



DEPARTMENT OF THE NAVY  
CENTER FOR NAVAL AVIATION TECHNICAL TRAINING  
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CENNAVAVNTECHTRAINST 1541.2F  
N7  
5 Jun 19

CENNAVAVNTECHTRA INSTRUCTION 1541.2F

From: Commanding Officer, Center for Naval Aviation Technical Training

Subj: MOBILE TRAINING TEAM AND BROAD UNSCHEDULED RAPID SUPPORT TRAINING

Ref: (a) OPNAVINST 1540.2F  
(b) CENNAVAVNTECHTRAINST 1540.1B CH-1  
(c) NETCINST 5100.1B CH-1  
(d) NETCINST 1500.13C  
(e) SECNAV Manual 5210.1  
(f) Joint Travel Regulations

Encl: (1) Mobile Training Team Course Training Request (Template)  
(2) Mobile or BURST Training Team  
(3) Mobile Training Team Request Approval (Template)  
(4) First Endorsement on BURST Training or Mobile Training Team Request (Template)  
(5) BURST Training Request (Template)  
(6) BURST Training Request Approval (Template)  
(7) Request for Mobile Training Team Course Data Processing Code (Template)  
(8) High-Risk Mobile Training Team (HR-MTT) Checklist

1. Purpose. To establish policy and procedures for the Center for Naval Aviation Technical Training (CNATT) Mobile Training Team (MTT) and Broad Unscheduled Rapid Support Training (BURST) Training Programs per references (a) through (f). The MTT Program provides training to Fleet units unable to attend training at authorized Learning Sites (LS). BURST Training allows for rapid development and delivery of agile, targeted systems maintenance and troubleshooting training to address a specific Fleet system maintenance readiness degrader at the point of need.

2. Cancellation. CENNAVAVNTECHTRAINST 1541.2E.

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3. Scope. This instruction applies to all CNATT Commands, Units, Detachments and Learning Sites (LS), hereinafter referred to as "CNATT Activities".

4. Discussion. As the Training Agent, CNATT is responsible for the establishment of policy and priorities for aviation training and the development of aviation training plans to meet Fleet requirements per reference (a). In keeping with the spirit and intent of Naval Aviation Enterprise "cost-wise" readiness, CNATT recognizes the need for MTTs and BURST Training. Funding constraints and operational demands often inhibit Fleet personnel from attending courses at CNATT Activities. Courses provided via MTT will meet the standards set forth in reference (b).

5. Mobile Training. The objective of mobile training is to deliver classroom and laboratory content with qualified instructors at the point of need when circumstances prevent students from attending a formal schoolhouse location.

a. Requesting Command

(1) Submit MTT Request no later than 45 days in advance of training or 60 days in advance of High-Risk (HR) training. Requests will be forwarded to the nearest Center for Naval Aviation Technical Training Unit (CNATTU) that can support requested course(s), via the applicable Type Wing or Marine Aviation Logistics Squadron (MALs), using enclosure (1). The Course Curriculum Model Manager (CCMM), identified in enclosure (2), can direct requesting activities to the appropriate CNATTU. Deviations from the 45 and 60-day advance request requirements will be reviewed on a case-by-case basis when necessitated by emergent operational requirements.

(2) Provide justification why training cannot be conducted at existing LS.

(3) Ensure suitable training/lab spaces are available. Classrooms should have adequate space, lighting, desks, projectors and viewing screens to accommodate the desired number of students. Lessons may have electrical requirements to support electronic equipment.

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(4) Ensure facilities used to support HR Training evolutions meet requirements outlined in reference (d).

(5) Provide classified training spaces as required. Provide a student roster listing security clearances to the CCMM or applicable CNATTU 30 days prior to a class convening.

**Note: Requesting activities shall encrypt all Personally Identifiable Information (PII) prior to transmission.**

(6) Ensure students are qualified to attend course and exempt from Command requirements for the duration of training.

