PERSONNEL QUALIFICATION STANDARD

FOR

3-M

NAME (Rate/Rank)_

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Although the words “he”, “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACKNOWLEDGEMENTS</td>
<td>3</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>5</td>
</tr>
<tr>
<td>SUMMARY OF CHANGES</td>
<td>9</td>
</tr>
<tr>
<td>WATCHSTATION REQUALIFICATIONS</td>
<td>11</td>
</tr>
<tr>
<td>ACRONYMS</td>
<td>13</td>
</tr>
<tr>
<td>100  INTRODUCTION TO FUNDAMENTALS</td>
<td>16</td>
</tr>
<tr>
<td>101  Safety Fundamentals</td>
<td>17</td>
</tr>
<tr>
<td>102  Equipment Tag-Out Procedures/Safety (Non-automated)</td>
<td>21</td>
</tr>
<tr>
<td>103  Equipment Tag-Out Procedures/Safety for the Shift Operations Management System (SOMS) (Automated)</td>
<td>24</td>
</tr>
<tr>
<td>104  Basic Planned Maintenance System (PMS)</td>
<td>28</td>
</tr>
<tr>
<td>105  Basic SKED</td>
<td>32</td>
</tr>
<tr>
<td>106  Advanced Planned Maintenance System (PMS)</td>
<td>37</td>
</tr>
<tr>
<td>107  Advanced SKED</td>
<td>40</td>
</tr>
<tr>
<td>108  Basic Maintenance Data System (MDS)</td>
<td>52</td>
</tr>
<tr>
<td>109  Basic Shipboard Nontactical Automated Data Processing Program (SNAP)</td>
<td>53</td>
</tr>
<tr>
<td>110  Basic Organizational Maintenance Management System Next Generation (OMMS-NG)</td>
<td>55</td>
</tr>
<tr>
<td>111  Advanced Maintenance Data System (MDS)</td>
<td>58</td>
</tr>
<tr>
<td>112  Advanced Shipboard Nontactical Automated Data Processing Program (SNAP)</td>
<td>59</td>
</tr>
<tr>
<td>113  Advanced Organizational Maintenance Management System Next Generation (OMMS-NG)</td>
<td>61</td>
</tr>
<tr>
<td>114  Repair Parts/Supply Petty Officer</td>
<td>65</td>
</tr>
<tr>
<td>300  INTRODUCTION TO WATCHSTATIONS</td>
<td>68</td>
</tr>
<tr>
<td>301  Maintenance Person</td>
<td>70</td>
</tr>
<tr>
<td>302  Repair Parts/Supply Petty Officer</td>
<td>80</td>
</tr>
<tr>
<td>303  Work Center Supervisor</td>
<td>89</td>
</tr>
<tr>
<td>304  LCPO/Division Officer</td>
<td>100</td>
</tr>
<tr>
<td>305  Departmental Maintenance and Material Management (3-M) Assistant</td>
<td>109</td>
</tr>
<tr>
<td>306  Department Head</td>
<td>114</td>
</tr>
<tr>
<td>307  Maintenance and Material Management (3-M) Coordinator</td>
<td>120</td>
</tr>
<tr>
<td>QUALIFICATION PROGRESS SUMMARY</td>
<td>129</td>
</tr>
<tr>
<td>LIST OF REFERENCES</td>
<td>131</td>
</tr>
</tbody>
</table>
ACKNOWLEDGEMENTS

The PQS Development Group gratefully acknowledges the assistance of the following personnel in writing this PQS:

<table>
<thead>
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<th>Name</th>
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<td>COMNAVSURFLANT</td>
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<td>Patrick Hillard</td>
<td>COMNAVSUBPAC</td>
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<td>CSS SD</td>
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<td>Workshop Facilitator</td>
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<td>Mr.</td>
<td>Mike Sturgeon</td>
<td>Editorial Assistant</td>
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The Model Manager for this PQS:

MMC(SW/EXW/AW) Brian Bertolino

Center for Service Support Newport

DSN 841-1583
INTRODUCTION

PQS PROGRAM

This PQS program is a qualification system for officers and enlisted personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to standardize and facilitate these qualifications.

CANCELLATION

This Standard cancels and supersedes NAVEDTRA 43241-J.

APPLICABILITY

This PQS is applicable to all shore and fleet units.

MODEL MANAGER

The Model Manager Command manages a specific PQS manual. This includes overseeing the process of monitoring and updating assigned PQS manuals from the standpoint of technical content and relevance within the community.

TAILORING

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.
INTRODUCTION (CONT’D)

QUALIFIER

The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual watchstations. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Unit Coordinator’s Guide.

CONTENTS

PQS is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate at your watchstation/workstation. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. All three sections may not apply to this PQS, but where applicable, detailed explanations are provided at the front of each section.

REFERENCES

The references used during the writing of this PQS package were the latest available to the workshop, however, the most current references available should be used when qualifying with this Standard.

NOTES

Classified references may be used in the development of PQS. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

TRAINEE

Your supervisor will tell you which watchstations/workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another PQS, a school, or other watchstations/workstations within this package. It will also tell you which fundamentals and/or systems from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good luck!
INTRODUCTION (CONT’D)

PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. When equipment and requirements change, the PQS needs to be revised. The only way the PQS Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.
### SUMMARY OF CHANGES

**Changes to Fundamentals, Systems, and Watchstations:**

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<th>Fundamental Title</th>
<th>Action</th>
<th>Comment</th>
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<td>Complete rewrite</td>
<td>None</td>
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<table>
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</thead>
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<td>NA</td>
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</table>

<table>
<thead>
<tr>
<th>Watchstation Title</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Complete rewrite</td>
<td>None</td>
</tr>
</tbody>
</table>
WATCHSTATION REQUALIFICATIONS

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to requalify IAW Navedtra 43100-1G, Ch. 5, PQS Unit Coordinator’s Guide.

The following watchstations regardless of qualifications achieved in previous versions, shall be completed.

None.
ACRONYMS USED IN THIS PQS

Not all acronyms or abbreviations used in this PQS are defined here. The Subject Matter Experts from the Fleet who wrote this Standard determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page nor anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

3-M Maintenance and Material Management
3MA 3-M Assistant
3MC 3-M Coordinator
ACN Advance Change Notice
ACR Allowance Change Request
ADM Administrative Data Management
ADP Automated Data Management
AEL Allowance Equipage List
APL Allowance Parts List
ASG Afloat Shopping Guide
ASI Automated Shore Interface
ATIS Advanced Technical Information System
AWR Automated Work request
BUMED Bureau of Medicine
CAGE Commercial and Government Entity Catalog
CASREP Casualty Report
CD Compact Disk
CDM Configuration Data Manager
CDMD-OA Configuration Data Manager Database open Architecture
CD-ROM Compact Disk-Read Only Memory
COSAL Coordinated Shipboard Allowance List
CNO Chief of Naval Operations
CSMP Current Ship’s Maintenance Project
DFS Departure from Specifications
DLR Depot Level Repairables
EGL Equipment Guide List
EIC Equipment Identification Code
ESOMS Electronic Shift Operations Management System
FBR Feedback Report
FEDLOG Federal Logistics
FR Force Revision
FSCM Federal Supply Code for Manufactures
GDAPL General Distribution Allowance Parts List
HAZMAT Hazardous Material
HAZWASTE Hazardous Waste
HMIS Hazardous Material Identification System
HMUG Hazardous Materials Users Guide
IEM Inactive Equipment Maintenance
INSURV Inspection and Survey
ISIC Immediate Superior in Command
IUC: Intermediate Unit Commander
JCN: Job Control Number
JSN: Job Sequence Number
LGL: Location Guide List
LIRS: Line of Record Sheet
LOEP: List of Effective Pages
LSD: Logistics Support Data
MA: Maintenance Action
MAMS: Maintenance Assist Modules
MDS: Maintenance Data System
MILSTRAP: Military Standard Transaction Reporting Accounting Procedures
MILSTRIP: Military Standard Requisitioning and Issue Procedures
MIP: Maintenance Index Page
MMVF: Man made Vitreous Fiber
MR: Maintenance Requirement
MRC: Maintenance Requirement Card
MRMS: Maintenance Resource Management System
MSDS: Material Safety Data Sheet
NAVICP: Navy Inventory Control Point
NAVSEALOGCEN: Naval Sea Logistics Center
NAVSEASYSCOM: Naval Sea Systems Command
NETC: Naval Education and Training Command
NSDSA: Naval Sea Data Support Activity
NTCSS: Navy Tactical Command Support System
OIC: Officer in Charge
OMMS: Organizational Maintenance Management System
OMMS-NG: Organizational Maintenance Management System-Next Generation
ORM: Operational Risk Management
PMR: Periodic Maintenance Requirement
PMS: Planned Maintenance System
PPR: PMS Performance Report
QDR: Quality Deficiency Report
RA: Repair Activity
RAR: Recorded Accomplishment Rate
RAD: Revised Alternative Dataflow
RIN: Record Identification Number
ROD: Report of Discrepancy
RPPO: Repair Part Petty Officer
MCC: Maintenance Coordinating Center
SCLSIS: Ship Configuration and Logistics Support Information Center
SDIF: Standard Database Interface Format
SEF: Ships Equipment File
SEL: Selected Equipment List
SFM: Supply Financial Management System
SHML: Ship’s Hazardous Material List
SMS: System Management Subsystem
SNAP: Shipboard Nontactical Automated Data Processing Program
SOEAPL: Summary of Effective Allowance Parts List
SOMS: Shift Operations Management System
SPAWARSYSCOM: Space and Naval Warfare Systems Command
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPETRL</td>
<td>Special Electronic Test Equipment Requirement List</td>
</tr>
<tr>
<td>SPMIG</td>
<td>Standard PMS Material Identification Guide</td>
</tr>
<tr>
<td>SUD</td>
<td>Ships Unique Data</td>
</tr>
<tr>
<td>SWAB</td>
<td>Ship Work Authorization Boundary</td>
</tr>
<tr>
<td>SWLIN</td>
<td>Ship Work Line Item Number</td>
</tr>
<tr>
<td>SYSCOM</td>
<td>Systems Command</td>
</tr>
<tr>
<td>TFBR</td>
<td>Technical Feedback Report</td>
</tr>
<tr>
<td>TGL</td>
<td>Tag Guide List</td>
</tr>
<tr>
<td>TORS</td>
<td>Tag-Out Record Sheet</td>
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<tr>
<td>TYCOM</td>
<td>Type Commander</td>
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<tr>
<td>UM</td>
<td>Unscheduled Maintenance</td>
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<tr>
<td>WC</td>
<td>Work Center</td>
</tr>
<tr>
<td>WCS</td>
<td>Work Center Supervisor</td>
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100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation.
101 SAFETY FUNDAMENTALS

References:

[a] OPNAVINST 3500.39C, Operational Risk Management
[c] OPNAVINST 5100.19E, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
[d] OPNAVINST 5100.23G CH-1 Navy Safety and Occupational Health (SOH) Program Manual

101.1 Discuss the concept of ORM. [Ref. a]

(Signature and Date)

.2 Explain the following as they apply to ORM. [Ref. a]

a. Identifying hazards
b. Assessing hazards
c. Making risk decisions
d. Implementing controls
e. Supervising

(Signature and Date)

.3 What are the objectives of the Command NAVOSH Program [ref. b. ch. 7; ref. c. ch. A2]

(Signature and Date)

.4 List the major elements of the shipboard NAVOSH Program [ref. c, ch. A2]

