

Summary Report for Individual Task
552-919-3001
MAINTAIN AVIATION MAINTENANCE FILES (AVN)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the FORT RUCKER, AL / USAACE foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: While in an operational environmental (OE), given AR 25-400-2, Industry standard computer system with access to ARIMS. This task should not be trained in MOPP 4.

Standard: Maintain Aviation Maintenance Files in accordance with the ARIMS: (1) Identify ARIMS procedures. (2) Locate specific information in AR 25-400-2. (3) Prepare a list of Aviation file numbers. (4) Prepare file labels with and without record numbers (RN).

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Identify Recordkeeping Requirements.
2. Identify Electronic Recordkeeping.
3. Identify Micrographic Records.
4. Determine Filing Procedures.
5. Identify Reference Procedures.
6. Determine Records Transfer and Retirement Procedures.
7. Identify Records Holding Areas and Federal Centers.

(Asterisks indicates a leader performance step.)

Evaluation Guidance:

Score the Soldier a GO if all performance measures are passed. Score the Soldier a NO-GO if any performance measure is failed.

Successful completion of a performance measure is met when the evaluated demonstrates an understanding of the intent.

1. To successfully identify an evaluated must be able to label, or without reference queues state the proper name, description, and purpose of an item.

2. To successfully determine the evaluated must differentiate between items and categorized them in to like groups.

The evaluator may coach or question the evaluated to ensure the measure is understood.

Evaluation Preparation: Setup: Assembly maintenance publications and references, logbook forms and records, and required personnel.

Brief Soldier: Tell the Soldier that they must prepare the recordkeeping system. Properly catagorize and identify each record. and comply with unit SOP procedures IAW applicable references.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified Recordkeeping Requirements.			
2. Identified Electronic Recordkeeping.			
3. Identified Micrographic Records.			
4. Determined Filing Procedures.			
5. Identified Reference Procedures.			
6. Determined Records Transfer and Retirement Procedures.			
7. Identified Records Holding Areas and Federal Centers.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage. Use and dispose of hazardous materials and hazardous waste IAW local procedures, and comply with local, state, and federal or host nation regulations. Read the Safety Data Sheet (SDS) prior to using a hazardous material. Use appropriate individual protective equipment when working with/handling hazardous materials/waste.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety should always be considered. This task is administrative in nature. Pay attention to common workplace hazards when performing this task.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None