

Department of the Army  
Corpus Christi Army Depot  
Corpus Christi, Texas 78419-5260

5 Nov 99

**Training**

Job Proficiency Guide (JPG)  
This is a new SOP

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Applicability. This Standing Operating Procedure (SOP) applies to all personnel assigned to the Directorate of Maintenance, Production and Production Support Divisions.

Suggested Improvements. The proponent of this SOP is the Directorate of Maintenance, Aircraft Production Division. Users are invited to provide comments and suggested improvements on DA Form 2028 to AMSAM-MA-AP, stop 33.

Distribution. Hard copies of this publication may be obtained from the CCAD Intranet (<http://intranetsrvr>). It is the responsibility of the user to ensure they are working with the most current revision.

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Official:

JERRY D. NEW  
Director of Maintenance

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1. **PURPOSE.** The SOP establishes responsibilities and procedures in conjunction with formal training, correspondence courses, On-the-Job Training (OJT) to enhance skills, knowledge, proficiency, troubleshooting, functional operational checks, provide aptitude and operational diligence of the aircraft, systems, subsystems, and associated components. Provides basis to plan and conduct OJT programs.

2. **REFERENCES.**

CCADR 350-7, CCAD Training System.

3. **DEFINITIONS.**

a. **Grade Level.** A stage or degree showing the individuals civil service ranking.

b. **Knowledge.** The state or fact of knowing the acquired through experience, study or on-the-job training.

c. **OJT Completed.** The date the on-the-job training for the tasks and knowledge is certified completed.

d. **OJT Start.** The date the on-the-job training for the tasks and knowledge is initiated.

e. **Skill Level.** An art, trade or technique demonstrating one's ability or dexterity.

f. **Study References.** Technical data for the pursuit of knowledge through reading, observation or research.

g. **Subject Knowledge Levels.**

- 1) Can identify basic facts and terms about the subject. (Facts)
- 2) Can explain relationship of basic facts and state general principles about the subject. (Principles)
- 3) Can analyze facts and principles and draw conclusions about the subject. (Analysis)
- 4) Can evaluate conditions and make proper decisions about the subject. (Evaluation)

h. **Tasks.** A work assignment or function to be performed of one's duties.

i. **Tasks Certification Prior to JPG Implementation.**

1) **OJT Start Date:** "N/A" will be annotated for tasks certification prior to JPG implementation.

2) **OJT Completed Date:** "N/A" will be annotated for tasks certification prior to JPG implementation.

3) **Trainee's Initials: "Initials"** will be annotated for tasks certification prior to JPG implementation.

4) **Trainer's Initials: "Initials"** will be annotated for tasks certification prior to JPG implementation.

j. **Task Knowledge Levels.**

1) Can name parts, tools and simple facts about the task.  
(Nomenclature)

2) Can determine step by step procedures for doing the task.  
(Procedures)

3) Can explain why and when the task must be done and why each step is needed. (Operating Principles)

4) Can predict, identify, and resolve problems about the task.  
(Complete Theory)

k. **Task Performance Levels.**

1) Can do simple parts of the task. Needs to be told and shown how to do most of the task. (Extremely Limited)

2) Can do most parts of the task. Need help only on hardest parts. May not meet local demands for speed or accuracy. (Partially Proficient)

3) Can do all parts of the task. Need only spot check of completed work. Meets minimum local demands for speed and accuracy. (Competent)

4) Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)

l. **Trainee.** An individual who is undergoing training.

m. **Trainer.** An individual who trains and coaches a trainee to become proficient in the trade.

