

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775



IN REPLY REFER TO:

MCO 1331.2K
ASM-52
18 Dec 03

MARINE CORPS ORDER 1331.2K

From: Commandant of the Marine Corps
To: Distribution List

Subj: TRANSITION/CONVERSION TRAINING FOR MARINE NAVAL AVIATORS
AND NAVAL FLIGHT OFFICERS

Ref: (a) MCO P3500.14G, T&R Manual
(b) MCO P1000.6G, ACTS Manual
(c) MCO 1300.8R, MARCORPERASGNPOL
(d) NAVMEDMAN
(e) BUMEDINST 3710.1, Anthropometric Compatibility
Assignment Program

Encl: (1) Sample of Administrative Action Form (5216)

1. Purpose. To promulgate policy for Marine naval aviators (NA) and Marine naval flight officers (NFO) seeking aircraft transition or conversion (T/C) training.

2. Cancellation. MCO 1331.2J.

3. Background

a. The primary purpose for the Marine Corps T/C Training Program is to balance aviator inventories with future Marine Corps requirements. The program also provides NA's and NFO's with the opportunity to seek either a lateral move to a career broadening aviation military occupational specialty (MOS) or an assignment to a follow-on MOS once their primary MOS (PMOS) has become obsolete. The program strives to provide equal opportunities for all aviators to complete a full aviation career.

b. Although T/C training may be desirable by individuals as a career broadening endeavor, Marine Corps aviation MOS inventory requirements and the availability of training assets by type aircraft determine the opportunities for T/C.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

18 DEC 03

4. Reason for Revision. This order is published to delete obsolete aircraft from the definitions contained in paragraph 5 and to change the convening dates of the T/C Board.

5. Definitions

a. Aircraft Type. Aircraft type refers to a specific category of aircraft. The following are Marine Corps aircraft types: helicopter, tiltrotor, tactical jet, fixed-wing assault support, and vertical/short takeoff and landing (VSTOL) jet.

b. Aircraft Model. Aircraft model refers to a specific airframe design designation. The following are examples of Marine Corps aircraft models: CH-46, AV-8, KC-130, F/A-18, etc.

c. Aircraft Series. Aircraft series refers to distinct versions of a particular aircraft model. The following are examples of Marine Corps aircraft series: F/A-18C, F/A-18D, CH-53D, CH-53E, etc.

d. Transition Training

(1) Per reference (a), transition training for NA's is defined as syllabus instruction designed to change aircraft type.

(2) Transition training for NFO's is defined as syllabus instruction (accomplished at the Naval Aviation Training Command) for designation as a NA.

e. Conversion Training

(1) Conversion training for NA's is defined as syllabus instruction designed to:

(a) Change from one model aircraft to another within a specific aircraft type; e.g., CH-46 to CH-53 or EA-6B to F/A-18.

(b) Change to a new series of aircraft that has significantly different aircraft or weapons systems characteristics.

(2) Conversion training for NFO's is defined as syllabus instruction designed to change an NFO from one aircraft to another, regardless of type; e.g., EA-6B Electronic Warfare Officer (EWO) to F/A-18D Weapons Systems Operator (WSO).

f. Obsolete (or Vacated) Aviation Military Occupational Specialty (MOS). An aviation MOS designation that corresponds to an aircraft or weapons system which is no longer in the Marine Corps inventory.

g. Years of Commissioned Service (YCS). For T/C planning purposes, YCS is the number of whole years from commissioning until the inventory base date, rounded up to the next whole year.

h. Target Planning Year. The target-planning year is the T/C convening year plus three years. For example, if the T/C board convenes in FY04, the target-planning year is FY07. The target-planning year is used as a guideline to forecast future inventory requirements.

6. Policy

a. The Deputy Commandant for Aviation (DC Avn) is responsible for convening and forwarding recommendations for Commandant of the Marine Corps (CMC) approval.

b. Transition. Transition training for all NA's and NFO's shall be accomplished by board action and approved by the CMC. CMC is also the approval authority for conversion training; however, the Commanding General, 4th Marine Aircraft Wing, has been granted the authority to approve conversion training for all Selected Marine Corps Reserve (SMCR) NA's and NFO's flying 4th MAW aircraft, as directed by CMC (ASM) as of 25 Jul 91.

c. Transition/Conversion Planning Guidance. T/C planning shall be conducted to fill future requirements without creating or aggravating shortages in the current inventory. Aviation Manpower Support Branch (ASM) in coordination with Manpower Plans Branch (MPP-30) is responsible for T/C planning. T/C planners shall base selection opportunity on projected inventory shortages, current inventory excesses, and Fleet Readiness Squadron (FRS) training capacity.

