**Inspectors General Checklist**

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|  **AVIATION OPERATIONS ADMINISTRATION (3700)** |
| This checklist applies to all Marine Aircraft Wings, Marine Aircraft Groups, flying squadrons, flight detachments, and Air Station/Facilities that operate manned or unmanned aircraft. |
| **Functional Area Sponsor**: HQMC AVN  |  **Name of Command** |
| **Subject Matter Expert**: MGySgt Shedrick L. Garrett |  **Date.** |
| Tel: 703-432-3201 |  **Inspector** |
| **Revised**: 20 January 2023 |  **Final Assessment**  **Discrepancies: Findings:**  |
| **Overall Comments:**  Place Here  |

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| **Subsection 1 – MOS TRAINING (This section applies to all Marine Aviation Operations**  **Specialists MOS 7041)** |
|  0101 |  Are the following directives maintained in support of training and readiness? Reference: NAVMC 3500.14E Aviation Training and Readiness Program  Manual, NAVMC 3500.96C Aviation Operations Specialist Training and  Readiness Manual |
|  Result | Comments  |
|  0102 |  Have all Aviation Operations Specialist been assigned to a specific Program  of Instruction (POI) that meets his/her training requirements and level of  experience? Reference: NAVMC 3500.14E, chap 2, para 2.1.2, pg. 2-4; NAVMC  3500.96C, chap 2, para 2.2, pg. 2-3 |
|  Result | Comments  |
|  0103 |  Does the unit have a qualified Basic or Senior Instructor designated in writing  by the Commanding Officer? Reference: NAVMC 3500.96C, chap 2, para 2.19.1, pg. 2-50 |
|  Result | Comments  |
|  0104 |  Does the Operations Chief and Basic/Senior Instructors ensure instructors  use Marine Sierra Hotel Aviation Readiness Program (M-SHARP) to log  Training and Readiness (T&R) events for all Aviation Operations Specialist  assigned to the unit? Reference: NAVMC 3500.14E, chap 1, para 1.2.5, pg. 1-5 |
|  Result | Comments  |
|  0105 |  Does each Aviation Operations Specialist have a Performance Record (PR)  as prescribed by individual community syllabus sponsor with at least sections  1 through 4 established? Reference: NAVMC 3500.14E, chap 2, 2.16.2, pg. 2-21 |
|  Result | Comments  |
|  0106 |  Are Aviation Training Forms (ATF) utilized for any initial or subsequent event  training? Reference: NAVMC 3500.96C, chap 2, para 2.19.4.c, pg. 2-21 |
|  Result | Comments  |
|  0107 | Are ATF’s being retained in Section three of the Performance Record? Reference: NAVMC 3500.14E, chap 2, para 2.19.4.c, pg. 2-21 |
|  Result | Comments  |
|  0108 |  When an Aviation Operation Specialists transfers from a unit, does the  transferring unit ensure the commanding officer (or authorized agent) signs  the audit page certifying the Performance Record is complete and accurate? Reference: NAVMC 3500.14E, chap 2, para 2.19.3.c, pg. 2-21 |
|  Result | Comments  |
|  0109 |  Are qualifications assigned to Aviation Operation Specialists as Qualified, Not  Qualified or Requalification? Reference: NAVMC 3500.14E, chap 2, para 2.12.3, pg. 2-14 |
|  Result |  Comments  |
|  0110 |  Is there a formal designation letter signed by the Commanding Officer when  all training requirements are completed? Reference: NAVMC 3500.14E, chap 2, para 2.12.4, pg. 2-14 |
|  Result  |  Comments  |
|  0111 |  Are all qualifications, designations and certifications filed in the Performance  Record (PR)? Reference: NAVMC 3500.14E, chap 2, para 2.16.4.d, pg. 2-21 |
| Result |  Comments  |
| **Subsection 2 – FILES AND DIRECTIVES (This section applies to the operations department**  **of Marine Aircraft Wings, Marine Aircraft Groups, flying squadrons and**  **flight detachments, and Air Stations/Facilities)** |