(Signature and Date)

.5 Who is responsible for the administration of the Command NAVOSH Program [ref. b, ch. 3; ref. c, ch. A2]

(Signature and Date)
101.6 Describe the organizational relationships of the personnel assigned to the NAVOSH Program [ref. b, ch. 3; ref. c, ch. A2]

(Signature and Date)

.7 Describe the tasks assigned to NAVOSH organizational personnel [ref. b, ch. 7;]

(Signature and Date)

.8 Describe the responsibilities of the Commanding Officer [ref. b, ch. 3; ref. c, ch. A2]

(Signature and Date)

.9 Describe the responsibilities of the Department Head within the Safety Program [ref. b, ch. 7; ref. c, ch. A2]

(Signature and Date)

.10 Describe the responsibilities of the Divisional Safety Officer within the Safety Program [ref. b, ch. 7; ref. c, ch. A2]

(Signature and Date)

.11 Describe the responsibilities of the Divisional Safety Officer within the Safety Program [ref. b, ch. 7; ref. c, ch. A2]

(Signature and Date)

.12 Explain crew members' responsibilities for safety on board your unit [ref. b, ch. 7; ref. c, ch. A2]

(Signature and Date)

.13 What are the requirements for the posting of safety precautions [ref. c, ch. C13]

(Signature and Date)
101 SAFETY FUNDAMENTALS (CONT’D)

101.14 How often are work space inspections conducted [ref. a; ref. c, ch. A3]

___________________________________
(Signature and Date)

101.15 What actions are required if an imminent danger exists [ref. a; ref. c, ch. A4]

___________________________________
(Signature and Date)

101.16 Where is asbestos commonly found onboard ship [ref. c, ch. B1]

___________________________________
(Signature and Date)

101.17 When is asbestos considered a health hazard [ref. c, ch. B1]

___________________________________
(Signature and Date)

101.18 List the elements of the Asbestos Control Program [ref. c, ch. B1]

___________________________________
(Signature and Date)

101.19 What are the guidelines for asbestos removal [ref. c, ch. B1]

___________________________________
(Signature and Date)

101.20 List the procedures for asbestos waste disposal [ref. c, ch. B1]

___________________________________
(Signature and Date)

101.21 How are Man Made Vitreous Fiber (MMVF) primarily used on board ships [ref. c, ch. B15]

___________________________________
(Signature and Date)
101 **SAFETY FUNDAMENTALS (CONT’D)**

101.22 What are the responsibilities of the following personnel in the MMVF Program: [ref. c]

.a Commanding Officer  
.b Safety Officer  
.c Department Heads and Division Officers  
.d Medical Officer or Senior Medical Department  
.e All Hands

___________________________
(Signature and Date)

.23 Describe the causes of heat stress and what areas on board ship which personnel are likely to experience heat stress [ref. c, ch. B2]

___________________________
(Signature and Date)

.24 Describe the symptoms which accompany heat stress disorders [ref. c, ch. B2]

___________________________
(Signature and Date)
102  EQUIPMENT TAG-OUT PROCEDURES/SAFETY (NON-AUTOMATED) FUNDAMENTALS

References:
[a]  OPNAVINST 3500.39B, Operational Risk Management
[b]  OPNAVINST 5100.19E, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
[c]  NAVSEA S0400-AD-URM-010/TUM, Tag-out Users Manual (TUM)

102.1 Discuss the purpose of the equipment tag-out procedures [refs. a, b, c]

(Signature and Date)

.2 Identify and explain the two types of tag-out procedures [ref. b; ref. c]

(Signature and Date)

.3 Explain the duties/responsibilities of the following individuals in regard to tag-outs:
[ref. c]
.a   CO/OIC
.b   Watch/Duty Officer (e.g. CSOOW, EOOW)
.c   RA Repair Activity
.d   Authorizing Officer
.e   Assistant Authorizing Officer
.f   Department Head
.g   Division Officer
.h   Work Center Representative
.i   Work Center Supervisor
.j   Initial Preparer
.k   Person Attaching Tag
.l   Person Checking Tag
.m   Person Clearing Tag

(Signature and Date)
Identify and state the purpose of the following: [ref. b]

.a Caution Tag
.b Danger Tag
.c Out-of-Commission label
.d Out-of-Calibration label
.e Danger/Caution Tag-Out Index and Record of Audits
.f Danger/Caution TORS
.g Instrument Log
.h Tag-Out Log
.i Lock-out

(Signature and Date)

Identify the minimum criteria for maintenance barriers [ref. b, app. H]

(Signature and Date)

Discuss the contents of a tag-out log [ref. b]

(Signature and Date)

Discuss the contents of the work center PMS Red Tag Record [ref. b]

(Signature and Date)

Explain the actions to take when: [ref. b]

.a Tags are missing
.b Tags are damaged
.c Danger tag components are out of position or wrong components are tagged

(Signature and Date)
102.9 Discuss the tag-out audit procedures for a standard tag-out [ref. b]

(Signature and Date)

.10 Discuss time requirements for tagging out systems and performing maintenance using PMS tag-out [ref. c, 1.9]

(Signature and Date)

.11 Discuss the sequence of events in order to correctly tag out equipment for the first and second person performing the tag-out (ref. c)

(Signature and Date)
103 EQUIPMENT TAG-OUT PROCEDURES/SAFETY FOR THE SHIFT OPERATIONS SYSTEM (SOMS) (AUTOMATED) FUNDAMENTALS

References:

[a] NAVSEA S0400-AD-URM-010/TUM, Tag-Out Users Manual (TUM)
[b] Shift Operations Management System (SOMS) Computer Program
[c] ESOMS User Manual

103.1 Discuss the purpose of equipment tag-out procedures [ref. b]

___________________________________
(Signature and Date)

.2 Explain the duties responsibilities of the following individuals in regard to tag-outs: [ref. a]

.a CO/OIC [ref. b]
.b Watch/Duty Officer
.c RA representative
.d Authorizing Officer
.e Assistant Authorizing Officer
.f Department Head
.g Division Officer
.h Work center representative
.i Work Center Supervisor
.j Initial preparer
.k Independent reviewer of the person checking (Danger/Caution) tag
.l Person attaching (Danger/Caution) tag
.m Person checking (Danger/Caution) tag

___________________________________
(Signature and Date)

.3 Identify and state the purpose of the following: [ref. b]

.a SOMS danger tag label
.b SOMS caution tag label
.c Standard tag-out
.d Active tag-out
.e Archived tag-out
.f LIRS [ref. c, app l]
.g TORS [ref. c, app. L]
.h Audit cover sheet [ref. c]
.i Audit location sheet

___________________________________
(Signature and Date)
103 EQUIPMENT TAG-OUT PROCEDURES/SAFETY FOR THE SHIFT OPERATIONS SYSTEM (SOMS) (AUTOMATED) FUNDAMENTALS (CONT’D)

103.4 Discuss the Line Item Driven Tag-Out System [ref. b]

(Signature and Date)

.5 State the procedures for logging onto the SOMS Tag-Out system [ref. b]

(Signature and Date)

.6 State the purpose of the equipment database and how system components are entered [ref. b]

(Signature and Date)

.7 State the procedures for creating a new tag-out in the standard and active tag-out folders [ref. b]

(Signature and Date)

.8 State the purpose for creating a new danger and caution line item in the standard tag-out folder [ref. b]

(Signature and Date)

.9 State the procedures for creating a new danger and caution line item in an active tag-out folder [ref. b]

(Signature and Date)

.10 State the procedures followed for auditing (Danger/Caution) tag [ref. a, app. l]

(Signature and Date)
103  EQUIPMENT TAG-OUT PROCEDURES/SAFETY FOR THE SHIFT OPERATIONS SYSTEM (SOMS) (AUTOMATED) FUNDAMENTALS (CONT’D)

.11 State the procedures for performing a tag roll [ref. a, app. l]

___________________________________
(Signature and Date)

.12 Discuss how SOMS tracks individuals performing different levels of verification on line items [ref. b]

___________________________________
(Signature and Date)

.13 Identify the tag-out standards for the following: [ref. a]

.a Mechanical [ref. a, app. F]
.b Electrical [ref. a, app. F]
.c Common industrial maintenance procedures [ref. a, app. H]

___________________________________
(Signature and Date)

.14 Identify the minimum criteria for maintenance barriers [ref. a, app. H]

___________________________________
(Signature and Date)

.15 Discuss the contents of the tag-out log [ref. a]

___________________________________
(Signature and Date)

.16 Explain the actions that must be taken when: [ref. a]

.a Tags are missing (Danger/Caution)
.b Tags are damaged (Danger/Caution)
.c Danger tag components are out of position or wrong components are tagged

___________________________________
(Signature and Date)
103.17 Discuss the sequence of events in order to correctly tag out equipment for the first and second person performing the tag out [ref. b]

________________________________________________________________________

(Signature and Date)
104  BASIC PLANNED MAINTENANCE SYSTEM (PMS) FUNDAMENTALS

References:

[a] OPNAVINST 4790.4E, Ships’ Maintenance and Material Management (3-M) System
[b] NAVSEA 4790.8C, Ship’s Maintenance and Material Management (3-M) Manual
[c] OPNAVINST 5100.19E, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
[d] NAVSUP P-485, Naval Supply Procedures, Afloat Supply Vol. 1

104.1 State the purpose of the 3-M system [ref. a, ref b. sect. 1, ch. 2]

(Signature and Date)

.2 Explain the duties of the following in reference to the 3-M system:

[ref. b, sect. 2, ch. 1, 2]
.a CO
.b XO
.c 3-M System Coordinator
.d Department Head
.e Department LCPO
.f Departmental 3-M assistant
.g Division Officer
.h Division LCPO
.i WCS
.j Repair Parts Petty Officer (RPPO)[ref. d]
.k Maintenance personnel

(Signature and Date)

.3 Define Planned Maintenance [ref. a]

(Signature and Date)
104.4 State the purpose for the following: [ref. b, sec. 1, ch. 2]

.a MRC  
b EGL/LGL  
c MIP  
d LOEP  
e Change Service Accountability Log  
f PMS FBR  
g SYSCOM MRC control number  
h SYSCOM MIP control number  
i WC PMS Manual

(Signature and Date)

.5 State the purpose for the following: [ref. b, sec. 1, ch. 2]

.a PMS schedule  
b 13-Week Accountability Log  
c SPMIG  
d SCAT code  
e IEM  
f HMUG [ref. c, ch. B3]

(Signature and Date)

.6 Explain the action which must be taken when unsafe conditions are found in the performance of PMS [ref. b, sec. 1, ch. 2]

(Signature and Date)

.7 Discuss the purpose of single page locator cards and the color of classified MRC’s [ref. b, sec. 1, ch. 2]

(Signature and Date)
1048. Explain the periodicity codes and discuss the intervals of accomplishment for each of the following: [ref. b, sec. 1, ch. 2]

.a Calendar periodicity
.b Non-calendar periodicity
.c IEM
.d Unscheduled maintenance requirements
.e Assessment Procedures

(Signature and Date)

.9 Identify the procedures used to report discrepancies/deficiencies in the PMS system [ref. b, sec. 1, ch. 2]

(Signature and Date)

.10 Explain the relationship between the following: [ref. b, sec. 1, ch. 2]

.a LOEP and the MIP
.b Equipment Configuration and the LOEP
.c EGL/LGL and the MRCs
.d MIP and the MRCs
.e Change page and LOEP

(Signature and Date)