(7) Provide funding in support of MTT, to include shipping of training materials and equipment, instructor(s) travel, Per Diem and assignment of a dedicated government vehicle or authorized rental vehicle per reference (f) to ensure positive custody of training/testing material, and to meet mission requirements.

(8) In the event operational asset is used (e.g., aircraft, test bench, etc.) to support an MTT event, requesting command must obtain approval from CNATT through the CCMM or applicable CNATTU. Requesting command will accept all risk and responsibility for equipment used in the training evolution. Risk acceptance must be documented in the MTT Request.

(9) Requests from squadrons and afloat activities for an MTT event will be routed through Immediate Superior in Command (ISIC) for validation and local coordination.

b. CCMM

(1) Validate MTT Request, to include:

(a) MTT Course Data Processing (CDP) Code exists in Corporate enterprise Training Activity Resource System (CeTARS) for requested course.

(b) Minimum or maximum number of students

(c) Equipment availability

(d) Instructor availability

- (e) Requested teaching dates
- (f) Fleet requirements documentation
- (g) Funding supported from requesting activity

(2) Coordinate with alternate LS on availability of training when MTT Requests are submitted for disapproval. Approve request using enclosure (3) and provide a copy to CNATT Training Directorate (N7).

(3) If coordination with Naval Air Technical Data and Engineering Service Center (NATEC) or other Learning Centers (LC) is required, submit endorsement letter using enclosure (4) to Curriculum Control Authority (CCA) for coordination and final approval/disapproval. If an HR-MTT Request requires training delivered by a Surface Warfare Officer School LC, request approval from CCA N7, who will then assume coordination.

(4) Request CCA approval for any course that does not have an MTT CDP Code and/or will use Fleet operational assets.

(5) Ensure curriculum and required supporting documentation are available to LS conducting mobile training. Supporting documentation, such as a Site Augmentation Plan and/or Naval Education and Training Command (NETC) Certification is required for all courses designated as "HR" per reference (c).

(6) Validate with CCA the current certifications of any NATEC Instructor prior to endorsing any MTT approval using a NATEC Instructor.

(7) Contact CNATT Foreign Military Liaison for requests or inquiries regarding the delivery of MTT support to foreign militaries. CCA N7 will coordinate with Naval Education and Training Security Assistance Field Activity.

(8) Submit an endorsement letter to CNATT on any MTT recommending disapproval (i.e., instructor or equipment non-availability) using enclosure (4).

(9) Ensure all MTT Courses are taught in their entirety with proper student to instructor ratios as approved by the CCA.

(10) Upon successful completion of requested MTT, advise CCA N7 MTT Coordinator via e-mail reporting total number of students trained.

(11) Generate a revision Training Project Plan (TPP) to add an MTT CDP Code for any course with recurring MTT Requests once requirement and justification are validated using enclosure (7).

(12) Copy CNATT N7 on all approved MTT letters.

c. LS

(1) CNATTUs may approve MTT Requests for which they possess an active MTT CDP Code. The CNATTU assumes the same responsibilities as the CCMM outlined in paragraph 5b with regard to MTT request approval. If unable to support, the CNATTU will send a first endorsement stating inability to support the MTT Request to the CCMM for disposition.

(2) Provide mobile training course delivery on a "not-to-interfere" basis with scheduled schoolhouse training per CCMM or CCA approval.

(3) Operational assets/equipment for training purposes will not be used without prior written consent of the requesting command, Type Wing/MALS and Commander, Naval Air Forces (CNAF) concurrence. Final approval or disapproval of these types of MTT events rests with CNATT if an operational asset is used for training.

(4) Develop CeTARS schedules for courses scheduled on a recurring basis.

(5) Create an MTT class (in CeTARS) and document student graduations.

(6) Ensure proper documentation of course, including student completion, is reported in CeTARS using applicable MTT CDP Code.

(7) Document all courses delivered via MTT on monthly Command Status Reports.