|  0201 |  All paper and electronic records will be managed in accordance with the  reference pertaining to the following: -Privacy Act statement posted -Files outline created -File folders labeled to include open and close dates, temporary or  permanent records and destruction -File folders less than ¾ capacity (Not Applicable to Master Flight Files)  Reference: MCO 5210.11F, chap 3, para 2a, para 3c, para 5a, fig 3-1, 3-2  and 3-3 |
|  Result |  Comments  |
| **Subsection 3 – AVIATORS FLIGHT LOG BOOKS (This section applies to flying squadrons**  **and flight detachments that use and maintain Aviators Flight Log Books)** |
|  0301 |  Is the current directive on hand and referenced for maintaining aviator flight  log books? Reference: CNAF M-3710.7, pg. 10-19 |
|  Result | Comments  |
|  0302 |  Does each aeronautical designated person possess a currently maintained  Aviators Flight Log Book as the primary individual flight activity record? Reference: CNAF M-3710.7, chap 10, para 10.6.1.1, pg. 10-19 |
|  Result | Comments  |
|  0303 |  Are the Aviators Flight Log Books in good physical condition, guarded against  loss, and all pages present? Reference: CNAF M-3710.7, chap 10, para 10.6.1.1.b.(3), pg. 10-19 |
|  Result | Comments  |
|  0304 |  Are entries legible, complete and accurate?  Reference: CNAF M-3710.7, chap 10, para 10.6.1.1.b.(1), pg. 10-19 |
|  Result | Comments  |
|  0305 |  Are the mandatory entries of information on the flight record, the accident and  flight rule violation record and the mishap record being recorded quarterly? Reference: CNAF M-3710.7, chap 10, para 10.6.2, pg. 10-19 |
|  Result | Comments  |
|  0306 |  Is documentation of completion of annual Naval Air Training and Operation  Procedures Standardization (NATOPS), and instrument evaluations recorded  on the qualifications and achievements record?  Reference: CNAF M-3710.7, chap 10, para 10.6.2, pg. 10-19 |
|  Result |  Comments  |
|  0307 |  When entries are made in the optional sections of the Aviators Flight Log  Book such as the Flight Record Summary and Summary of Pilot Time by  month, model, etc., are they made correctly? Reference: CNAF M-3710.7, chap 10, para 10.6.2.4 & 10.6.2.5, pg. 10-20 |
|  Result | Comments  |
|  0308 |  Are pages and entries filled out in chronological order?  Reference: CNAF M-3710.7, chap 10, para 10.6.2.1, pg. 10-20 |
|  Result | Comments  |
|  0309 |  Are dates of flights recorded on the date that the flight started?  Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.a, pg. 10-20 |
|  Result | Comments  |
|  0310 |  Is the full model designation and full aircraft bureau number used and in the  appropriate columns? Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.b, pg. 10-21 |
| Result | Comments  |
|  0311 |  Does the “KIND OF FLIGHT” Total Mission Requirement (TMR) code match  the code entered on the flight record for the individual? Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.c, pg. 10-21 |
|  Result | Comments  |
|  0312 |  Are final approaches entered as precision or non-precision using the  approach codes cited in the reference? Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.e, and app F, pg. 10- 21 |
|  Result | Comments  |
|  0313 |  Are the number of flights being entered in the “REMARKS” column?  Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.a, pg. 10-21 |
|  Result | Comments  |
|  0314 |  Are page totals entered at the bottom of each completed page?  Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.a, pg. 10-20 |
|  Result | Comments  |
|  0315 |  If more than 19 flights are flown for any month, is the sum of the first 19  flights on the line “TOTAL THIS PAGE”  Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.a, pg. 10-20 |
|  Result | Comments  |