.11 Discuss the following types of safety precautions as they apply to an MRC: [ref. b, sec. 1, ch. 2]

.a Warnings
.b Cautions

(Signature and Date)
104.12 Properly identify the following scheduling annotations: [ref. b, app F, G]

.a Fully accomplished
.b Delete mark
.c Not fully accomplished
.d Rescheduled
.e Satisfied by higher level maintenance
.f Convenience related maintenance
.g Mandatory related maintenance
.h IEM delete marks
.i IEM status one and two

(Signature and Date)

.13 Explain the use of MIP notes [ref. b, sec. 1, ch. 2]

(Signature and Date)
105  BASIC SKED

References:

[a] NAVSEAINST 4790.8C Ships Maintenance and Material Management (3M) Manual
[b] SKED 3.1 Users Guide
[c] SKED 3.2 Users Guide

105.1  Describe how PMS is scheduled and its completion documented
[ref. a, sect. 1, ch. 2, app. F, G]

________________________________________
(Signature and Date)

.2  Describe logging into SKED and changing user information:
.a  SKED 3.1 [ref. b]
.b  SKED 3.2 [ref. c]

________________________________________
(Signature and Date)

.3  Describe user information and explain where it's used:
.a  SKED 3.1 [ref. b]
   .1 User Level
   .2 Signature
   .3 E-mail address
   .4 Permissions

.b  SKED 3.2 [ref. c]
   .1 User Level
   .2 Signature
   .3 Group
   .4 Phone
   .5 E-mail address
   .6 Permissions

________________________________________
(Signature and Date)
105.4 Describe changing your user information:

.a SKED 3.1 [ref. b]
.b SKED 3.2 [ref. c]

________________________________________
(Signature and Date)

.5 Describe the different user levels in SKED

.a SKED 3.1 [ref. b]
.b SKED 3.2 [ref. c]

________________________________________
(Signature and Date)

.6 Describe how to view Work Center(s) you may be assigned to for the performance of maintenance actions

.a SKED 3.1 [ref. b]
.b SKED 3.2 [ref. c]

________________________________________
(Signature and Date)

.7 Describe how to obtain a list of Maintenance Actions assigned to you

.a SKED 3.1 [ref. b]
.b SKED 3.2 [ref. c]

________________________________________
(Signature and Date)

.8 Describe how to create a Technical Feedback Report from Scheduled Check (MRC), and FBR manager/ tab

.a SKED 3.1 [ref. b]
.b SKED 3.2 [ref. c]
Identify, Describe, in detail the different Maintenance Check Marking, and discuss when they are used.

.a SKED 3.1 [ref. a, app. f]

(Signature and Date)

.b SKED 3.2 [ref. a app. g]

(Signature and Date)

.c Centralized data source [ref. b]
.d Navy PMS CD [ref. a, sec. 1, ch. 2]

(Signature and Date)

.e Modes [ref. b]
  (1) Data entry
  (2) Revise
  (3) Maintenance

(Signature and Date)

.f Revision Editor [ref. b, c]
  (1) Resolving dual periodicity codes/changing MRC information
  (2) Adding/deleting MIPS
  (3) Adding/deleting/modifying component rows
  (4) Modifying related maintenance
  (5) Adding/deleting MRC’s
  (6) SKED PMS icon legend

(Signature and Date)
105 BASIC SKED (CONT’D)

105.10 Effectively schedule maintenance with the following considerations: [ref. b, c]
   (1) Similar maintenance actions
   (2) Related maintenance
   (3) Command employment
   (4) Managing resources
   (5) Required periodicity

   (Signature and Date)

.h Finalize revision/schedules [ref. b, c]
.i EGL/equipment associations [ref. b, c]
.j Assigning maintenance responsibility [ref. b, c]
   (1) Adding checks

   (Signature and Date)

.k Scheduling situational maintenance [ref. b]
   (1) Event Editor
   (2) Event manager
   (3) Trigger Event

   (Signature and Date)

.l Scheduling annotations [ref. b, c]
   (1) Reschedule
   (2) Complete
   (3) Defer mark
   (4) Delete
   (5) System Mark Tools (¢)
   (6) IEM mark tool

   (Signature and Date)

.m IEM Scheduling [ref. b, c]
   (1) Status one
   (2) Status two
   (3) Periodicities

   (Signature and Date)
105 BASIC SKED (CONT’D)

105.10 .n Unscheduled checks [ref. b, c]

___________________________________
(Signature and Date)
106.1 Explain the primary duties of the following personnel related to the 3-M system: [ref. a]

.a CNO
.b USFFC
.c FLTCs
.d TYCOMs
.e COMNAVSEASYSCOM
.f SYSCOMs/BUMED
.g NETC

(Signature and Date)

106.2 State the purpose and procedures for the following: [ref. b, sec. I, ch. 2]

.a FR
.b PMS Master file
.c ACN
.d Feedback report (Non-Technical, Technical, Urgent)

(Signature and Date)

106.3 Discuss the methods used to record unaccomplished maintenance [ref. b, app. F, G]

(Signature and Date)

106.4 Explain the actions which must be taken when equipment is not covered by PMS [ref. b, sec. I, ch. 2]

(Signature and Date)
Discuss the procedures used with locally-developed interim MIP and MRC procedures [ref. b, sec. I, ch. 2]

(Signature and Date)

Explain the reasoning for scheduling convenience/mandatory-related maintenance [ref. b, sec. I, ch. 2]

(Signature and Date)

Discuss the reasoning for and scheduling of dual periodicities [ref. b, sec. I, ch. 2]

(Signature and Date)

Discuss the requirement for using the satisfied by higher level maintenance symbol (c) [ref b, app. F]

(Signature and Date)

Explain which information on the MRC may be changed at the command level without requesting authorization from higher authority and its restrictions [ref. b, sec. 1, ch. 2]

(Signature and Date)

Explain the use of MIP scheduling aids [ref. b, sec. 1, ch. 2]

(Signature and Date)

Explain the implementation and scheduling of IEM [ref. b, sec. 1, ch. 2]

(Signature and Date)

Explain the purpose and use of Spot Checks and monitored MRCs [ref. b, sec. 1, ch. 2]

(Signature and Date)
106.13 Explain the importance of qualification requirements by assigned positions within the 3-M organization [ref. b, sec. 1, ch. 1]

(Signature and Date)
107.1 Describe SKED user levels and permissions for each:

SKED 3.1 [ref. a, sec. 1, ch. 2, app. f; ref. b]
SKED 3.2 [ref. a, sec. 1, ch. 2, app. g; ref. c]
.a Work Center Supervisor
.b LCPO (SKED 3.2)
.c Division Officer
.d Department Head
.e 3MC

(Signature and Date)

.2 Describe how users are added to SKED and what restricts the assignment of user level and rights [ref. b, c]

(Signature and Date)

.3 Describe how the Chain of Command controls what Work Centers can be accessed by user level: [ref. b, c]

.a Work Center Supervisor
.b LCPO, Division Officer
.c Department Head
.d 3MC

(Signature and Date)

.4 Describe how the maintenance person is given permission to access a Work Center(s) [ref. b, c]

(Signature and Date)
107 ADVANCED MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS (CONT'D)

107.5 Describe what data is lost when a Work Center is deleted and then externally restored [ref. b, c]

(Signature and Date)

.6 Describe how to access one of many UICs that are available in SKED 3.2 [ref. c]

(Signature and Date)

.7 Describe the various indicators displaying what Force Revision data is being used by SKED [ref. b, c]

(Signature and Date)

.8 Describe how to enable and disable IEM [ref. b, c]

(Signature and Date)

.9 Describe in detail what automatically occurs, and needs to be manual performed when enabling and disabling IEM [ref. b, c]

(Signature and Date)

.10 Describe in detail how a PMS Completed Action Without Prior Deferral is generated and passed from SKED to OMMS-NG SKED 3.1 [ref. b, Server Mode] SKED 3.2 [ref. c]

(Signature and Date)

.11 Describe in detail how a PMS Open Deferral for PMS corrective action/request outside assistance/order PMS Repair Parts is generated and passed from SKED to OMMS-NG;SKED [ref. b, c]

(Signature and Date)
107.12 Describe, in detail, what approvals are required for: SKED 3.1 [ref. b, Server Mode]; SKED [ref. c]

.a Completed Action Without Prior Deferral
.b PMS Open Deferral

(Signature and Date)

.13 Describe the various tool bar headings and the uses:

.a SKED 3.1 [ref. b]

.1 File menu

(a) Backup Work Center
   (1) Internal
   (2) External
(b) Restore Workcenter
(c) Save

.2 Schedule Menu

(a) Regenerate Quarter
(b) Assign Maintenance Responsibilities
(c) Modify Equipment Associations
(d) Reorder Rows
(e) Quarter Dates

.3 R-Checks Menu

(a) Event Editor
(b) Event Manager
(c) Trigger Local Event

.4 Tools

(a) Revision Wizard
(b) SKED Doctor
(c) Verify Schedule Periodicity Ranges
(d) PMS Changes Notifications
.5 Reports

(a) Shipwide PMS Performance Report
(b) New EGL Report Wizard (Network, Desk Top Only)
(c) Flip Page Report

.6 Admin

(a) User
   (1) Add User
   (2) Edit User
(b) Chain Of Command
   (1) Modify
(c) Database Statics (Network and Sever Mode)

.13.a.1.6 (d) Database Summary
   (1) OMMS-NG Interface (Server Mode)
   (2) OMMS Interface Status
(e) Help
   (1) Contents
   (2) About

.7 From PMS Scheduling Board
(a) Row Properties
   (1) MRC Summary
   (a) All Columns
   (2) Associated Equipment
   (3) Revision History
   (4) MRC History
      (a) View Check Properties
      (b) Open Work Candidate (Server Mode)

(Signature and Date)

.14 Describe the various schedule views Department Head [ref. b]

.a Schedule Menu
   .i Finalize Cycle
   .ii Finalize Quarter
   .iii Finalize Revision
   .iv Return Quarter to Revise
   .v Generate New Quarter #

(Signature and Date)
107 **ADVANCED MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS (CONT’D)**

107.15 Describe the following tool bar headings and the uses: 3MC [ref. b]

.a Schedule Menu  
   .i Restart Cycle  
   .ii R-Checks Menu  
   .iii Event Editor  
   .iv Trigger Global Event

.b Admin Menu  
   .i SKED Assistant  
   .ii Modify Global Rules and Defaults  
   .iii Modify Periodicity Codes  
   .iv Modify Periodicity Rules  
   .v Modify Period Types  
   .vi Reset Default Values

.c Update Data  
   .i Underway markings  
   .ii Update PMS data  
   .iii Refresh SPMIG Data  
   .iv Export Shipyard SFIS File  
   .v Export 3MI File  
   (1) OMMS-NG Interface  
   (2) Enable/Disable PMS Work Candidate

___________________________________  (Signature and Date)

.16 Describe the SKED 3.1 detailed steps used to Start a Revision [ref. b]

___________________________________  (Signature and Date)

.17 Describe the SKED 3.1 steps for approving and transmitting a FBR [ref. b]

.a RADWEB  
   .b E-mail

___________________________________  (Signature and Date)
.18 Describe the SKED 3.1 steps for updating Site Unique Data during 3MC turnover [ref. b]

(Signature and Date)

.19 For SKED 3.1 describe in detail the steps and work flow used to review a revision prior to Finalizing a Revision [ref. a, sec. 1, ch. 2; ref. b]

