



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-5122

FASOTRAGRUPACINST 5290.2C
90
15 JUN 1992

FASOTRAGRUPAC INSTRUCTION 5290.2C

ISSUANCE OF AUDIOVISUAL EQUIPMENT, MINOR TRAINING DEVICES AND MEDIA

- (a) COMNAVAIRPACINST 10170.2B
- (b) FASOTRAGRUPACINST 5290.1B
- (c) JAGMAN
- (d) SECNAVINST 5500.4E

Encl: (1) Sample Authorization Letter to Draw Minor Training Aids and Devices
(2) Sample of Designation Letter of Primary Custodian

1. Purpose. To establish procedures and policies covering the issuance of audiovisual equipment, minor training devices and media.
2. Cancellation. FASOTRAGRUPACINST 5290.2B.
3. Scope. This instruction applies to activities utilizing the Aviation Training Aids Library (ATAL) services provided by Fleet Aviation Specialized Operational Training Group, Pacific Fleet (FASOTRAGRUPAC) and its detachments.
4. Background. FASOTRAGRUPAC provides media support to Commander Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC) activities as required by reference (a). The policies and procedures of this instruction comply with the requirements of references (a) and (b).
5. Definitions
 - a. Media Support - Provide audiovisual equipment, minor training devices, training films and videotapes for the purpose of aviation training.
 - b. ATAL - The central depository and distribution point for aviation training aids allocated in NAVAIRPAC.

6. ATAL Issuing Policy

a. Issuing Priority. ATAL media support shall be provided in the following priority:

| | |
|----------------|--|
| PRIORITY ONE | COMNAVAIRPAC Approved Formal Courses and Fleet Readiness Squadrons |
| PRIORITY TWO | COMNAVAIRPAC Fleet Squadrons |
| PRIORITY THREE | COMNAVAIRPAC Ships |

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PRIORITY FOUR COMNAVAIRPAC Shore Activities

PRIORITY FIVE Naval Air Station tenant activities when equipment is available and subject to recall.

b. Media Issue. Training media is normally issued on a temporary basis, not to exceed seven days. The ATAL Librarian may grant extensions upon request. Exceptions to this are normally made for COMNAVAIRPAC approved formal courses and deployed units.

c. Device Issue. Activities desiring to check out minor training devices or audiovisual equipment on a temporary basis shall designate those personnel in writing in accordance with enclosure (1). The number of personnel authorized should be limited in order to provide positive control of items issued from ATAL. The maximum authorized period for temporary custody is seven days. The ATAL librarian may grant extensions upon request. Failure to return items by due date may result in the activity's checkout privileges being restricted. Personnel authorized to receive training devices and media on a temporary basis will remain current until their PRD for military, or one year for civilian personnel. When a new authorization letter is issued by their Commanding Officer, it will supersede all previous authorizations.

d. Permanent Custody. Activities having requirements for media support on a permanent basis will designate in writing a minor training device and media Primary Custodian. This person shall be responsible for all training equipment/devices and media issued to their activity on a permanent basis. The custodian shall be the only individual, other than their Commanding Officer, who may sign for equipment and media that is permanently issued to their activity. Because of the responsibility associated with this position, it is highly recommended that the primary custodian be the activity's Material Officer, or at least a commissioned officer. Enclosure (2) provides the format for designating a primary custodian.

e. Primary Custodian Relief. When the Primary Custodian transfers, an appropriate letter designating a new Primary Custodian is required 30 days prior to transfer. A complete printed inventory of all items permanently issued will be sent to the command. The new primary custodian must sign the inventory, accepting custody turnover, and return the form to the ATAL.

f. Reservations. Reservations are accepted for temporary loan of media and equipment. Reservations must be confirmed one working day before the reserved date. If confirmations are not made, media/equipment will be returned to stock for checkout.

7 Maintenance

a. Preventive Maintenance. All preventive maintenance (PM) shall be performed per the ATAL. Preventive maintenance will be performed, at periodic intervals on equipment permanently issued. To minimize the impact on an

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activity, a system is designed to permit one-sixth of the equipment to be returned monthly. Primary Custodians, upon notification by the ATAL of device or media recall, shall return the items to the ATAL for PM. Failure to return the items requested within 30 days may result in the activity's checkout privileges being restricted. Devices and/or media that fail to operate should be returned to the ATAL as soon as possible for repair. If requested and available, a new device or media will be issued to temporarily replace the item being repaired.

b. Deployed Units. In order to better serve units that deploy with audiovisual equipment, minor training devices and media, the ATAL should be notified **PRIOR** to deployment. The PM will be delayed until return at which time all items must be returned for PM. It is recommended that the ATAL perform PM on all equipment prior to deployment. If an item should fail during deployment, it may be returned to the issuing ATAL and repaired. If the item requires extensive repair, a replacement unit will be issued, if available. Deployed units may also take equipment directly to FASOTRAGRUPAC Detachment ATAL's for repair. Activities are not authorized to perform maintenance or modify issued devices or media with the exception of the replacement of light bulbs in projection equipment.

