**THE AIRCRAFT MAINTENANCE OFFICER DUTIES**  2000

 1. Your department is the center of gravity for this squadron. Without a superior effort on your part in leading and managing the squadron's maintenance effort, we will not accomplish our mission. **Aircraft availability is the key to our success.**

 2. Tell me how we can fly more. We must discover imaginative ways to generate more sorties and do so safely.

3. You have direct access to me -- anytime, anywhere. Do not hesitate to contact me with immediate concerns or confront me with policy issues.

4. NEVER, EVER BE RELUCTANT TO GIVE ME BAD NEWS. There is nothing that I can not handle.

5. Ensure that the Maintenance Department understands, appreciates and complies with the concept of Operational Risk Management.

6. Ensure that you and the other maintenance officers spend at least two hours each day observing squadron maintenance operations.

7. Facilitate "True Confessions" at tech training / safety standdowns. The intent of these sessions is to have experienced maintainers talk candidly about mistakes that they have made in the past with the intent of preventing the lesser experienced maintainers from experiencing the same.

8. Be prepared at every AOM to discuss the circumstances you would predict for the "next" squadron ground mishap.

9. Ensure that the squadron has input to the Mech at least twice each year. General interest articles, Bravo Zulus, and milestone accomplishments should be forwarded for publication. Work with the DoSS on this. I want to see them before they are submitted for publication.

10. Inform me where you require augmentation to support department projects. Identify and coordinate with myself and/or the XO for use of Replacement Aircrew as required.

11. Police the maintenance department for uniform and personal appearance standards.

12. Ensure full Officer participation for FOD walks. Give me a plan to get them more involved.

13. I do not want SPINTAC aircraft in this squadron. Tell me how and when we can begin to achieve this goal. I am fully aware of the burden we will incur in achieving this, but need your full support to make it a maintenance department goal.

14. Schedule a brief with me to review maintenance statistics prior to the monthly Ops / Maint meetings with the Group CO. Nothing at that meeting should be a surprise and I want to be in a position to speak on all of the issues as the squadron expert.

15. All Functional Check Flights must be coordinated with the ODO and be flown in accordance with the flight schedule.

16. I need to be made aware of all officer and SNCO personnel moves and reassignments.