.a Work Center Supervisor
.b LCPO
.c Division Officer
.d Department Head

(Signature and Date)

.20 For SKED 3.1 describe in detail the steps and work flow used to review the Quarter Prior to Finalizing the Quarter [ref. a, sec. 1, ch. 2; ref. b]

.a Work Center Supervisor
.b LCPO
.c Division Officer
.d Department Head

(Signature and Date)

.21 For SKED 3.1 describe why the Department Head generates the next Quarter [ref. b]

(Signature and Date)
Describe the following tool bar headings and their uses: SKED 3.2 (ref c)

.a My Task Tab
   .1 My Task Menu
      (a) My Task Categories
         (1) PMS Alerts
         (2) Feedback Reports
         (3) Line out Approval
         (4) Revision Approvals
         (5) Work Center Weekly Close Out
         (6) Training Assigned
         (7) Spot Checks

   (Signature and Date)

.b Workcenter Tab
   .1 Workcenter Menu
      (a) Submit Work Candidate
      (b) Schedule Spot Check
      (c) Start Revision
      (d) Edit Equipment Details
      (e) Weekly Close out
      (f) Workcenter Crews List
      (g) MC Crew Assignment
      (h) Regenerate Schedule
      (i) Update Unassigned Slots
      (j) View Archie

   (Signature and Date)

.2 Schedule View
   (a) Add Check
   (b) Reschedule Check
   (c) Assign Crew
      (1) For One Instance
      (2) Every time Check is Scheduled
   (d) Check Note
   (e) Maintenance Item Properties List
      (1) Go To
      (f) Remainder Column Headers

   (Signature and Date)
.3 Review View
   (a) MIP Tree
      (1) MIP
      (2) Maintenance Group
      (3) Maintenance Item
      (4) MRCs
      (5) ICONs
   (b) Grid Columns

(Signature and Date)

.4 Forecast View
   (a) List by Equipment
      (1) Quarter
      (2) Checks
      (3) Man Hours
      (4) Elapsed time
   (b) List by Crew Member
      (1) Elapsed Time
   (c) Situational View
      (1) Report
         (a) Tree view
            (1) Global State
            (2) Global Trigger
            (3) Local State
            (4) Local Trigger
            (5) Local Measured
         (b) Grid View
         (c) Print
         (d) Event View
            (1) Update State
            (2) Update Trigger

(Signature and Date)
107.22.b.4.(c)(1) (e) Metered View
   (1) Update meter
   (2) Schedule MRC
(2) IEM View
   (a) Tree View
      (1) ICONs
   (b) Aid IEM
   (c) Edit IEM
   (d) Delete IEM
   (e) End IEM
(3) Journal View
   (a) Catagories
      (1) Note
      (2) Revision Finalized
      (3) Revision Started
      (4) Week Close Out

___________________________________
(Signature and Date)

(4) PMS Documents
   (a) Print
      (1) Print PMS Document
      (2) Print PMS Deck
   (b) Tree
      (1) Icons
   (c) MIP View
      (1) Line Outs
   (d) MRC
      (1) Customize MRC
         (a) Line Out Procedure Steps
         (b) Custom Tools Parts, Materials, Test Equipment Note
         (c) Copy Changes
         (d) Copied Archived Linocuts
         (e) Delete
         (f) Approve Line Outs
      (2) Approved By
   (3) Location Block
      (a) Location Guide List
      (b) Specific Location Information

___________________________________
(Signature and Date)
107 ADVANCED MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS (CONT’D)

107.22.c PMS Viewer Tab
   .1 Tree View
      (a) List
         (1) UIC
         (2) Show All UICs
      (b) Search
   .2 Batch Print

   ______________________________________________________
   (Signature and Date)

.d FBR Tab
   .1 Grid View
      (a) How are the Status markings assigned |
         (1) Under Review
         (2) Approved
         (3) Exported
         (4) Response received
         (5) Action taken
   .2 Generate FBR
   .3 Detail view existing FBRs
      (a) Feedback details
      (b) Equipment
      (c) Remarks
      (d) Response
      (e) Action Taken
      (f) Signatures
      (g) Urgent
   .4 Delete Feedback Report

   ______________________________________________________
   (Signature and Date)

.e Spot Check Tab
   .1 Tree View
   .2 Grid View
      (a) Detail View
   .3 Delete Spot Check
   .4 Edit Spot Check
   .5 Schedule Spot Check

   ______________________________________________________
   (Signature and Date)
107.22.f LOEP Tab
   .1 Workcenter List
      (a) Tree View
      (b) Grid View
   .2 MIP List
      (a) Tree
      (b) Grid View

(Signature and Date)

.g Events Tab
   .1 Update State
   .2 Add Trigger

.h Report Tab
   .1 Tree View
   .2 Grid
      (a) Save in PDF format
      (b) Save in Excel format

(Signature and Date)

.i Admin Tab
   .1 User Management View
      (a) Add User
      (b) Disabled Users
   .2 User group Management
      (a) Disable User Group
      (b) Enable User Group
      (c) Export User Group
      (d) Import User Group
   .3 Crew Swap
   .4 Edit Default Permissions
   .5 Chain Of Command View
      (a) Edit Chain of Command
   .6 Accomplishment View
      (a) Periodic
      (b) Situational
      (c) Administration
      (d) Spot Checks
      (e) Details Views
      (f) Export to Excel
107 ADVANCED MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS (CONT’D)

107.22.j. 7 Close Out Status View
.8 Training View
   (a) Detail View
   (b) Assignment Wizard
   (c) ICONs
.9 Transaction Log View
   (a) Admin Log
      (1) List Views
         (a) All Action Types
         (b) SKED Agent Log
            (1) List Views
               (a) All Actions Taken
.10 Import PMS Data
   (a) Preferences
      (1) Global
      (2) UIC
   (b) Archive Quarter
   (c) Update MRC intervals

_________________________________
(Signature and Date)

.23 Describe the various Functions of PMS Viewer: [ref. d]
.a Set Data Base Location
.b Set Activity
.c View 3M Reference Documents
.d Force Revision Files require updating on Local Work station
   .1 SPMIG.MDB
   .2 PMS Documents
.e Tree View
.f Search
   .1 MIP
   .2 MRC
   .3 Nomenclature
.g Print
   .1 Batch Print
   .2 Individual Document
.h R-Check Reports
   .1 View
   .2 Print

_________________________________
(Signature and Date)
108  BASIC SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS

References:

[c]  NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1

108.1  Explain the purpose of the MDS [ref. a, ch. 1]

________________________________________________________________________
(Signature and Date)

.2  Explain the purpose of the following:

.a  EIC [ref. a, app. A]
.b  JSN [ref. a, app. A]
.c  JCN [ref. a, app. A]
.d  Maintenance Action Form, [ref. a, app. B]
.e  Supplemental Form (OPNAV Form 4790/2L) [ref. a, app. B]
.f  Configuration Change Form (OPNAV 4790/CK) [ref. a, ch 3, app. B]
.g  Supply requisition forms
   (DD Form 1348-1 and NAVSUP Forms 1250-1, 1250-2) [ref. a, ch. 1]
.h  CSMP [ref. a, ch. 3]
.i  COSAL [ref. b, ch. 1]
.j  MAMS [ref. b, ch. 1]
.k  DLR [ref. b, ch. 1]
.l  OSI [ref b, ch 1]

________________________________________________________________________
(Signature and Date)

.3  Discuss the requirements for validating an equipment record [ref c, app. G]

________________________________________________________________________
(Signature and Date)
References:

[a] Online help files embedded within each application and documentation CDs
[d] Micro SNAP II Maintenance Data and Subsystem (MDS) Desk Top Guide
[e] NAVSEAINST 4790.8C, Ship’s Maintenance and Material Management (3-M) Manual
[f] NAVSUP P-485, Naval Supply Procedures, Afloat supply Vol. 1

109.1 Discuss the following systems/subsystems: [ref. f]

.a MicroSNAP
.b SFM
.c OMMS [ref. a, ref. g]

(Signature and Date)

109.2 Discuss the processes and parameters for the following terms: [ref. a]

.a User ID
.b Password
.c Stand-alone computers [ref. f]
.d Sign-on/log-off
.e Batch job
.f Terminal message
.g Queue
.h Access
.i Menu/menu drive
.j SCLSIS [ref. d]
.k CDMD-OA [ref. d]
.l ASI [ref. c]
.m RADWEB

(Signature and Date)
ADVANCED SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS (CONT’D)

Explain the functional relationship of the following personnel: [ref. g]

.a Basic user/maintenance person
.b Repair Parts Petty Officer [ref. h]
.c WCS
.d Division Officer
.e Department Head
.f 3-M Coordinator
.g Systems Manager [ref. e]

____________________________  __________________________
(Signature and Date)

Explain the purpose of the following output files: [ref. c]

.a CSMP reports [ref. b; ref. c]
.b SEF Analysis Report
.c SWAB/SWLIN directory
.d HSC [ref. f]
.e SOEAPL
.f Logistics support data reports

____________________________  __________________________
(Signature and Date)

State the purpose of the following files: [ref. h]

.a Equipment
.b APL
.c AEL
.d COSAL [ref. e]
.e LSD

____________________________  __________________________
(Signature and Date)

Discuss the procedures for the following: [ref. a]

.a Creating a maintenance action
.b Editing an open maintenance action
.c Close an open maintenance action

____________________________  __________________________
(Signature and Date)
110.1 Explain the purposes and mandatory fields for the following terminologies: [ref. a]

.a Work candidate
.b Availabilities
.c Ships RIN/CDM RIN/ISEA RIN
.d Configuration alteration
.e Configuration change
.f Configuration item record
.g Permission levels
.h Permissions
.i Wizard

(Signature and Date)

.2 Explain the use of the following common toolbars: [ref. a]

.a New
.b Open
.c New List
.d List Manager
.e Print Server File
.f Add Configuration Alteration
.g Reports
.h Help

(Signature and Date)

.3 Explain the following configuration item menu options: [ref. a]

.a Add/Change Configuration Item
.b Clone
.c View History

(Signature and Date)
.4 Explain the importance of equipment verification and selection related to work candidates [ref. a]

(Signature and Date)

.5 Identify all required elements when writing a work candidate: [ref. a]
  .a Identify the correct configuration item
  .b Explain the purpose and requirements for all fields
  .c Tabs
  .d Explain toolbar (different from main menu)
  .e Generate AWR
  .f Explain the selection of repair parts
  .g Explain the correct completion codes

(Signature and Date)

.6 Explain the following commands (no “buttons”: [ref. a]
  .a Apply
  .b Cancel
  .c Clear All
  .d Close
  .e Delete
  .f Help
  .g New
  .h OK
  .i Quick Select
  .j Save
  .k Select All
  .l View
  .m Yes/No

(Signature and Date)
.7 Explain how to create and save a list [ref. a]

___________________________________
(Signature and Date)
References:

[a] NAVSEAINST 4790.8B, Ship’s Maintenance and Material Management (3-M) Manual
[b] OMMS-NG User’s Guide/System Help Files
[c] MicroSNAP Maintenance Data Subsystem (MDS) Help Files
[d] NAVSEA 04L TECHSPEC 9090-700D

111.1 Explain the use/purpose of the following:

.a Board of INSURV [ref. a, ch. 9]
.b SNAP (ref.c,ch.3)
.c SEL [ref. a, ch. 6]
.d OMMS-NG [ref. b]
.e MicroSNAP [ref. c]
.f CDMD-OA Data System [ref. d]