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(8) Enter an "M" in the "View All" section identification of the class in CeTARS for courses without an MTT CDP Code.

d. CNATT

(1) Monitor MTT approvals/disapprovals for trend analysis to support MTT CDP code requests.

(2) Coordinate with Wing/MALS and obtain Commander, Naval Air Forces (CNAF) approval for use of Fleet assets. Safety of personnel and integrity of teaching are paramount.

(3) Approve addition or cancellation of MTT CDP codes via revision TPP.

(4) Provide final disapproval for MTT requests which cannot be delivered due to instructor or equipment non-availability.

(5) Provide final approval for MTT requests which utilize NATEC.

6. BURST Training. The BURST Model is based on the concept that technicians on the flight line who have completed the minimum apprentice schooling will benefit from focused, targeted systems maintenance and troubleshooting training designed to address a specific Fleet system maintenance readiness degrader at the point of need. This model is intended to supplement traditional media-heavy courses with performance-based on-site training that places the learners with a Master Artisan in a hands-on active learning environment.

**Note: BURST training that is focused towards improving maintenance and troubleshooting knowledge on a specific system or area may require course tailoring or development prior to convening. Coordinate your specific requirement with the applicable CNATTU. Tailor the request and justification paragraphs to define the specific BURST Training requirement.**

a. Requesting Command

(1) Submit a BURST Request no later than 15 days in advance of training. Forward requests to CNATT Headquarters via the applicable Type Wing or Marine Aviation Logistics Squadron (MALS), using enclosure (5). Deviations from the 15-day advance request requirements are subject to review on a case-by-case basis when necessitated by emergent operational need.

(2) Provide expedited funding in support of BURST Training when required, to include shipping of training materials and equipment, instructor(s), travel, Per Diem, and assignment of a dedicated government vehicle or authorized rental vehicle per reference (f) to ensure positive custody of training/testing material and to meet mission requirements.

(3) BURST Training requires the use of an operational asset (e.g., aircraft, test bench, etc.) to support the event.

b. CCA. CCA (N7) will approve request using enclosure (6) and provide copies to appropriate parties.

c. CCMM

(1) The CCMM that manages the curriculum will work directly with CCA N7 to design the training to meet the request. Training material not readily available will be handled separately and distinctly from other training events. In these rare occasions, coordination may take place between CNATT Headquarters and NATEC, NAVAIR or the Program Office. Depending on the circumstance, additional time could be required to develop training.

(2) Upon successful completion of requested BURST, CCMM will advise CCA N7 MTT/BURST Coordinator via e-mail reporting total number of students trained and provide copies of student feedback.

7. HR-MTT. When HR training courses are requested to convene at locations other than a permanent "approved to train" LS that has an assigned CDP Code, CCA will:

a. Ensure command requesting an HR-MTT submits a formal request to the CCMM, with a copy to CCA N7, NETC N7 and NETC Safety (N00X). Request will include the following:

- (1) Location of training.
- (2) Type of training/Course Identification Number.
- (3) Type of platform and operational status.
- (4) Primary and alternate dates.
- (5) Number of students to be trained.
- (6) Personal Protective Equipment on hand.

(7) Two Lines of accounting in Defense Travel System for supporting HR-MTT Team requirements (one for NETC and one for the assigned LS).

b. Within three days of receiving a request for an HR-MTT and prior to forming and dispatching any HR-MTT, CCA N7 will notify NETC N00X and the supporting LS.

c. Track and coordinate the HR-MTT process using enclosure (8).

d. Ensure an on-site visit by LS personnel and NETC-appointed Safety professional has been scheduled and occurs prior to obligating HR-MTT assets.

e. Ensure an official response to the request for an HR-MTT contains safety responsibilities, including mishap reporting and investigation between the LS and requesting activity. Provide copies of the agreement to NETC N00X and LS.

f. Retain all documentation generated by the HR-MTT for a period of five years.

g. If notified of a Class A or Class B Training Mishap during the HR-MTT, notify the NETC Command Duty Officer immediately.



