

# Aviation Maintenance Administrationman (AZ)



Aviation maintenance administrationmen (AZ) perform a variety of clerical, administrative, and managerial duties necessary to keep aircraft maintenance activities running efficiently. The rating requires close communication with all other aviation maintenance ratings.

## What They Do

The duties performed by AZs include:

- scheduling aircraft inspections;
- keeping charts that show trends in aircraft system reliability;
- organizing and operating libraries of technical publications, reports and related maintenance data;
- issuing aircraft inspection and work orders;
- performing clerical and administrative duties such as filing and typing;
- preparing reports and correspondence;
- performing computer data base and system analysis;
- maintaining engine logbooks and associated aircraft records.

## Credit Recommendations

The American Council on Education recommends that semester hour credits be awarded in the vocational certificate or lower-division bachelor's/associate's degree categories for courses taken in this rating on office machines and clerical office procedures.

## Qualifications and Interests

Applicants must be U.S. citizens eligible for a security clearance.

Applicants should have an interest in aviation and working with or around aircraft. They should be interested in detailed paperwork to maintain accurate records. Applicants should be interested in being an effective members of a team. They should possess better-than-average abilities in arithmetic, writing and record keeping.

## Career Path After Recruit Training

Enlistees are taught the fundamentals of this rating through on-the-job training or formal Navy schooling. Advanced technical training is available in this rating during later stages of career development.

School	Present Location	Approximate Training Time	Subjects	Training Methods
Class "A" Technical School	Meridian, Miss	8 weeks	Logs, records, and report procedures for naval aircraft. Organizational structures and basic aircraft operating and maintenance practices.	Group instruction.

After "A" school, AZs may be assigned to a squadron, an aircraft carrier, a naval air station or a repair activity ashore. A typing test is required sometime during training. In a 20-year period in the Navy, AZs spend about 50 percent of their time assigned to fleet units and 50 percent to shore stations.

They should be able to perform repetitive tasks with a high level of accuracy. Other helpful qualities include speaking skills, resourcefulness and good memory.

## Working Environment

Aviation maintenance administrationmen usually work in a clean, comfortable office environment. Places of work vary depending on whether they are assigned to sea or shore duty. The tasks they perform are mostly mental and require close cooperation with fellow workers.

AZs may be assigned to an aircraft or helicopter squadron that may deploy on Navy ships. Opportunities also exist to work in squadrons based at overseas sites or within the continental United States

## Opportunities

The Navy has a continuing need for trained and experienced aviation maintenance administrationmen. Qualified candidates have an excellent opportunity for placement. About 2,800 men and women are working in the AZ rating.

## Related Civilian Jobs O-Net SOC Code

- 11-3011.00 Administrative Services Managers
- 11-3051.00 Industrial Production Managers
- 15-1071.00 Network and Computer Systems Administrators
- 15-2041.00 Statisticians
- 25-4021.00 Librarians
- 43-1011.00 First-Line Supervisors/Managers of Office and Administrative Support Workers
- 43-5061.00 Production, Planning, and Expediting Clerks

Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.

(Revised 01/08)