(Signature and Date)

.2 Explain the relationship between the CSMP and supply requisition forms [ref. a, ch. 6]

(Signature and Date)

.3 Discuss the purpose and use of CSMP [ref. a, ch. 4]

(Signature and Date)

.4 Discuss the duties and responsibilities of CDM [ref. a, ch. 4]

(Signature and Date)

.5 Discuss the importance of configuration changes [ref. a, ch. 4]

(Signature and Date)
ADVANCED MICRO SHIPBOARD NONTACTICAL AUTOMATED DATA PROCESSING PROGRAM (MICRO-SNAP) FUNDAMENTALS

References:

[a] Micro-SNAP Embedded Online Help Files
[b] NAVMASSO M-0004/UM-001H (1 Mar 93), Shipboard Nontactical ADP Program (SNAP) II Maintenance Data System (MDS) User’s Manual (Need an updated reference)
[c] NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 6, MDS Reports (Need an updated reference)
[e] NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1

112.1 Explain Subsystem Manager responsibilities [ref: a]
   .a Adding and removing personnel from Micro-SNAP
   .b Adding and inactivating work centers
   .c Modifying Site Specific information

   ______________________________________________________
   (Signature and Date)

   .2 Discuss need for properly identifying Configuration Data by: [ref. a; ref. c]
   .a HSC (Define first)
   .b Serial Number
   .c RIN (Define first)
   .d EIC (Define first)
   .e Maintenance Record

   ______________________________________________________
   (Signature and Date)

   .3 Discuss properly identifying creating and managing the following CSMP Reports
   [ref. a; ref. b; ref. c]
   .a CSMP (Define first) Summary Reports – RPPO (Define first) Log
   .b CSMP Detail Report - JSN (Define first) Log
   .c Captain’s Summary of CSMP Actions
   .d CSMP Simulated Maintenance Forms

   ______________________________________________________
   (Signature and Date)
112 ADVANCED MICRO SHIPBOARD NONTACTICAL AUTOMATED DATA PROCESSING PROGRAM (MICRO-SNAP) FUNDAMENTALS (CONT’D)

112.4 Discuss timelines for, and responsibilities of the chain of command in conducting Pre-transmittal review [ref. a]

.a Work Center Supervisor
.b Division Officer/LCPO
.c Department Head
.d 3MC

___________________________________
(Signature and Date)

.5 Discuss and explain the following as it applies to Off-Site Data Exchange [ref. a; ref. b; ref. c; ref. e, ch. 1, 7; ref. f, ch. 19]

.a 3-M Up-Line Report
.b Automated Shore Interface (ASI) Reports
.c Files of APL (Define first) related data
.d Printed suspense statistical summary
.e Equipment File Analysis Report

___________________________________
(Signature and Date)

.6 Discuss Configuration Management processes and how the following reports aid in maintaining an accurate configuration and acquiring valid COSAL support [ref. a; ref. b; ref. c; ref. e, ch. 1, 7; ref. f, ch. 19]

.a SOEAPL [refs. a, b, d]
.b Configuration Validation Sheets [refs. a, b]
.c Configuration Summary Reports
.d Configuration Analysis Reports

___________________________________
(Signature and Date)
113 ADvanced ORGanizational Maintenance Management System Next Generation (OMMS-NG)

References:
[a] OMMS-NG User's Guide/System Help Files

113.1 Discuss the procedures of ASI processing and up-line reporting [ref. a]

(Signature and Date)

.2 Discuss the following as applied to up-line reporting and ASI processing: [ref. a]

.a TYCOM
.b NAVSEALOGCEN
.c NAVSUP WSS
.d CDM
.e RADWEB

(Signature and Date)

.3 Explain the purpose of the electronic Up-line Reports (URU & PTS) [ref. a; ref. b]

(Signature and Date)

.4 Explain the following reports: [ref. a]

.a Availability
.b Summary of effective APL/AEL
.c COSAL
.d User
.e Configuration item
.f CSMP
.g RPPO

(Signature and Date)
Explain the following review and approval menu options: [ref. a]

.a Filter
.b Remarks
.c History
.d Zoom

(Signature and Date)

Explain management review procedures of work candidates [ref. a]

.a Approve
.b Reject

(Signature and Date)

Explain the following as related to lists: [ref. a]

.a Create
.b Save
.c Modify
.d Export
.e Share
.f Static/Dynamic

(Signature and Date)

Explain the purpose and how to clone Work Candidates and configuration items [ref. a]

(Signature and Date)

Explain the parts review and approval process [ref. a]

(Signature and Date)
ADVANCED ORGANIZATIONAL MAINTENANCE
MANAGEMENT SYSTEM NEXT GENERATION (OMMS-NG)
(CONT'D)

113.10 Explain System Administration [ref. a]

.a Role Manager
.b Site Parameters
.c Server Processing
.d Download Server Files
.e Import Corrections

(Signature and Date)

.11 Explain the following correction options: [ref. a]

.a Insert
.b Delete
.c Change or view Work Candidate
.d Re-assign Configuration Item
.e Re-assign Identifier>Work Center
.f Re-assign Identifier>JSN

(Signature and Date)

.12 Explain the following start server process screen options: [ref. a]

.a 3-M Up-line of all Reviewed Actions
.b ASI (Define first) Processing
.c Bulk Load
.d CSMP report of all Deferred Work Candidates
.e SDIF (Define first) Reconciliation File
.f Inactive old Work Candidates
.g Archival processing

(Signature and Date)
113 ADVANCED ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS-NG) (CONT’D)

113.13 Explain the equipment validation process [ref. a]

.a Primary & Secondary Work Center

___________________________________
(Signature and Date)

.14 Explain the functions of the NTCSS Batch Job Queue [ref. a; ref. b]

.a DAPs
.b Review Job Processes

___________________________________
(Signature and Date)

.15 Explain Advanced Brokering [ref. a]

.a Assignment of Lead and Assist Work Centers
.b Brokering of Work Candidates
.c Tracking of Man-Hours
.d Screening of JCNs to Ships Force Self Repair Availability

___________________________________
(Signature and Date)
114  REPAIR PARTS/SUPPLY PETTY OFFICER FUNDAMENTALS

References:

[a] OPNAVINST 4790 (Update reference), Ship’s Maintenance and Material Management (3-M) System Manual
[c] NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1
[d] NAVSUPINST 4200.99, Department of Navy Policies for the Implementation of the Government-wide Commercial Purchase Card Program (GCPC)
[e] OMMS-NG User’s Guide/System Help Files
[g] NAVSUP P-485, Naval Supply Procedures, Afloat Supply Vol. 2
[h] NAVSUP P-409, MILSTRIP/MILSTRAP Handbook

114.1 State the purpose for the following:

.a Standard requisition forms (NAVSUP Forms 1250-1 and 1250-2) [ref. c. ch.3]
.b GCPC [ref. d]
.c Mandatory turn-in form (DD Form 1348-1) [ref. c, ch. 8]
.d Report of Survey (DD Form 200) [ref. c, ch. 5]
.e Quality Deficiency Report (SF-368)
.f Fleet COSAL Feedback report (FCFBR) [ref. b, ch. 1]
.g Requisition Invoice Shipping Document (DD Form 1149) [ref. c, ch.3]

___________________________________
(Signature and Date)

.2 State the purpose of NAVSUP P-2002 [ref. c, ch. 5]

___________________________________
(Signature and Date)

.3 State the purpose of a COSAL database [ref. b, ch. 1, 10]

___________________________________
(Signature and Date)

.4 Explain the purpose of a properly updated COSAL database [ref. b, ch.1]

___________________________________
(Signature and Date)
114.5 Discuss the procedures for updating the COSAL database [ref. b, ch. 1, ref. f]

(Signature and Date)

.6 Explain the purpose, content, and use of APLs [ref. b, ch.1]

(Signature and Date)

.7 Explain the purpose of the APL/AEL research tools [ref. b, ch.1]

(Signature and Date)

.8 Explain the purpose of CASREPs and the RPPO’s role in requisitioning associated repair parts. [ref. c, ch.3]

(Signature and Date)

.9 Discuss the relationship between a CASREP and the following:
   .a 3-M System [ref. a, ch.1]
   .b Supply System [ref. c, ch.3]

(Signature and Date)

.10 Discuss how repair parts and consumable items are ordered using MicroSNAP/NTCSS (Define all acronyms first) [ref. e; ref. g; ref. h]

(Signature and Date)

.11 Explain SCLSIS (Define first) as it pertains to RPPO duties and responsibilities [ref. a, ch.4]

(Signature and Date)
114.12 Discuss the importance of configuration change as it applies to repair parts [ref. b, ch.1; ref. f]

(Signature and Date)

.13 Explain the purpose of NSN/non-NSN research tools [ref. c, sec. 1072]

(Signature and Date)

.14 Explain the procedures for ordering non-NSN materials [ref. c, ch. 2]

(Signature and Date)

.15 Explain the procedures for ordering non-COSAL supported parts/materials

(Signature and Date)

.16 Explain the use of NAVSUP P-409 and NAVSUP P-485 in requisitioning materials [ref. c, ch. 3; ref. i, ch. 1; ref. j, part a]

(Signature and Date)

.17 Define the term “OPTAR Annual Financial Management Plan” [ref. c, ch. 2]

(Signature and Date)

.18 Define Depot Level repairable (DLR) and describe actions required when requisitioning items [ref. c, ch. 2]

(Signature and Date)
300  INTRODUCTION TO WATCHSTATIONS

300.1  INTRODUCTION

The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

300.2  FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.

- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.

- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:
  
  Tasks (routine operating tasks that are performed frequently)
  Infrequent Tasks
  Abnormal Conditions
  Emergencies
  Training Watches
  Examinations

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.
INTRODUCTION TO WATCHSTATIONS (CONT’D)

300.3 OPERATING PROCEDURES

The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVESTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.
301 MAINTENANCE PERSON

NAME________________ RATE/RANK________________________

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified MAINTENANCE PERSON (NAVEDTRA 43241-K).

RECOMMENDED_________________________________ DATE______________
Supervisor

RECOMMENDED_________________________________ DATE______________
Division Officer

RECOMMENDED_________________________________ DATE______________
Department Head

QUALIFIED____________________________________ DATE______________
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY________________________________ DATE______________
301 MAINTENANCE PERSON

Estimated completion time: 8 Weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

301.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

301.1.1 SCHOOLS: NONE

FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals
Completed ____________________________
(Qualifier and Date)

102 Equipment Tag-Out Procedures/Safety (Non-Automated)
Completed ____________________________
(Qualifier and Date)

103 Equipment Tag-Out Procedures/Safety for the Shift Operations Management System (SOMS) (Automated)
Completed ____________________________
(Qualifier and Date)

104 Basic Planned Maintenance System (PMS)
Completed ____________________________
(Qualifier and Date)

105 Basic SKED
Completed ____________________________
(Qualifier and Date)

108 Basic Maintenance Data System (MDS)
Completed ____________________________
(Qualifier and Date)
301 MAINTENANCE PERSON

109 Basic Micro Shipboard Nontactical Automated Data Processing Program (MICRO SNAP)

Completed ______________________________________________________________________
(Qualifier and Date)

110 Basic Organizational Maintenance Management System Next Generation (OMMS-NG)

Completed ______________________________________________________________________
(Qualifier and Date)

301.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. What means of communications are used?
E. What safety precautions must be observed?
F. What parameters/operating limits must be monitored?
G. Satisfactorily perform this task.