- h. Ensure the HR-MTT includes a Safety Professional assigned by NETC N00X.
  - i. Develop an MTT CDP Code if HR-MTTs will be recurring at the site.
  - j. Coordinate with LS on operational status and material condition of Mobile Aircraft Firefighting Training Device or Swim Facility.
  - k. All HR-MTT requests will be approved or disapproved by CNATT.
8. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per reference (e).

  
N. D. SCHNEIDER

Distribution:  
List I (Case A)

CENNAVAVNTECHTRAINST 1541.2F  
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MOBILE TRAINING TEAM COURSE TRAINING REQUEST (TEMPLATE)

LETTERHEAD

1541  
Ser/  
Date

From: Requesting Command  
To: Commanding Officer, Center for Naval Aviation Technical  
Training Unit XXXX  
Via: (1) Type Wing or Marine Aviation Logistics Squadron (if  
applicable)  
Subj: MOBILE TRAINING COURSE  
Ref: (a) CENNAVAVNTECHTRAINST 1541.2F

1. Per reference (a), the following course is requested to  
support a validated Fleet requirement:

- a. Course Title:
- b. Course Identification Number:
- c. Course length: (# Calendar days)
- d. Primary training date:
- e. Alternate training date:
- f. Requirement: (Provide written requirement for course,  
such as an instruction, Naval message, publications, Fleet  
maintenance troubleshooting degrader, etc.)
- g. Justification: (Provide justification why students  
cannot attend training at existing Learning Site, such as change  
in deployment cycle, etc.)
- h. Training Location:
- i. Number of personnel to be trained:

Enclosure (1)

CENNAVAVNTECHTRAINST 1541.2F  
5 Jun 19

Subj: MOBILE TRAINING TEAM REQUEST

2. Requesting Command can provide Mobile Training Team with logistical support (e.g., facilities, Temporary Additional Duty funding, and required equipment) and qualified students per reference (a), paragraph 5a.
3. Command accepts all risk and responsibility for operational assets used to support training (if applicable).
4. Point of contact is (name, e-mail, telephone number).

SIGNATURE

Copy to:  
CNATT N7

Enclosure (1)

CENNAVAVNTECHTRAINST 1541.2F  
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MOBILE TRAINING TEAM COURSE TRAINING REQUEST (TEMPLATE)

LETTERHEAD

1541  
Ser/  
Date

From: Requesting Command  
To: Commanding Officer, Center for Naval Aviation Technical  
Training Unit XXXX  
Via: (1) Type Wing or Marine Aviation Logistics Squadron (if  
applicable)

Subj: MOBILE TRAINING COURSE

Ref: (a) CENNAVAVNTECHTRAINST 1541.2F

1. Per reference (a), the following course is requested to support a validated Fleet requirement:

- a. Course Title:
- b. Course Identification Number:
- c. Course length: (# Calendar days)
- d. Primary training date:
- e. Alternate training date:
- f. Requirement: (Provide written requirement for course, such as an instruction, Naval message, publications, Fleet maintenance troubleshooting degrader, etc.)
- g. Justification: (Provide justification why students cannot attend training at existing Learning Site, such as change in deployment cycle, etc.)
- h. Training Location:
- i. Number of personnel to be trained:

Enclosure (1)

**MOBILE OR BURST TRAINING TEAM**

Courses identified by "HR" indicate a High-Risk Course. Refer to paragraph 6 of this instruction.

Course Curriculum Model manager contact can be accessed by logging in to <https://www.mnp.navy.mil> and:

1. Under "Professional Resources" Select "Communities of Practice".
2. Select "Aviation" from Schools and Learning Center navigation bar.
3. Select "CNATT Learning Standards Office" from left hand navigation bar.
4. Scroll down until "Mobile Training Teams" appears on the right of your screen.
5. "BURST" Training to improve technician knowledge and troubleshooting capability on a specific aircraft system or area will be coordinated with CNATT N7 via the applicable CNATTU.