|  0316 |  If 19 flights are exceeded for any month, and that month continues on the  next page, is the sum of the previous page posted on the first line of the next  page? Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.a, pg. 10-20 |
|  Result | Comments  |
|  0317 |  Is the applicable month entered on the “MONTH” line preceding the first  flight? Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.a, pg. 10-20 |
|  Result | Comments  |
|  0318 |  If the pilot flies infrequently, are several months on one page?  Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.a, pg. 10-20 |
|  Result | Comments  |
|  0319 |  For months during which no flights were made, (on the first line of the page  following the last month during which flights were made) is the statement “No  flights (month/year) through (month/year)” or equivalent being used? Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.a, pg. 10-21 |
| Result | Comments  |
|  0320 |  At the end of each month, has the pilot signed all pages on which entries  have been made? Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.g, pg. 10-21 |
|  Result | Comments  |
|  0321 |  Has the Commanding Officer or authorized deputy signed the page of the last  entry at the end of the fiscal year? Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.g, pg. 10-21 |
|  Result | Comments  |
|  0322 |  Are simulator flights logged as regular flights starting from the rear of the  month-by-month section of the Log Book and working forward? Reference: CNAF M-3710.7, chap 10, para 10.6.2.6.a, pg. 10-21 |
|  Result | Comments  |
| **Subsection 4 – NAVAL AIRCRAFT FLIGHT RECORDS (NAVFLIRS): (This section applies**  **to flying squadrons and flight detachments that use and maintain**  **NAVFLIRS)** |
|  0401 |  Does the aircrew enter data into M-SHARP and ensure it is transferred (via  directed process) into appropriate maintenance data system for each attempt  at flight of naval aircraft or training evolutions for simulators? Reference: CNAF M-3710.7, chap 10, para 10.3.1.a, pg. 10-2 |
|  Result | Comments  |
|  0402 |  Does the operations department verify the accuracy and completeness of  naval aircraft flight records submitted for data processing, and coordinating  the correction of errors with the maintenance analyst? Reference: CNAF M-3710.7, chap 10, para 10.3.1.d, pg. 10-2 |
| Result | Comments  |
|  0403 | Is Logistical Data (blocks 37 to 70) recorded for every flight that involves that involves the movement of passengers/cargo, scheduled or unscheduled, in any type aircraft? Reference: CNAF M-3710.7, chap 10, para 10.3.4.a, pg. 10-12 |
| Result | Comments  |
|  0404 |  Is the training area data portion of the Weapons Proficiency Data Section  filled out when special-use airspace restricted areas, controlled firing areas,  warning areas, alert areas and Military Operating Areas (MOAs) and areas  for special use Air Traffic Control Assigned Airspace (ATCAAs) or military  training routes have been scheduled? Reference: CNAF M-3710.7, chap 10, para 10.3.5.a, pg. 10-13 |
| Result | Comments  |
|  0405 |  Are NAVFLIRS filed chronologically by date and time of departure within the  binder? Reference: CNAF M-3710.7, chap 10, para 10.5.2.4, pg. 10-18 |
|  Result | Comments  |
|  0406 |  Are master flight file binders stored in chronological sequence in annual  calendar year record blocks and retained for 3 years? Reference: CNAF M-3710.7, chap 10, para 10.5.4, pg. 10-19 |
|  Result | Comments  |
|  0407 |  Is each master flight file binder externally labeled in hand written indelible ink,  clearly identifying the submitting activity/detachment, its location, and the  monthly interval covered? Reference: CNAF M-3710-7, chap 10, para 10.5.2.4, pg 10-18 |
|  Result | Comments  |