301.2.1 Review PMS schedules for individual maintenance assignments

____________________________________________________________________
(Qualifier and Date)

Questions A B G

.2 Obtain MRC from work center MRC deck and verify it against the WC PMS manual

____________________________________________________________________
(Qualifier and Date)

Questions A B G

.3 Identify HAZMAT and demonstrate proper personal protective/equipment/handling/disposal procedures IAW 5100.19E ch. 23

____________________________________________________________________
(Qualifier and Date)
.4 Replace missing/mutilated MRC and EGL’s, if applicable

(Signature and Date)

A B D G

.5 Identify the tools/parts/material/test equipment items from the MRC using the SPMIG and/or SPETERL

(Signature and Date)

A B E F G

.6 Perform monitored maintenance under instruction using MRC

.a Work Center Supervisor

(Signature and Date)

A B C D E F G

.b Leading Chief Petty Officer

(Signature and Date)

.c Division Officer (Recommended to add from Fleet perspective

(Signature and Date)

A B C D E G

.7 Perform maintenance utilizing tag-out/lock-out procedures including:

.a Mechanical (Recommend to perform Tag-out/lock-out procedures x 2)

(Signature and Date)

(Signature and Date)

A B C D E G

.b Electrical isolation (Recommend to perform Tag-out/lock-out procedures x 2)

(Signature and Date)

(Signature and Date)
<table>
<thead>
<tr>
<th>Section</th>
<th>Requirement Description</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>.8</td>
<td>Report accomplished/non-accomplished preventive maintenance requirement to WCS including non-maintenance related discrepancies noted</td>
<td>A B D E</td>
</tr>
<tr>
<td>.9</td>
<td>Submit automated PMS FBRs using:</td>
<td>A B C D G</td>
</tr>
<tr>
<td></td>
<td>a SKED FBR Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b FBR Wizard</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c PMS Board</td>
<td></td>
</tr>
<tr>
<td>.10</td>
<td>Log on/off to automated MDS/SKED/SOMS</td>
<td>A B C G</td>
</tr>
<tr>
<td></td>
<td>a MDS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b SKED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c MICRO SNAP</td>
<td></td>
</tr>
</tbody>
</table>
MAINTENANCE PERSON (CONT’D)

Questions

.d OMMS-NG

___________________________________
(Signature and Date)

11 Submit a deferred MA/work candidate generated by: (2 times) A B C G
.a SKED 3.1
.b SKED 3.2
.c MICRO-SNAP
.d OMMS-NG

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

12 Close an existing deferred MA/work candidate generated by: (2 times) A B C G
.a SKED 3.1
.b SKED 3.2
.c MICRO-SNAP
.d OMMS-NG

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

13 Submit a completed MA/work candidate without a prior deferral generated by: A B C G
.a SKED 3.1
.b SKED 3.2
301.14 Submit a supplemental form (OPNAV 4790/2L)  

___________________________________  
(Signature and Date)

.15 Modify/edit and existing deferred MA/work candidate generated by:  
.a SKED 3.1  
.b SKED 3.2  
.c MICRO-SNAP  
.d OMMS-NG  

___________________________________  
(Signature and Date)

.16 Perform equipment validation under the direct supervision of the WCS (2 Times)  

___________________________________  
(Signature and Date)

___________________________________  
(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

301.3 INFREQUENT TASKS – None to be discussed.

301.4 ABNORMAL CONDITIONS – None to be discussed.
301 MAINTENANCE PERSON (CONT’D)

301.5 EMERGENCIES – None to be discussed.

301.6 WATCHES – None.

301.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

301.7.1 EXAMINATIONS

Pass a written examination

___________________________________
(Signature and Date)

.2 EXAMINATIONS

Pass an oral examination board

___________________________________
(Signature and Date)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified REPAIR PARTS/SUPPLY PETTY OFFICER (NAVEDTRA 43241-K).

RECOMMENDED_________________________________________ DATE______________
   Supervisor

RECOMMENDED_________________________________________ DATE______________
   Division Officer

RECOMMENDED_________________________________________ DATE______________
   Department Head

QUALIFIED____________________________________________ DATE______________
   Commanding Officer or Designated Representative

SERVICE RECORD ENTRY___________________________________ DATE______________
NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

302.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

302.1.1 COURSES: NONE

WATCHSTATIONS FROM THIS PQS:

301 Maintenance Person

Completed ___________________________________ (Qualifier and Date)

FUNDAMENTALS FROM THIS PQS:

112 Micro - Shipboard Nontactical Automated Data Processing Program (Micro SNAP) / Relational Supply (R-Supply)

Completed ___________________________________ 20% of Watchstation (Qualifier and Date)

114 Repair Parts Petty Officer

Completed ___________________________________ 30% of Watchstation (Qualifier and Date)
302  REPAIR PARTS/SUPPLY PETTY OFFICER

302.2  TASKS

For the tasks listed below:

A.  What are the steps of this procedure?
B.  What are the reasons for each step?
C.  What control/coordination is required?
D.  What means of communications are used?
E.  What safety precautions must be observed?
F.  What parameters/operating limits must be monitored?
G.  Satisfactorily perform this task.

302.2.1 Perform the following:

.a  Order part listed in COSAL (Define first)  
   A B C D G

.b  Order parts not listed in COSAL  
   A B C D G

.c  Order non-maintenance related parts  
   A B C D G

.d  Order items using Navy Purchase Card  
   A B C D F G

(Signature and Date)

.2 Fill out the following:

.a  Standard requisition forms (NAVSUP Forms 1250-1,  
   1250-2 and 1348-6)  
   A B D G

(Signature and Date)

.b  Single line item requisition document (DD form 1348-1A)  
   A B D G

(Signature and Date)

.c  Open purchase/GSA list (NAVSUP 1314)  
   A B D G

(Signature and Date)
302.2.2

.d Survey Report, Financial Liability Investigation of Property Loss (DD Form 200)

.e Fleet COSAL Feed Back Report (FCFBR)

.f ACR (Define first) (NAVSUP 1220-2)

.g QDR/ROD/SDR (SF 368)

.h Review forecasting report and MRC’s (Define first) in SKED for Tools, Parts, Materials and Test equipment.

.3 Be familiar with Supply and Maintenance related information contained on CD-ROM, Databases and Websites:

.a HMIS, HMUG, HICS-WIN, SHML/AUL

(b Signature and Date)

.b CAGE/FSCM (Define first)

(b Signature and Date)

.c Afloat Shopping Guide (ASG)

(b Signature and Date)

.d List of forms and publications found in the NAVSUP P-2002

(b Signature and Date)

.e MILSTRIP/MILSTRAP (Define first) Desk Top Guide, NAVSUP P-409
REPAIR PARTS/SUPPLY PETTY OFFICER

Questions

.f COSAL  A B G

(Signature and Date)

.g Equipment drawings, schematics, and technical manuals  A B G

(Signature and Date)

.h FEDLOG (Define first)  A B G

(Signature and Date)

.i GDAPL (Define first), Haystack, Configuration Data Managers Database – Open Architecture (CDMD-OA)  A B G

(Signature and Date)

.j Source, Maintenance, and Recoverability (SMR) Codes  A B G

(Signature and Date)

.k Ship Configuration and Logistic Support Information System (SCLSIS) Loop  A B G

(Signature and Date)

.l SPN/SPMIG (Define first)  A B G

(Signature and Date)
302.3.4  4 Determine the status of outstanding requisitions utilizing the MILSTRIP/MILSTRAP (Define first) Desk Top Guide

___________________________________
(Signature and Date)

.5  Receive, verify, and re-issue controlled materials (MAMS, DLR, Classified Material)

___________________________________
(Signature and Date)

.6  Document material receipts

___________________________________
(Signature and Date)

.7  Properly identify and handle HAZMAT (Define first)

___________________________________
(Signature and Date)

.8  Properly identify material Unit of Issue (U/I)

___________________________________
(Signature and Date)

.9  Maintain WC RPPO Log

___________________________________
(Signature and Date)

COMPLETED .2 AREA COMPRISSES 50% OF WATCHSTATION.

302.3  INFREQUENT TASKS – None to be discussed.

302.4  ABNORMAL CONDITIONS – None to be discussed.
302  Repair Parts/Supply Petty Officer

302.5  Emergencies – None to be discussed.

302.6  Watches – None.

302.7  Examinations  (Optional except as required by TYCOM/ISIC, etc.)

302.7.1  Examinations  Pass a written examination

___________________________________
(Signature and Date)

.2  Examinations  Pass an oral examination board

___________________________________
(Signature and Date)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified WORK CENTER SUPERVISOR (NAVEDTRA 43241-K).

RECOMMENDED____________________________________ DATE_________
Supervisor

RECOMMENDED____________________________________ DATE_________
Division Officer

RECOMMENDED____________________________________ DATE_________
Department Head

QUALIFIED____________________________________ DATE_________
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY________________________________ DATE_________
NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

303.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

303.1.1 COURSES:

SKED Training Modules for SKED 3.2 (RECOMMENDED)

Completed ___________________________________

(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

302 Repair Parts/Supply Petty Officer

Completed ___________________________________

(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

106 Advanced Planned Maintenance System (PMS)

Completed ___________________________________ 33% of Watchstation

(Qualifier and Date)

107 Advanced SKED

Completed ___________________________________ 20% of Watchstation

(Qualifier and Date)

111 Advanced Maintenance Data System (MDS)

Completed ___________________________________ 20% of Watchstation

(Qualifier and Date)
303  WORK CENTER SUPERVISOR

113  Advanced Organizational Maintenance System
Next Generation (OMMS-NG)

Completed _____________________________ 34% of Watchstation
(Qualifier and Date)

303.2  TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. What means of communications are used?
E. What safety precautions must be observed?
F. What parameters/operating limits must be monitored?
G. Satisfactorily perform this task.