(1) Projected Inventory Shortages. In order to identify expected future shortages, T/C planners shall project a target planning year inventory, based on the current inventory, to compare with projected target planning year requirements.

(2) Current Inventory Excesses. An inventory, by YCS, of all NA's and NFO's MOS's shall be taken at the beginning of each T/C board planning cycle. This inventory shall be used to identify current excess MOS populations, to establish an

18 DEC 03

inventory base date, and to project the target planning year inventory.

(3) Fleet Replacement Squadron (FRS) Training Capacity. T/C training is dependent on FRS training capacity. T/C quotas for each FRS shall be identified during the T/C planning cycle. T/C opportunity for each MOS shall be limited to the total number of FRS quotas available between the T/C board convening date and the target planning year.

d. Failure to successfully complete a T/C course may be cause for a Field Flight Performance Board (FFPB) per reference (b).

7. Eligibility Criteria

a. Applicants must be commissioned officers, Regular or Reserve, on extended active duty or standard written agreement.

b. Applicants must have completed four years in MOS and have sufficient obligated service remaining to complete the T/C syllabus. Manpower Management Officer Assignments (MMOA) and ASM may waive these requirements on a case-by-case basis if deemed to meet the need of the Marine Corps.

c. In order to provide uniform application opportunity, officers may apply for T/C at any time during a tour of duty. However, officers selected for transition or conversion should normally expect to fulfill minimum time on station requirements per reference (c). MMOA will assign each selected officer to training based on the needs of the Marine Corps.

d. Applicants must have a current annual flight physical and be fully qualified to perform operational flying duty.

e. Applicants must meet the appropriate medical standards, to include anthropometric measurements, for the aircraft requested, as outlined in references (d) and (e).

f. Normally, NA's and NFO's with more than 13 years of commissioned service are ineligible to apply for T/C training.

g. NA's and NFO's with MOS's designated for involuntary T/C to another MOS are ineligible to apply to the T/C board.

8. Selection

a. The T/C Board will convene as required at Headquarters,

U.S. Marine Corps (HQMC). Board convening dates and selection opportunities will be announced by Marine Corps bulletin (MARADMIN). A T/C board will normally be held in March of each year. T/C board selection results will also be published by MARADMIN.

b. All obsolete and excess MOS's will be given equal opportunity to apply for T/C.

c. T/C selections will be based on a "best qualified" basis.

d. The T/C board will select alternate candidates (if eligible and qualified) to ensure the Marine Corps will meet the capability to train by the target planning year.

e. T/C selectees shall be assigned the appropriate training PMOS upon commencement of T/C training. For example; helicopter to jet transition selectees would acquire PMOS 7598, NFO to Student Naval Aviator (SNA) would acquire PMOS 7599, A-6 pilot to F/A-18D pilot would acquire PMOS 7521.

9. Involuntary Transition/Conversion. On occasion, the needs of the Marine Corps will require an entire MOS community to transition or convert from one aircraft to another. When warranted, DC Avn will designate an aviation MOS for involuntary T/C to another aircraft.

10. Career Alternatives for Obsolete (or Vacant) MOS's

a. Normally, NA's and NFO's with more than 13 years of commissioned service will not be considered for T/C training. Officers in this category should not expect to transition or convert unless they are both selected for promotion to lieutenant colonel and selected for command of an aviation squadron.

b. Officers who are not selected for T/C training or who have limited selection opportunity will normally have the following career options.

(1) May retain their present MOS and continue to pursue career opportunities through aviation staff (996X), acquisition professional (995X) or unrestricted officer (9910) billets.

(2) May apply for lateral moves to short ground

18 DEC 03

MOS fields and continue their careers. However, this may result in the loss of Aviation Career Incentive Pay (ACIP) and Aviation Continuation Pay (ACP).