CENNAVAVNTECHTRAINST 1541.2F  
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MOBILE TRAINING TEAM REQUEST APPROVAL (TEMPLATE)

LETTERHEAD

1541  
Ser/  
Date

From: Commanding Officer, Center for Naval Aviation Technical  
Training Unit XXXX  
To: Requesting Activity  
Subj: MOBILE TRAINING COURSE  
Ref: (a) CENNAVAVNTECHTRAINST 1541.2F  
(b) Requesting Activity Letter

1. Per reference (a) and (b), approval to conduct Mobile Training Team Course is granted. If unsupportable explain why.
2. Center for Naval Aviation Technical Training Unit XXXX (or Nava Air technical data and Engineering Service Center, or Naval Air Systems Command Fleet Support Team) will provide the following training:

<u>CIN</u>	<u>COURSE TITLE</u>	<u>DATES</u>	<u>LOCATION OF MTT</u>
C-604-2030	Non-Skid QA	21-23 Apr 17	Mayport, FL

3. Requesting activity accepts all risk and responsibility for operational assets used to support training (if applicable).
4. Point contact is (name, code, telephone number, e-mail).

SIGNATURE

Copy to:  
CNATT N7

Enclosure (3)

CENNAVAVNTECHTRAINST 1541.2F  
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FIRST ENDORSEMENT ON BURST TRAINING OR MOBILE TRAINING TEAM  
REQUEST

(TEMPLATE)

LETTERHEAD

1541  
Ser/  
Date

FIRST ENDORSEMENT on (Requested Command) ltr 1541 Ser/date

From: Commanding Officer, Center for Naval Aviation Technical  
Training Unit XXXX  
To: Commanding Officer, Center for Naval Aviation Technical  
Training

Subj: BURST OR MOBILE TRAINING TEAM REQUEST

1. Request is/is not a candidate for mobile training or system targeted BURST Training. Recommend approval/disapproval of Mobile Training Team or BURST training. Requirement and justifications have/have not been validated.
2. Justification: Provide justification for decision (e.g., Fleet requirements, not enough students to justify, no instructors available, Naval Air Technical Data and Engineering Service Center Instructor, or Naval Air Systems Command Fleet Support Team requested, use of operational assets required). (N/A if recommending approval.)
3. Point contact is (name, code, telephone number, e-mail).

SIGNATURE

Copy to:  
CNATT N7

Enclosure (4)

BURST TRAINING REQUEST (TEMPLATE)

LETTERHEAD

1541  
Ser/  
Date

From: Requesting Command  
To: Commanding Officer, Center for Naval Aviation Technical  
Training  
Via: (1) Type Wing or Marine Aviation Logistics Squadron  
(if applicable)  
Subj: BURST TRAINING REQUEST  
Ref: (a) CENNAVAVNTECHTRAINST XXXX.XX

1. Per reference (a), On-Site BURST training is requested to enhance fleet troubleshooting/repair capability for the following:

- a. Platform T/M/S: (Example: MQ-7 RPV)
- b. Rating/Military Occupational Specialty (MOS) (Example: AE or MOS 6412)
- c. System: 53000 Drone Guidance System
- d. Subsystem: 53R80 RPV Electronics Assembly
- e. Component: 53R88 Accelerometers
- f. Deficiency: Frequent failure of component due to improper installation/adjustment
- g. Reference: Specific tech manuals i.e. A1-F18EA-MRC-200
- h. Justification: Accelerometer failures are major contributor to low Mission Capability rates
- i. Training Location: Naval Base Ventura County



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j. Number of personnel to be trained: Five from Work Center 220

2. Requesting command can provide BURST Training Team with logistical support (e.g., facilities, Temporary Additional Duty funding, and required equipment) and qualified students per reference (a).