## 4. RESPONSIBILITIES MATRIX.

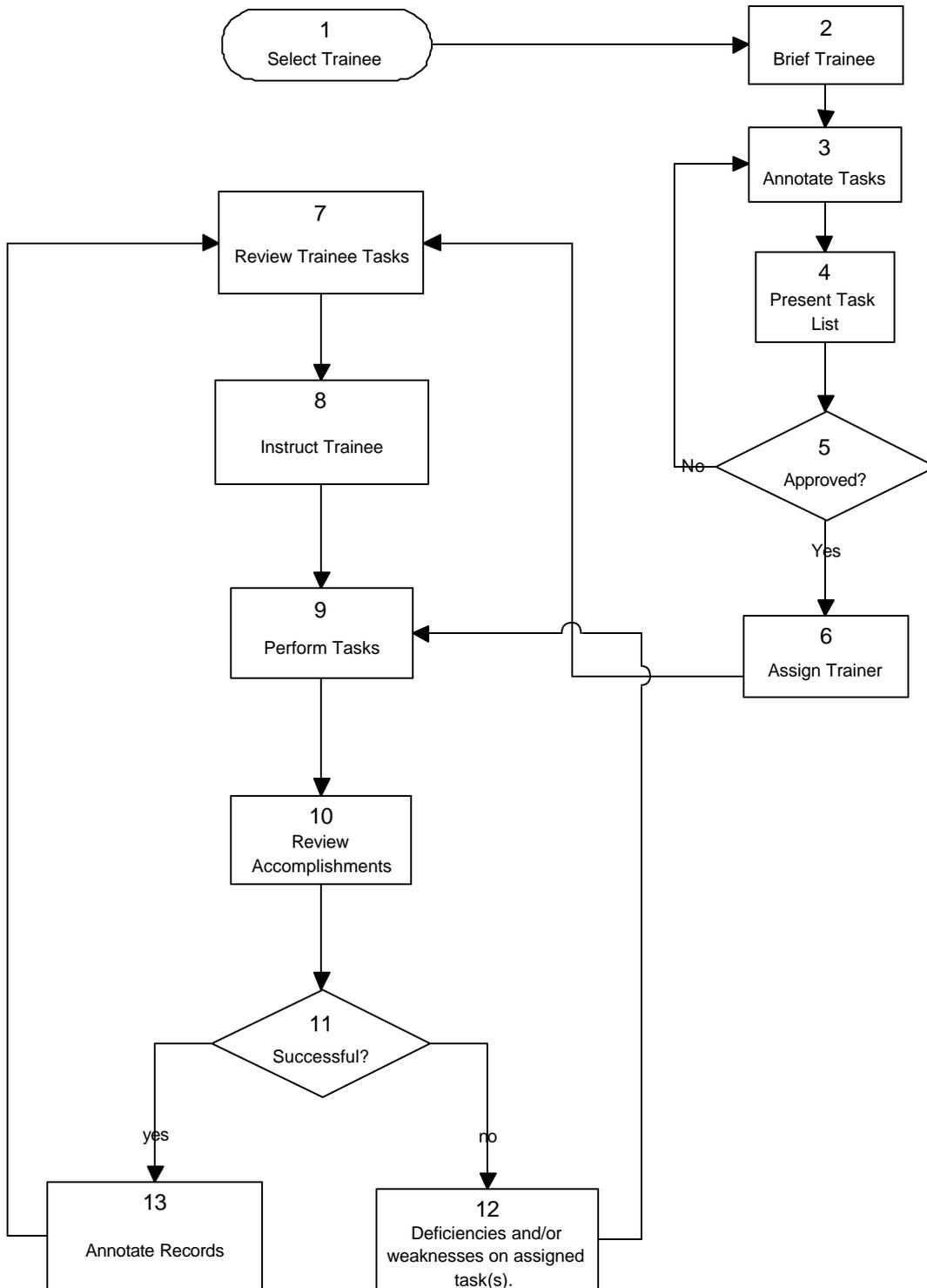
Step #	Supervisor	Trainer	Trainee
1	P		
2	P		
3			P
4			P
5	P		
6	P		
7		P	A
8		P	A
9		A	P
10		P	A
11		P	
12		P	A
13		P	A

P - Primary Responsibility

A - Assist in Responsibility

5. PROCEDURES.

a. System Flowchart.



b. **System Narrative.**

1) **Select Trainee**

Select trainee for On-the-Job training (OJT)/Job Proficiency Guide (JPG) Program.

2) **Brief Trainee**

Brief trainee on the (OJT) and (JPG) Program and explain the program requirements. Trainee is briefed on the Job Proficiency Guide folder, which shall include the following:

- Explain how his/her Job Proficiency Guide Folders are use for annotating tasks, knowledge and study references are initiated and completed.
- Identify who is authorized to sign the tasks, knowledge, and study references initial OJT start date and OJT completion date.
- That the tasks, knowledge, and study reference will be sign-off by the trainer, only after the skill level requirement is met.
- That each tasks, knowledge, and study reference On-The-Job Train time standards vary per individual.
- Ensure Trainee fully understands program and requirements.

3) **Annotate Tasks**

Annotate all tasks qualified on. If task lists was returned re-work list and re-submit to supervisor.

4) **Present Task List**

Present list of qualified tasks to supervisor.

5) **Approved?**

Accept list of qualified tasks and if approved go to step #6. If not approved, go to step #3.

6) **Assign Trainer**

Assign Trainer to Trainee. Trainer shall be a subject matter expert with Journeyman level status or higher.

7) **Review Trainee Tasks**

Review Trainees tasks to ensure a full understanding of objectives to be met.

8) **Instruct Trainee**

Instruct Trainee on assigned task (s) and what appropriate technical manuals, Regulations or Standing Operating Procedures if any are required to meet objectives.

9) **Perform Tasks**

Perform tasks without the assistance of Trainer. Trainer will be available to answer questions and provide guidance within limits of the program.

**10) Review Accomplishments**

Review accomplishments to ensure all were completed.

**11) Successful?**

Was Trainee successful with objectives? If yes, go to step #13. If Trainee was not successful, go to step #12.

**12) Deficiencies/Weaknesses Identified**

The trainee's learning deficiencies and/or weaknesses on assigned task(s) are identified and simplified one-on-one training is provided. Return to step #9.

**13) Annotate Records**

Trainee was successful at completing OJT task(s). JPG Folder is annotated with signature attesting to successful completion of OJT task(s). If new tasks are assigned go to step #7.