



AZ – Aviation Maintenance Administrationman

Aviation Maintenance Administrationman

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

- 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.

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.

Qualifications and Interests

Applicants must be U.S. citizens eligible for security clearance. Applicants should have an interest in aviation and working with or around aircraft. They should be interested in weather systems and have basic skills in arithmetic, speaking, writing, and record keeping. Applicants should expect detailed work and repetitive tasks as part of their normal functions. Also important are a good memory and the ability to get along well with people.

Helpful attributes are an interest in ideas and information, resourcefulness, curiosity, competence with tools, equipment and machines, manual dexterity and teamwork.

Normal hearing and color perception is required for this rating.

Earn College Credit



The American Council on Education recommends that semester hour credits be awarded in the vocational certificate and lower-division bachelor's/associate's degree categories for courses taken in this rating on office machines and general clerical procedures. To see the college credits available via a **Joint Service Transcript** for this rating:

AZ

https://www.cool.navy.mil/usn/jst/az_jst.pdf

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	11 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.



AZ – Aviation Maintenance Administrationman

Earn Department of Labor (DOL) Nationally Recognized Apprenticeships



USMAP

The United Services Military Apprenticeship Program (USMAP) is a formal military training program that provides active duty and Full Time Support (FTS) Service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while they are on active duty. The U.S. Department of Labor (DOL) provides the nationally recognized "Certificate of Completion" upon program completion. Visit United Services Military Apprenticeship Program (USMAP) for LS apprenticeships.

AZ

<https://usmap.netc.navy.mil/usmapss/static/navyRates.htm>

Earn Industry Recognized Credentials



Navy Credentialing Opportunities On-Line (Navy COOL) Navy COOL catalogs and defines comprehensive information on occupational credentials - including certifications, licenses, and apprenticeships - correlating with every Navy rating and some collateral duties. It provides "how to" instructions for pursuing these credentials, links to credentialing organizations, and cross-references to programs that help Sailors pay for credentialing fees. Shortly following the initial rating technical training (Class "A" technical school), Sailors may be able to take advantage of earning civilian/industry certifications & licenses (credentials), funded through Navy COOL. Visit the Navy COOL website to view these opportunities. See the link below.

AZ

<https://www.cool.navy.mil/usn/enlisted/az.htm>

Download the Navy COOL App:

Navy COOL App (iOS):

<https://itunes.apple.com/us/app/navy-cool/id1053982994?ls=1&mt=8>

Navy COOL App (Android):

<https://play.google.com/store/apps/details?id=com.tracen.navycool>

Manage a Navy Career with Navy LaDR (Learning and Development Roadmap)



To see the Navy LaDR (Learning and Development Roadmap) for this rating:

AZ

https://www.cool.navy.mil/usn/LaDR/az_e1_e9.pdf

Earn Skill Sets Towards Civilian Related Occupations



The skill sets for this rating crosswalk to civilian related occupations listed by the U.S. Department of Labor. To see Related Civilian, Federal, and Military Sealift Command Occupations for this rating, see the link below.

AZ

<https://www.cool.navy.mil/usn/enlisted/az.htm>

Revised: 2/19