Questions

303.2.1 Modify deferred MA/Work candidate (MICRO-SNAP/OMMS-NG) A B C D E F

(Signature and Date)

.2 Review on-line equipment record A B C D F

(Signature and Date)

.3 Add configuration item/record A B C D F

(Signature and Date)

.4 Modify configuration item/record A B C D F

(Signature and Date)
<table>
<thead>
<tr>
<th>Question</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5 Delete configuration item/record</td>
<td>A B C D F</td>
</tr>
<tr>
<td>.6 Add configuration alteration</td>
<td>A B C D F</td>
</tr>
<tr>
<td>.7 Review, Add, Delete logistics support data of an existing configuration item/record</td>
<td>A B C D F</td>
</tr>
<tr>
<td>.8 Discuss the procedures in ordering non-maintenance parts/maintenance related items</td>
<td>A B C D F</td>
</tr>
<tr>
<td>.9 Print logistics support data reports</td>
<td>A B C D F</td>
</tr>
<tr>
<td>.10 Verify the work center's CSMP accurately reflects the actual material condition of the work center</td>
<td>A B C D E G</td>
</tr>
</tbody>
</table>
303 WORK CENTER SUPERVISOR

303.11 Propose additions to ship’s force and availability work packages

___________________________________
(Signature and Date)

.12 Post/update job status

___________________________________
(Signature and Date)

.13 Perform pre-transmittal review (MICRO- SNAP OMMS)

___________________________________
(Signature and Date)

.14 Perform Review and Approval (OMMS-NG)

___________________________________
(Signature and Date)

.15 Review and forward corrections to the following documents (manual/automated):
  .a Maintenance Action Form, work candidate

___________________________________
(Signature and Date)

  .b Configuration Change Form

___________________________________
(Signature and Date)

  .c Supplemental Form, OPNAV 4790/2L

___________________________________
(Signature and Date)
103.16 Install revision in SKED and the workcenter PMS manual (ACN, FBR, Admin, FR)

(Signature and Date)

.17 Validate the following PMS schedules in SKED 3.1 against the workcenter PMS manual using SKED revision editor:

.a Cycle

(Signature and Date)

.b Quarterly

(Signature and Date)

.c Weekly

(Signature and Date)

.18 Validate in revision editor that all applicable MRCs are scheduled in SKED 3.2 and against the workcenter PMS manual

(Signature and Date)

.19 Perform administrative pen and ink changes in the workcenter PMS manual

(Signature and Date)
303 WORK CENTER SUPERVISOR

303 .20 Perform internal/external backup of WC database in SKED 3.1

(Signature and Date)

.21 Create a Local Event (SKED 3.1/3.2)

(Signature and Date)

.22 Trigger Local Event(s) (SKED 3.1/3.2)

(Signature and Date)

.23 Populate a Global Event (SKED 3.1)

(Signature and Date)

.24 Perform update of weekly PMS schedule (SKED 3.1/3.2)

(Signature and Date)

.25 Perform update of quarterly PMS schedule (SKED 3.1)

(Signature and Date)
303 WORK CENTER SUPERVISOR

303.26 Document maintenance accomplished by outside activity (SKED 3.1/3.2)

(Signature and Date)

303.27 Schedule Non-Calendar Periodicity (add check) A B C D E F

.a R (Situational Requirement)
.b U (Unscheduled Requirement)
.c LU (Lay-Up Requirement)
.d PM (Periodic Maintenance Requirement)
.e SU (Start-Up Maintenance Requirement)
.f OT (Operational Test Requirement)
.g AP (Assessment Procedures)
.h Conditional Based MRC
.i Convenience Related MRC

(Signature and Date)

303.28 Place equipment into IEM /remove equipment from IEM (SKED 3.1/3.2) A B C D E F

(Signature and Date)

303.29 Verify accuracy of Equipment Association (SKED 3.1/3.2) A B C D F

(Signature and Date)

303.30 Verify accuracy of Work Center Equipment against the List of Effective Pages (SKED 3.1/3.2) A B C D F

(Signature and Date)
303 WORK CENTER SUPERVISOR

303.31 Verify procedural steps listed on new/changed MRCs against installed equipment

___________________________________
(Signature and Date)

303.32 Supervise maintenance personnel performing MR

___________________________________
(Signature and Date)

303.33 Conduct spot check of MR requiring Tag-Out/Lock-out

___________________________________
(Signature and Date)

303.34 Monitor the WC PMS manual
.a Change page  
b Current LOEP   
c Required MIPS    
d MRC’s        
e EGL’s/LGLs (SKED 3.1/3.2)  
f Situational requirement reference sheets  
g Supplemental information

___________________________________
(Signature and Date)

303.35 Prepare and submit a non-technical and technical FBR in SKED

___________________________________
(Signature and Date)

303.36 Prepare and submit an Urgent FBR

___________________________________
(Signature and Date)
303 WORK CENTER SUPERVISOR

303.37 Schedule and review equipment validations and submit appropriate change documents

___________________________________
(Signature and Date)

Questions

A B C D E F

303.3
PARAMETERS/OPERATING LIMITS – None to be discussed.

303.4
SYSTEM INTERFACE – None to be discussed.

303.5
SAFETY PRECAUTIONS – None to be discussed.

303.6
WATCHES – None.

303.7
EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

303.7.1
EXAMINATIONS Pass a written examination

___________________________________
(Signature and Date)

.2
EXAMINATIONS Pass an oral examination board

___________________________________
(Signature and Date)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified LCPO/DIVISION OFFICER (NAVEDTRA 43241-K).

RECOMMENDED_________________________ DATE__________

Supervisor

RECOMMENDED_________________________ DATE__________

Division Officer

RECOMMENDED_________________________ DATE__________

Department Head

QUALIFIED____________________________ DATE__________

Commanding Officer or Designated Representative

SERVICE RECORD ENTRY____________________ DATE__________
304 LCPO/DIVISION OFFICER

Estimated completion time: 8 Weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

304.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

304.1.1 COURSES: NONE

.2 WATCHSTATIONS FROM THIS PQS:

303 Workcenter Supervisor

Completed ________________________________ (Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS: NONE

304.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. What means of communications are used?
E. What safety precautions must be observed?
F. What parameters/operating limits must be monitored?
G. Satisfactorily perform this task.

Questions

304.2.1 Validate a cycle PMS schedule (SKED 3.1 only) A B C D E

______________________________________________ (Signature and Date)

.2 Validate a quarterly PMS schedule (SKED 3.1 only) A B C D E

______________________________________________ (Signature and Date)
304.2.3 Validate PMS schedule (SKED 3.2 only)

(Signature and Date)

.4 Validate revisions (i.e. ACN, FBR, Admin, FR)

(Signature and Date)

.5 Validate divisional equipment association

(Signature and Date)

.6 Verify proper documentation of equipment in IEM status

(Signature and Date)

.7 Conduct an audit of the Tag-Out/Lock-out system

(Signature and Date)

.8 Verify W/C 13-Week Accountability Log and close out Weekly

(Signature and Date)

.9 Perform weekly close out (SKED 3.2 only)

(Signature and Date)

.10 Review and approve a PMS FBR for each of the following:
   .a Non-technical

(Signature and Date)
304.2.10  .b Technical: Urgent

___________________________________
(Signature and Date)

.c Technical: Routine:

___________________________________
(Signature and Date)

.11  Review and approve the following MDS actions:

.a Work Candidates

___________________________________
(Signature and Date)

.b Fleet COSAL FBR via Anchor Desk

___________________________________
(Signature and Date)

.c Equipment File Correction

___________________________________
(Signature and Date)

.d Alteration

___________________________________
(Signature and Date)

.12  Review Supplemental Form (OPNAV 4790/2L)

___________________________________
(Signature and Date)
304.2.13 Verify the accuracy of the CSMP

(Signature and Date)

.14 Review and recommend approval for requested parts

(Signature and Date)

.15 Perform PMS spot-check utilizing Tag-out/Lock-out system

(Signature and Date)

.16 Perform monitored maintenance check using HAZMAT

(Signature and Date)

.17 Perform monitored maintenance check using Tag-out/Lock-out system

(Signature and Date)

.18 Perform monitored maintenance check (Damage Control)

(Signature and Date)

.19 Perform PMS spot check using HAZMAT

(Signature and Date)

.20 Perform PMS spot check using tag-out/lock out

(Signature and Date)

.21 Perform PMS spot check (Damage Control)

(Signature and Date)
304.22 Perform an audit of the Work Center PMS manual
.a Change page

(Signature and Date)

.b LOEP

(Signature and Date)

c MIPs

(Signature and Date)

d MRCs

(Signature and Date)

e EGLs (SKED 3.1 only)

(Signature and Date)

.f LGLs (SKED 3.1/SKED 3.2)

(Signature and Date)

g Situational requirements reference sheets/R-Check Report

(Signature and Date)

.23 Review global and local event triggers

(Signature and Date)

.24 Validate divisional LOEPs against 3M Coordinators split MIP log and master file to ensure all split MIP’s MRs are assigned to correct W/Cs

(Signature and Date)
LCPO/DIVISION OFFICER (CONT’D)

304.2.27 Validate divisional assessment checks (eg. AP MIPs)

(Signature and Date)

304.3 INFREQUENT TASKS

.1 Assist 3MC in conducting command self assessment

(Signature and Date)

.2 Validate that all divisional maintenance personnel PQS/NEC requirements are met

(Signature and Date)

COMPLETED .3 AREA COMPRISSES 4% OF WATCHSTATION.

304.4 ABNORMAL CONDITIONS – None to be discussed.

304.5 EMERGENCIES – None to be discussed.

304.6 WATCHES – None.

304.7 EXAMINATIONS (AS REQUIRED BY TYCOM/ISIC, ETC.)

304.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified Departmental Maintenance and Material Management (3-M) Assistant (NAVEDTRA 43241-K).

RECOMMENDED_________________________________________________ DATE________________

Supervisor

RECOMMENDED_________________________________________________ DATE________________

Division Officer

RECOMMENDED_________________________________________________ DATE________________

Department Head

QUALIFIED_______________________________________________________ DATE________________

Commanding Officer or Designated Representative

SERVICE RECORD ENTRY___________________________________________ DATE________________
ESTIMATED COMPLETION TIME: 4 WEEKS

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

305.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

305.1.1 SCHOOLS:

3-M Coordinator (J-500-00209) (RECOMMENDED)

Completed ____________________________________ (Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

304 LCPO/Division Officer

Completed ____________________________________ 100% of Watchstation (Qualifier and Date)

305.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. What means of communications are used?
E. Satisfactorily perform this task.

305.2.1 Perform a 3-M assessment of a department

Questions A B C D E

___________________________________

(Signature and Date)
305.2.2 Distribute 3-M documents to include a FR for the department

(Signature and Date)

.3 Consolidate data and reports from all Divisions and Work Centers within the Department for review by the Department Head

(Signature and Date)

.4 Conduct a review of the following:
   .a Departmental CSMP

(Signature and Date)

   .b All PMS schedules within the Department

(Signature and Date)

   .c Review implementation of completed FBRs

(Signature and Date)

.5 Review departmental and command Spot Check program

(Signature and Date)

.6 Ensure last four completed quarter schedules are maintained / archived for each Work Center
   (Electronic versions are allowed if using SKED)

(Signature and Date)

**COMPLETED .2 AREA COMPRISSES 100% OF WATCHSTATION.**

305.3 INFREQUENT TASKS – None to be discussed.
305.3 INFREQUENT TASKS - None to be discussed.
305.4 ABNORMAL CONDITIONS – None to be discussed.
305.5 EMERGENCIES – None to be discussed.

305.6 WATCHES – None.

305.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

305.7.1 EXAMINATIONS
Pass a written examination

___________________________________
(Signature and Date)

.2 EXAMINATIONS
Pass an oral examination board

___________________________________
(Signature and Date)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified DEPARTMENT HEAD (NAVEDTRA 43241-K).

RECOMMENDED ___________________________________ DATE__________
Supervisor

RECOMMENDED ___________________________________ DATE__________
Division Officer

RECOMMENDED ___________________________________ DATE__________
Department Head

QUALIFIED ___________________________________ DATE__________
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY ___________________________________ DATE__________
306  DEPARTMENT HEAD

Estimated completion time: 4 Weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

306.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

306.1.1 COURSES: NONE

.2 WATCHSTATIONS FROM THIS PQS:

304  LCPO/Division Officer

Completed __________________________________ 100% of Watchstation
(Qualifier and Date)

306.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. Satisfactorily perform this task.

Questions

.1 Conduct a 3-M assessment of a department in accordance with TYCOM instructions

____________________________________
(Signature and Date)

.2 Verify department personnel are PQS/NEC (Define first) qualified

____________________________________
(Signature and Date)

.3 Review and approve department PMS/MDS (Define first) documents

____________________________________
(Signature and Date)
306.2.4 Check for proper distribution, validation, and use of 3-M system reports and summaries.

