

**POSITION DESCRIPTION  
FOR  
MV-22 TECHNICAL DIRECTIVE COORDINATOR**

**INTRODUCTION:** The Technical Directive (TD) Coordinator will administer the TD program. The TD Coordinator will monitor/track/validate all TDs to ensure their compliance to format, applicable aircraft, components and equipment within the squadron. Tracking will encompass, but will not be limited to, the directives associated with aircraft, components, support equipment, software, Individual Material Readiness Lists (IMRLs), Mobile Facilities, and associated tooling and equipment.

**ESSENTIAL FUNCTIONS:**

1. Work with outside agencies to assist with TD compliance to include the Program Managers (PMs), Engineering, Type Commanders (TYCOM), Technical Directives Status Accounting (TDSA) personnel, as well as Intermediate and Organizational representatives.
2. Provide input, responses, and reports for TD incorporation and delinquencies to the squadron Maintenance Material Control Officer (MMCO).
3. Provide training and assistance, with regard to the TD program, to Organizational-Level (O-Level) and Intermediate-Level (I-Level) personnel on a continuing basis.
4. Assist in research of and approval process for TD deviation and abeyance requests.
5. Maintain a TD library to provide a single point source for all TD-related materials for the squadron.
6. Initiate procedures to correct deficient TDs and provide liaison with appropriate TD initiating activities to provide assistance.
7. Attend all working groups and conferences related to the TD program for future changes and updates.
8. Generate, maintain, and distribute master TD lists for each squadron aircraft to help maintain logbooks, aid with incoming equipment screening and ensure compliance.
9. Comply with policies and procedures as set forth in the company's Handbook of Policy and Procedure.
10. Comply with the provisions of the corporation's Standard Practice Procedures manual and DoD 5220.22-M when handling classified information to include generating, marking, storing, handling and destroying of classified material, if required.
11. Work, cooperate and communicate, as directed, with supervisors, team leaders and coworkers satisfactorily. This includes the professional, mature acceptance of constructive criticism.
12. Travel as required.
13. Perform other duties as assigned.

**POSITION DESCRIPTION  
FOR  
MV-22 TECHNICAL DIRECTIVE COORDINATOR  
(Continuation)**

**QUALIFICATIONS FOR POSITION:**

1. Must have a minimum of four (4) years experience in a aviation maintenance related field.
2. Must have an extensive knowledge and experience in using Windows and Microsoft Office<sup>®</sup> products.
3. Must possess prior military experience related to the above focus areas.
4. Should have a working knowledge of Training Effectiveness Evaluation Plan (TEEP) and budget database applications and capabilities to manage operational programs.
5. Your work will be on a government installation; therefore, you must be cleared for access.

I have read this position description and understand my duties.

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Signature/Date