11. Obligated Service. Requests for resignation or if SMCR requests for transfer to the Standby or Individual Ready Reserve (IRR) before completion of obligated service, will not normally receive favorable consideration.

a. NA's and NFO's who have completed transition training are under contractual obligation for four years. This obligation will commence on the date transition training is completed.

b. NA's and NFO's who have completed conversion training are under contractual obligation for three years upon completion of training. This obligation will commence on the date conversion training is completed.

c. NA's and NFO's who are designated for involuntary T/C will not incur an additional active duty obligation prior to training. However, once T/C training is completed, these NA's and NFO's will incur a two-year active duty service obligation. NA's and NFO's, who are designated for involuntary T/C and are unwilling to transition/convert, will be assigned duties according to the needs of the Marine Corps and paragraph 10b of this Order.

12. Application

a. Applications for T/C training will be prepared on the Administrative Action Form (NAVMC 10274) in the format shown in enclosure (1) and submitted via the chain of command to CMC (ASM). Individuals deployed, who do not have access to their normal administrative chain, may submit applications via naval message, ensuring their chain of command are information addressees.

b. Requests shall include a statement that the individual shall agree to the additional active duty obligation attendant to T/C training and will include certification from an appropriate medical authority that the applicant meets the required medical standards and anthropometrics measurements contained in references (d) and (e).

c. NA's and NFO's of the Marine Corps Reserve, SMCR, and Individual Ready Reserves (IRR) may request T/C training when requesting assignments to active duty. The requested training

18 Dec 03

may be approved only if sufficient active duty time is granted to permit the appropriate obligation.

d. Unsolicited applications will not normally be considered by the T/C board.

13. Commanding Officer's Endorsement. The commanding officers and reporting senior's endorsement will be an important factor in the selection process. The endorsement should be an evaluation of the applicant's capability to perform future aviation duties. In cases where the endorsing officer has no firsthand knowledge of the applicant's flying ability, a letter of evaluation or memorandum endorsement should be solicited from one or more other officers who supervised the applicant in an operational flying billet within the past three years. Specific evaluation should be made of the following characteristics of the applicant:

a. Adaptability to flight and demonstrated safety awareness.

b. Professional performance as an aircrewman.

c. Future career potential.

14. Action. Commanding officers shall ensure widest dissemination of the contents of this order.



M. A. HOUGH
Deputy Commandant
for Aviation

DISTRIBUTION: PCN 10201120000

Copy to: 7000110 (55)
8145005 (2)
7000099, 144/8145001 (1)

SAMPLE OF ADMINISTRATIVE ACTION FORM (5216)

ADMINISTRATIVE ACTION (5216) NAVMC 10274 (REV. 3-93) (EF) <small>Previous editions will be used SN: 0109-LF-063-3200 U/I: PADS OF 100</small>		1. ACTION NO.	2. SSIC/FILE NO.
		3. DATE	
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)		5. ORGANIZATION AND STATION (Complete address)	
6. VIA (As required) Chain of Command			
7. TO: Commandant of the Marine Corps Department of Aviation (ASM-52) 1155 Defense Pentagon Pentagon Room 5E527 Washington, DC 20380-1155		8. NATURE OF ACTION/SUBJECT	
		9. COPY TO (As required)	
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 1331.2J (b) MARADMIN (HQMC MARADMIN MSG #)		11. ENCLOSURES (if any) (1) Letter of Recommendation (2) SF88 (month-year) (3) NAVMED 6410/9	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)			
1. In accordance with the reference, I request (Type). 2. My initial obligation for the completion of flight training expires (Month/Year) 3. If selected, I agree to remain on active duty or will not submit a request for registration for 4 years after completion of (outcome), 4. The applicant meets the medical standards and anthropometric measurement requirements prescribed in the NAVMEDMAN and BUMEDINST 3710.1 respectively (see encl (2) and (3)) 5. The following is provided: a. EAS: (date) b. Date First Commissioned: (day-month-year) c. Date designated Naval Flight Officer: (day-month-year) d. DCTB: day-month-year (TOS: X years X months on (day- month-year)) e. DOR: day-month-year f. DOB: day-month-year g. Current work phone/email: (DSN/Comm) (email) h. Flight time by aircraft: i. Total Flight Time: 6. Other pertinent data:			
_____ (First, Middle, Last)			
13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)			