(Signature and Date)

306.5 Review and approve the following:

.a Work Candidates

(Signature and Date)

.b Equipment File corrections

(Signature and Date)

.c Equipment File alterations

(Signature and Date)

306.6 Review and approve parts request in OMMS or OMMS-NG

(Signature and Date)

306.7 Review and finalize PMS schedules

(Signature and Date)

306.8 Review and archive previous quarter PMS schedules

(Signature and Date)

306.9 Review and sign a PMS FBR (Define first) for each of the following:

.a Non-Technical

(Signature and Date)

.b Technical

(Signature and Date)
306 DEPARTMENT HEAD (CONT’D)

306.2.9 .c Urgent

___________________________________
(Signature and Date)

COMPLETED .2 AREA COMPRIS 100% OF WATCHSTATION.

306.3 INFREQUENT TASKS – None to be discussed.

306.4 ABNORMAL CONDITIONS – None to be discussed.

306.5 EMERGENCIES – None to be discussed.

306.6 WATCHES – None.

306.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

306.7.1 EXAMINATIONS
Pass a written examination

___________________________________
(Signature and Date)

.2 EXAMINATIONS
Pass an oral examination board

___________________________________
(Signature and Date)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified MAINTENANCE AND MATERIAL MANAGEMENT COORDINATOR (NAVEDTRA 43241-K).

RECOMMENDED_________________________________ DATE________________

Supervisor

RECOMMENDED_________________________________ DATE________________

Division Officer

RECOMMENDED_________________________________ DATE________________

Department Head

QUALIFIED_________________________________ DATE________________

Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_________________________________ DATE________________
WATC HSTATION 307

307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR

Estimated completion time: 8 weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

307.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

307.1.1 SCHOOLS:

3-M Coordinator (9517) NETC (J-500-0029)
Completed ________________________________
(Qualifier and Date)

307.2 WATCHSTATIONS FROM THIS PQS:

305 Departmental Maintenance and Material Management (3-M) Assistant
Completed ________________________________ 50% of Watchstation
(Qualifier and Date)

306 Department Head
Completed ________________________________ 50% of Watchstation
(Qualifier and Date)

307.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. What means of communications are used?
E. What safety precautions must be observed?

Questions

A B C D E

307.2.1 Conduct command 3-M self-assessment

____________________________________________________
(Signature and Date)
307  MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR
(CONT’D)

307.2 .2  Conduct/coordinate command 3-M training

(Signature and Date)

Questions
A B C D E

.3  Coordinate the distribution of all 3-M system documents

(Signature and Date)

Questions
A B C D E

.4  Perform the following functions in all 3-M automated information systems:

.a  Add new user

(Signature and Date)

Questions
A B C D E

.b  Modify user access (MDS/SKED)

(Signature and Date)

Questions
A B C D E

.c  Enable and Disable user (MDS/SKED)

(Signature and Date)

Questions
A B C D E

.d  Verify System Backups completed (MDS/SKED)

(Signature and Date)

Questions
A B C D E

.5  Review options of batch processing menu (MDS)

(Signature and Date)

Questions
A B C D E

.6  Review/modify WC data (MDS/SKED)

(Signature and Date)

Questions
A B C D E
307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONTD)

Questions

307.2.7 Update Site Unique Data (SUD) (MDS/SKED) A B C D E

(Signature and Date)

.8 Verify command organization meets standard requirements (MDS/SKED) A B C D E

(Signature and Date)

.9 Submit Fleet COSAL FBR via ANCHOR Desk A B C D E

(Signature and Date)

.10 Print/obtain 3-M reports (MDS/SKED) A B C D E

(Signature and Date)

.11 Update PMS data in SKED and distribute commands FR package A B C D E

(Signature and Date)

.12 Make entries to Change Service Accountability Log A B C D E

(Signature and Date)

.13 Check PMS documents for completeness A B C D E

(Signature and Date)

.14 Maintain tracking of Command 3-M PQS Qualifications A B C D E

(Signature and Date)
307.2.15 Review/Administer Command Self-Assessment Programs

.a Spot-check
.b Monitored MRC
.c Audit
.d Deficiency Abatement
.e Self-Assessment

(Signature and Date)

.16 Maintain PMS Master file

(Signature and Date)

.17 Review, serialize, and date all PMS FBRs prior to submission

(Signature and Date)

.18 Prepare and submit weekly 3-M status reports to 3-M Manager (XO)

(Signature and Date)

.19 Review and update the split MIP Log

(Signature and Date)

.20 Review the CSMP for accuracy

(Signature and Date)

.21 Conduct pre-transmittal review/ review and approval of the following:

.a CSMP actions/work candidates and Equipment file corrections/configuration items

(Signature and Date)
307.2.22 Review options available under work package management:

.a Accept options available under work package management

(Signature and Date)

.b Add jobs to ships force and availability work packages

(Signature and Date)

.c Delete jobs from ships force and availability work packages

(Signature and Date)

.d Review ships force and availability work package outputs

(Signature and Date)

.e Modify valid unit tending codes

(Signature and Date)

.23 Update logistics support data

(Signature and Date)

.24 Coordinate equipment file corrections/validations

(Signature and Date)

.25 Add/modify/delete SEF

(Signature and Date)
307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT’D)

Questions

307.2.26 Manage Availabilities (OMMS-NG)  A B C D E
   .a ADD
   .b Remove
   .c Modify
   .d Create MAV451 Report
   __________________________
   (Signature and Date)

.27 Download ASI product  A B C D G
   __________________________
   (Signature and Date)

.28 Print and review the following MDS/OMMS/OMMS-NG reports:
   .a Equipment file analysis report  A B C D E
   __________________________
   (Signature and Date)

   .b Ships Organizational file  A B C D E
   __________________________
   (Signature and Date)

   .c Suspense Statistical Summary Report  A B C D E
   __________________________
   (Signature and Date)

   .d Summary of Effective Allowance Parts List (SOEAPL)  A B C D E
   __________________________
   (Signature and Date)

.29 Process ASI  A B C D E
   __________________________
   (Signature and Date)

.30 Process ASI reports  A B C D E
   __________________________
   (Signature and Date)
### MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT’D)

<table>
<thead>
<tr>
<th>307.2.31</th>
<th>Review a Transaction and Error Identification Report (Micro-SNAP input error report / OMMS-NG ASL_CDM report) then forward to CDM</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D E</td>
</tr>
<tr>
<td>.32</td>
<td>Up-line reports</td>
<td>A B C D E</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D E</td>
</tr>
<tr>
<td>.33</td>
<td>Access RADWEB, upload and download products.</td>
<td>A B C D E</td>
</tr>
<tr>
<td></td>
<td>(Signature and date)</td>
<td>A B C D E</td>
</tr>
<tr>
<td>.34</td>
<td>Load/Utilize MDS database/system utilities</td>
<td>A B C D E</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D E</td>
</tr>
<tr>
<td>.35</td>
<td>Database / System Utilities</td>
<td>A B C D E</td>
</tr>
<tr>
<td>.a</td>
<td>Process Bulkload CSMP Data</td>
<td>A B C D E</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D E</td>
</tr>
<tr>
<td>.b</td>
<td>Import Correction Queue</td>
<td>A B C D E</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D E</td>
</tr>
<tr>
<td>.c</td>
<td>Coordinate Data Alignment Program (DAP) processing</td>
<td>A B C D E</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D E</td>
</tr>
<tr>
<td>.d</td>
<td>Reconcile of command and shore CSMP files</td>
<td>A B C D E</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D E</td>
</tr>
</tbody>
</table>

127
MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT’D)

COMPLETED .2 AREA COMPRISSES 97% OF WATCHSTATION.

307.3 INFREQUENT TASKS

For the infrequent tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. What means of communications are used?

Questions

.1 Perform bulk load of CSMP actions from outside activity A B C D E
.2 Download configuration file for outside assessment teams A B C D E

(Signature and Date)

.3 Download CSMP file for outside assessment teams

(Signature and Date)

COMPLETED .3 AREA COMPRISSES 100% OF WATCHSTATION.

307.4 ABNORMAL CONDITIONS – None to be discussed.

307.5 EMERGENCIES – None to be discussed.

307.6 WATCHES – None.

307.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

307.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

307.7.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)
QUALIFICATION PROGRESS SUMMARY FOR 3-M

NAME____________________________________ RATE/RANK____________________

This qualification progress summary is used to track the progress of a trainee in the watchstations for this PQS and ensure awareness of remaining tasks. It should be kept by the individual or in the individual's training jacket and updated with an appropriate signature (Training Petty Officer, Division Officer, Senior Watch Officer, etc.) as watchstations are completed.

301 MAINTENANCE PERSON
Completed __________________________ Date ______________
(Signature)

302 REPAIR PARTS/SUPPLY PETTY OFFICER
Completed __________________________ Date ______________
(Signature)

303 WORK CENTER SUPERVISOR
Completed __________________________ Date ______________
(Signature)

304 LCPO.DIVISION OFFICER
Completed __________________________ Date ______________
(Signature)
QUALIFICATION PROGRESS SUMMARY FOR 3-M (CONT’D)

305 DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M) ASSISTANT
Completed ___________________________ Date ____________
(Signature)

306 DEPARTMENT HEAD
Completed ___________________________ Date ____________
(Signature)

307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR
Completed ___________________________ Date ____________
(Signature)
LIST OF REFERENCES USED IN THIS PQS

ESOMS User Manual
Joint Fleet Maintenance Manual, Vol VI
MicroSNAP Embedded Online Help Files
Micro SNAP II Maintenance Date and Subsystem (MDS) Desk Top Guide
Micro SNAP II Maintenance Date Subsystem (MDS) Help Files
NAVIPINST 4441.17 (series) Coordinated Shipboard Allowance List (COSAL) Use and Maintenance Manual
 NAVMASSO M-0004/UM-001H, Ship board Nontactical ADP Program (SNAP), II Maintenance Data System (MDS) User’s Manual
NAVSEA 4790.8 (series) Ship’s Maintenance and Material Management (3-M) Manual
NAVSEA 04L TECHSPEC 9090-700D (b)
NAVSEA SE610-BV-PRO-010 (1Jul95), SNAP II Desktop Guides, Vol 6, MDS Reports
NAVSEA SE610-BV-PRO-020 (1Jul95), SNAP II Desk Top guides, Vol. 2, CSMP (2K), Maintenance Procedures
NAVSEA S0400-AD-URM-010/TUM, Tag-Out Users Manual (TUM)
NAVSEAINST 4790.8 (series) Ships Maintenance and Material Management (3M) Manual
NAVSUP P-409 MILSTRIP Handbook
NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol 1
NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol 2
NAVSUPINST 4200.9 (series), Department of Navy Policies for the implementation of the Government-wide Commercial Purchase Card Program (GCPC)
OMMS-NG User’s Guide/System Help Files
Online help files embedded within each application and documentation CDs
OPNAVINST 3120.32 (series), Standard Organization and Regulations Manual of the U.S. Navy (SORM)
OPNAVINST 3500.39 (series), Operational Risk Management
OPNAVINST 4790.4 (series), Ship’s Maintenance and Material Management (3-M) System
OPNAVINST 5100.19 (series), Navy Occupational Safety and Health (NAVOSH) Program
PMS Viewer Users Guide
Relational Supply (RSupply) User’s Guide/System Help Files
Shift Operational Management System (SOMS) Computer Program
SKED 3.1 Users Guide
SKED 3.2 Users Guide
PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43241-K

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Via____________________________________________________________________Date_________________

Department Head

Activity ____________________________________________________________

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Section Affected_______________________________________________________

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https://wwwa.nko.navy.mil/

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