The following, or their representatives, are permanent, nonvoting members: Commandant (G-EAE); Commandant (G-PTP); Commander, Military Personnel Command (MPC-epm), Aviation Training Quota Manager, and ATTC.
  - e. Each air unit Leading Chief Petty Officer is designated as an adjunct member of ATTAC. Up to two adjunct members will attend the semiannual meetings at the discretion of the ATTAC Coordinator and Chairperson.
  - f. Other interested personnel may be requested to attend specific meetings at the discretion of the ATTAC Coordinator and Chairperson.
7. MEETINGS. ATTAC will meet twice a year at either ATTC, or Coast Guard Headquarters as desired. Additional meetings may be called by the ATTAC Coordinator or Chairperson. Meetings at ATTC will be coordinated between Commandant (G-EAE), Commandant (G-PTP), and Commanding Officer, ATTC, and will normally be for a three day period with specific dates to accommodate the operational commitments of the ATTAC members. Meetings at Coast Guard Headquarters, if required, will normally be for a two day period following meetings at ATTC. The names of ATTAC members and meeting dates will be published via ALDIST, early enough to permit interested personnel to address communications to ATTAC prior to scheduled meetings. Costs incidental to ATTAC will be funded by Commandant (G-EAE) with prior approval.
8. REPORTS. A detailed semiannual report, including the minutes of the ATTAC meeting will be furnished to Commandant (G-EAE), (RCN-13020-1 applies), copy to Commandant (G-PTP) and Commanding Officer, ATTC within 30 days of meeting adjournment date. Chief, Aeronautical Engineering Division (G-EAE) will make a report of ATTAC activities to Chief, Office of Engineering, Logistics and Development (G-E) and provide input to Chief Performance Systems Division (G-PTP).

/s/ E. J. BARRETTT  
Chief, Office of Engineering,  
Logistics and Development

ATTAC ORGANIZATION

1. \*ATTAC Overall View.



\*ATTAC Overall View: ATTAC gathers and analyzes air unit input, conducts meetings at ATTC to review aviation workforce requirements, technical training, and air unit feedback, assists in the conduct of Rating and Performance Qualification Reviews, and provides briefings and reports to Commandant (G-EAE). Commandant (G-EAE) directs appropriate action in response to ATTAC recommendations, including reports to Commandant (G-E) and input to Commandant (G-PTP). Commandant (G-PTP) directs appropriate action at ATTC.

\*Note: See also ATTAC Process Guide.

ATTAC ORGANIZATION

2. \*ATTAC Panel Members. Thirteen (13)

(a) Regular (Voting) Members.. Eight (8)

	<u>Rep</u>	<u>Grade</u>	<u>Name</u>	<u>Unit</u>	<u>Acft</u>
(1)	EO	0-4/5	_____	_____	_____
(2)	AVI	WO3/4	_____	_____	_____
(3)	ELC	WO3/4	_____	_____	_____
(4)	AD	E-6/9	_____	_____	_____
(5)	AE	E-6/9	_____	_____	_____
(6)	AM	E-6/9	_____	_____	_____
(7)	AT	E-6/9	_____	_____	_____
(8)	ASM	E-6/9	_____	_____	_____

(b) Permanent (Non-Voting) Members. Five (5)

	<u>Rep</u>	<u>Position</u>	<u>Grade/Name</u>
(1)	G-EAE	Force Manager	_____
(2)	G-PTP	Av. Training Mgr.	_____
(3)	G-MPC	Av. Enl. Assign. Off.	_____
(4)	ATTC	(To Be Assigned)	_____
(5)	ATQM	(To Be Assigned)	_____

\*ATTAC Panel Members: (Notes)

Note 1: Rep (Representative) - ATTAC will include one air unit Engineering Officer (EO), one Maintenance Chief Warrant Officer (AVI), one Avionics Chief Warrant Officer (ELC) and one representative from each enlisted aviation Rating.

Note 2: Grade - ATTAC will normally include one 0-4/5 (EO), two Chief Warrant Officers (AVI/ELC), and five enlisted.

Note 3: Unit - While not required, ATTAC should represent a wide diversity of personnel. Membership should represent small as well as large/multi-aircraft unit.

Note 4: Acft (Aircraft) - While not required, ATTAC should include at least one technical expert from each of the Coast Guard's major aircraft systems (C130, H25, H60, and H65).