8. Inventory Control

a. Borrowing Activity Responsibility. The borrowing activity has the physical custody and responsibility for any item checked out from the ATAL. If the Primary Custodian issues equipment or media to other personnel within the activity, they should ensure a custody trail to the user level. Experience has shown a serious lack of custody control once issued. Culpable individuals will be held financially accountable for any item lost. Subcustodian shall not loan ATAL issued items to any other activity.

b. Semi-annual Inventory. At six month intervals, the ATAL will send a semi-annual inventory of all equipment that is issued to an activity on a permanent basis. Each item must be sighted by the Primary Custodian and signed for, certifying custody of all items.

c. Missing, Lost, Stolen or Recovered (MLSR) Items. When an item is discovered to be missing, lost, stolen or recovered, report it immediately to the ATAL by phone call, message, NAVGRAM or letter. For items reported missing, lost or stolen, the losing activity shall notify the local Naval Investigative Service (NIS) of the loss. Where negligence is the proximate cause for the loss, the command must initiate claims action against the culpable individual to recoup the dollar value of the lost item to the U.S. Treasury in accordance with reference (c). A copy of the completed pay adjustment authorization (DD Form 139) must be forwarded to FASOTRAGRUPAC. The activity will also forward a completed Report of Survey (DD Form 200). Additionally, all applicable information required by reference (d) shall be reported to FASOTRAGRUPAC. FASOTRAGRUPAC is the accountable activity and will provide all reporting in accordance with reference (d).

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9. Media. The ATAL maintains a listing of media which is available to user activities upon request. Media catalogs published by the Naval Education Training Support Center, Pacific are maintained by the ATAL. The ATAL can also perform a Defense Audiovisual Information System (DAVIS) search for any DOD product. DOD produced or adopted media not stocked by the ATAL may be ordered. User activities are encouraged to identify media to the ATAL that will be of use in their aviation training programs.



M B O'CONNOR, JR.

Distribution:

FASOTRAGRUPACINST 5216.2R

Lists A & B

SNDL (Part I)

42N2 (VS) (VS-41 3 copies)

42U2 (HC) (Less HC-1 Dets)

42U3 (HC)

42BB2 (HS) (Less HS-12)

42CC2 (HSL) (Less HSL-37)

COMNAVAIRPAC

COMASWINGPAC

FLELOGSUPPRON THIRTY

CVW-10

FACSFAC

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LETTERHEAD

5290
Ser

From: Commanding Officer, (Activity Name)
To: Commanding Officer, Fleet Aviation Specialized Operations Training
Group, Pacific Fleet

Subj: PERSONNEL AUTHORIZED TO DRAW MINOR TRAINING AIDS AND DEVICES

1. The following personnel are authorized to draw minor training aids and
devices from the Aviation Training Aids Library:

| <u>Name</u> | <u>Rank/Rate</u> | <u>SSN</u> | <u>PRD</u> | <u>Bldg</u> | <u>Phone</u> | <u>Clearance</u> |
|-------------|------------------|------------|------------|-------------|--------------|------------------|
|-------------|------------------|------------|------------|-------------|--------------|------------------|

/s/Commanding Officer
or By direction

NOTE: THIS MUST EITHER BE A FORMAL LETTER OR A MESSAGE.
ALL OTHER FORMS OR CORRESPONDENCE WILL BE REJECTED

Encl 1)

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LETTERHEAD

5290
Ser

From: Commanding Officer, (Activity Name)
To: Commanding Officer, Fleet Aviation Specialized Operational
Training Group, Pacific Fleet (Code 93.1)

DESIGNATION OF PRIMARY CUSTODIAN

1. LT A. J. Smith is primary custodian for the FASOTRAGRUPAC Aviation Training Aids Library (ATAL).
2. The information required by the ATAL on LT Smith is as follows:

| <u>Name</u> | <u>Rank/Rate</u> | <u>SSN</u> | <u>PRD</u> | <u>Bldg</u> | <u>Phone</u> | <u>Clearance</u> |
|-------------|------------------|------------|------------|-------------|--------------|------------------|
|-------------|------------------|------------|------------|-------------|--------------|------------------|

/s/ Commanding Officer
or By direction

THIS LETTER MUST BE A FORMAL LETTER OR A MESSAGE.
ALL OTHER FORMS OF CORRESPONDENCE WILL BE REJECTED.

Encl (2)