3. Command accepts all risk and responsibility for operational assets used to support training. (If applicable).

4. Point of contact is (name, e-mail, telephone number).

SIGNATURE

Copy to:  
CNATT N7

Enclosure (5)

CENNAVAVNTECHTRAINST 1541.2F  
5 Jun 19

BURST TRAINING REQUEST APPROVAL (TEMPLATE)

LETTERHEAD

1541  
Ser/  
Date

From: Commanding Officer, Center for Naval Aviation Technical  
Training

To: Requesting Activity

Subj: BURST TRAINING APPROVAL

Ref: (a) CENNAVAVNTECHTRAINST 1541.2F  
(b) Requesting Activity Letter  
(c) Cognizant Wing or MALS concurrence e-mail  
(d) NATEC Concurrence (if applicable)

1. Per references (a) through (d), approval to conduct BURST training is granted (If unsupportable explain reason).

2. Center for Naval Aviation Technical Training Unit XXXX will provide the following training:

<u>PLATFORM</u>	<u>WORK UNIT CODE/UNS SYSTEM/COMPONENT</u>	<u>DATES</u>	<u>LOCATION OF BTT</u>
F/A-18E/F	76000 STORES MGMT SYSTEM	1-15 May 19	NAS Lemoore

3. Requesting activity accepts all risk and responsibility for operational assets used to support training (if applicable).

4. Point contact is (name, code, telephone number, e-mail).

CO SIGNATURE

Copy to:  
CNATT N7  
Cognizant Wing/MALS

Enclosure (6)

CENNAVAVNTECHTRAINST 1541.2F  
5 Jun 19

**REQUEST FOR MOBILE TRAINING TEAM  
COURSE DATA PROCESSING CODE (TEMPLATE)**

1540  
Ser/

From: Commanding Officer, Center for Naval Aviation Technical  
Training Unit XXXX

To: Commanding Officer, Center for Naval Aviation Technical  
Training (N7)

Subj: REQUEST MOBILE TRAINING TEAM COURSE DATA PROCESSING CODE  
FOR (COURSE TITLE, COURSE IDENTIFICATION NUMBER)

Ref: (a) CENNAVAVNTECHTRAINST 1541.2F

1. Per reference (a), request establishment of a Mobile  
Training Team (MTT) Course Data Processing Code (CDP) for  
(Course Title, Course Identification Number (CIN)). A Training  
Project Plan revision to add an MTT CDP Code is requested. No  
additional resources are required to support the requested MTT  
CDP.

2. Justification: (example) "Brick and Mortar Course  
utilization consistently in excess of 100 percent.  
Establishment of MTT for this CIN would satisfy the backlog of  
Fleet personnel requiring course while providing a significant  
cost savings".

SIGNATURE

Enclosure (7)

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**HIGH RISK MOBILE TRAINING TEAM (HR-MTT) CHECKLIST**

Checklist provides steps which will aid in the validation, coordination, tracking, and execution of HR-MTT Evolutions.

	CNATT RESPONSIBILITIES	YES	NO	NOTES
1	Upon receipt of an HR-MTT Request, CNATT MTT Coordinator shall notify and provide info copy of request to NETC NOOX (SAFETY) (NETC 1500.13C)			
2	Upon receipt of an HR-MTT Request, CNATT MTT Coordinator shall notify and provide info copy of request to NETC N7 (NETC 1500.13C)			
3	Upon receipt of HR-MTT Approval First Endorsement from CCMM, MTT Coordinator will follow up with NETC NOOX prior to drafting and routing CNATT Approval Letter.			
4	Draft and route CNATT Approval/Disapproval. (CNATT 1541.2F)			
5	21/14 days prior to INCONUS HR-MTT execution, CNATT MTT Coordinator will liaise with NETC Safety and Learning Site POC to ensure no issues are pending.			
6	28/21/14 days prior to OCONUS HR-MTT execution, CNATT MTT Coordinator will liaise with SWOS, NETC Safety and Learning Site to ensure no issues are pending.			