|  0408 |  Does each master flight file binder contain a certification letter attached within  and on top of the file contents? Reference: CNAF M-3710.7, chap 10, para 10.5.3, pg. 10-18 |
|  Result | Comments  |
|  0409 |  Does the certification letter address the required items?  Reference: CNAF M-3710.7, chap 10, para 10.5.3, pg. 10-18 |
|  Result | Comments  |
|  0410 |  Is the command contacting CMC (ARDB) prior to transferring records of the  command to the Federal Records Centers? Reference: MCO 5210.11F, chap 4, para 2, pg. 4-1 |
|  Result | Comments  |
|  0411 |  Is the command retaining the SF-135 forms until notification of destruction or  transfer? Reference: MCO 5210.11F, chap 3, para 1.(1), pg. 3-1 |
|  Result | Comments  |
| **Subsection 5 – FLYING HOUR PROGRAM (FHP): (This section applies to flying**  **squadrons and flight detachments that are required to maintain a flying** **hour program)** |
|  0501 |  Has the unit developed an annual Sortie Based Training Plan (SBTP) that  reflects a projected T-2.0 level of readiness? Reference: MCO 3125.1B, para 4.b.(12), pg. 8 |
| Result | Comments  |
|  0502 |  Are executed flight hours being accurately tracked by Training, Support, Operational  and Contingency hours? Reference: MCO 3125.1B, chap 3, para 3.b, pg. 3-5 |
| Result | Comments  |
|  0503 |  Does the Squadron develop and submit an annual SBTP forecast by 1  August via M-SHARP? Reference: MCO 3125.1B, chap 3, para 4.f.(1), pg. 3-7 |
| Result | Comments  |
|  0504 |  For squadrons that are scheduled to deploy to a known contingency  operation, do their forecasted sorties and flight hours exceed a notional  peacetime deployment flight hour profile? Reference: MCO 3125.1B, chap 3, para 2.a.(3), pg. 3-3 |
| Result | Comments  |
|  0505 |  Are all simulator flight events being recorded in M-SHARP?  Reference: MCO 3125.1B, chap 3, para 3.d, pg. 3-5 |
| Result | Comments  |
| **Subsection 6 – M-SHARP UTILIZATION: (This section applies to units that are required to**  **manage T&R events using M-SHARP)** |
|  0601 |  Have at least one Operations NCO or higher that is assigned to the  operations/WTTP/training department been assigned the M-SHARP unit  administrator? Reference: NAVMC 3500.14E, chap 2, para 2.17.1.1.a.(1), pg, 2-22 |
| Result | Comments  |
|  0602 |  Have all M-SHARP unit administrators completed the M-SHARP  Administrator Course? Reference: NAVMC 3500.14E, chap 2, para 2.17.1.2.b., pg. 2-22 |
| Result | Comments  |
|  0603 |  Is M-SHARP being used to write and validate flight schedules?  Reference: NAVMC 3500.14E, chap 2, para 2.17.1.1.a.(4), pg. 2-22 |
|  Result | Comments  |
|  0604 |  Is M-SHARP being used to enter all training (academic, ground and flight) via  the ground events or flight events modules. Reference: NAVMC 3500.14E, chap 2, para 2.17.1.1.a.(2), pg. 2-22 |
|  Result | Comments  |
|  0605 |  Is the command using the system accuracy status (SAS) process to provide  HHQ elements with accurate unit training and readiness information? Reference: NAVMC 3500.14E, chap 2, para 2.17.1.1.a.(3), pg. 2-22 |
|  Result | Comments  |
| **Subsection 7 - ADMINISTRATION OF TEMPORARY FLIGHT ORDERS: (This section applies**  **to units that have personnel on temporary flight orders)** |
|  0701 |  Are personnel that are issued temporary flight orders in compliance with one  or more of the authorized categories? Reference: MCO 1326.2H, para (e) 1., pg. 5 |
| Result | Comments  |
|  0702 |  Has each crewmember/non-crewmember signed the voluntary statement  requesting assignment to duty involving flight? Reference: MCO 1326.2H, para (b) 1., pg. 3 |
| Result | Comments  |
|  0703 |  Are all temporary flight orders signed by the Commanding Officer or by the  officer acting in the absence of the Commanding Officer? Reference: MCO 1326.2H, para (b) 2., pg. 3 |
| Result | Comments  |
|  0704 |  Are all crewmember Temporary-Indefinite flight orders issued for a duration  of 120 days or more? Reference: MCO 1326.2H, para (d) 2.a., pg. 4 |
| Result | Comments  |
|  0705 |  Are all crewmember Temporary-Definite flight orders issued for a duration not  to exceed 90 days? Reference: MCO 1326.2H, para (d) 2.b., pg. 4 |
| Result | Comments  |
|  0706 |  Are all non-crewmember Temporary-Indefinite flight orders issued to non-  crewmembers for a duration that exceeds one month? Reference: MCO 1326.2H, para (d) 3.a., pg. 5 |
| Result | Comments  |
|  0707 |  Are flight orders allocated in accordance with the reference? Crewmember Allocation Expended  Crew \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ NAPTOPS Inst \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Total \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Non-Crewmember Allocation Expended AO/Gunner \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ CMT \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ Airborne Test \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Total \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Reference: MCO 1326.2H, para (f), pg. 6 and encl (3) |
|  Result | Comments  |
|  0708 |  Are crewmembers given 120 days advance written notification if orders  requiring frequent and regular performance of aerial flight are to be  terminated for performance of flying duties through no fault or actions of their  own? Reference: MCO 1326.2H, para (h) 1., pg. 8 |
| Result | Comments  |
|  0709 |  Are request for waivers of the 120 advance notification policy forwarded to  CMC AVN for approval, and an entry made in the individual’s Service Record  Book (SRB)? Reference: MCO 1326.2H, para (h) 1., pg. 8 |
| Result | Comments  |
|  0710 |  Is a flight order audit board consisting of three officers appointed by the  Commanding Officer being conducted following the end of each month?  References: CNAF 3710.7, chap 12, para 12.8.3, pg. 12-11; MCO 1326.2H, para (b) 3., pg. 3 |
| Result | Comments  |
|  0711 |  Does the flight order audit board ensure that all requirements are met for  hazardous duty incentive pay, allocations not exceeded, and flight hour  minimums/banking? References: CNAF 3710.7, chap 12, para 12.8.3, pg. 12-11; MCO 1326.2H, para (b) 3., pg. 3; MCO 1000.6, chap 1, para 8.d.(11), pg. 1-9 |
|  Result | Comments  |
| **Subsection 8 - ADMINISTRATION OF ANNUAL FLIGHT PERFORMANCE REQUIREMENTS:**  **(This section applies to units that have personnel on a duty involving flying.)** |
|  0801 |  Are individuals on a Duty Involving Flying Operational (DIFOP) or training  flights status meeting annual/semiannual flight time minimums?  Reference: CNAF M-3710.7, chap 11, para 11.2.5, pg. 11-4 |
| Result | Comments  |
|  0802 |  When individuals on DIFDEN status are cleared to fly on DIFOP/DIFCREW,  are annual/semiannual flying requirements being prorated correctly? Reference: CNAF M-3710.7, chap 11, para 11.2.6, pg. 11-5 |
| Result | Comments  |
|  0803 |  Is the Commanding Officer and administrative seniors reviewing flight  records of assigned aeronautically designated officers at the end of each  fiscal year? Reference: CNAF M-3710.7, chap 11, para 11.5.2, pg. 11-14 |
| Result | Comments  |
|  0804 |  Are personnel who are deficient in the minimum flight time requirements  submitting individual waiver request as contained by the CNAF M- 3710.7? Reference: CNAF M-3710.7, chap 11, para 11.5.2.a, pg. 11-14 |
| Result | Comments  |
|  0805 |  Are waiver requests submitted within 30 days following the reporting period  or when it becomes apparent that the minimums will not be met?  Reference: CNAF M-3710.7, chap 11, para 11.5.2.c, pg. 11-15 |
| Result | Comments  |