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.
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ACKNOWLEDGEMENTS

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

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Center for Service Support Newport, RI
DSN 948-1057
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 ship’s and stations.

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!
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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WATCHSTATION REQUALIFICATIONS

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to requalify IAWNAVEDTRA 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.

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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 3500.39A, Operational Risk Management
[c] OPNAVINST 5100.19E, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat, Change Transmittal 1

101.1 Discuss the concept of ORM [ref. a]

(Signature and Date)

101.2 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)

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

(Signature and Date)

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

(Signature and Date)

101.5 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; ref. c, ch. A2]

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

.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)
EQUIPMENT TAG-OUT PROCEDURES (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 [ref. b; ref. 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 Representative
.d Authorizing Officer
.e Assistant Authorizing Officer
.f Work Center Representative [ref. a, ch. 630.17, sec. 6]
.g Initial Preparer
.h Person Attaching Tag
.i Person Checking Tag
.j Person Clearing tag

(Signature and Date)
102.4 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)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

.8 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)

.9 Discuss the tag-out audit procedures for a standard tag-out [ref. b]

(Signature and Date)
102.10 Discuss time requirements for tagging out systems and performing maintenance using PMS tag-out [ref. c, 1.9]

(Signature and Date)

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

(Signature and Date)
103.1 Discuss the purpose of equipment tag-out procedures [ref. b]

(Signature and Date)

103.2 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 Work center representative [ref. a, ch. 630.17]
.g Initial preparer (TORS)
.h Independent reviewer
.i Person attaching tag
.j Person checking tag

(Signature and Date)

103.3 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)
103.4 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 tags [ref. a, app. l]

___________________________________
(Signature and Date)

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

___________________________________
(Signature and Date)
103.12 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 [app. F]
.b Electrical [app. F]
.c Common industrial maintenance procedures [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
.b Tags are damaged
.c Danger tag components are out of position or wrong components are tagged

(Signature and Date)

.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)
104.1 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/Supply Petty Officer [ref. d]
.k Maintenance personnel

(Signature and Date)

.3 Define preventive and corrective maintenance [ref. a]

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

.a MRC  
.b EGL  
.c MIP  
.d LOEP  
.e Change page  
.f 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)
104 BASIC PLANNED MAINTENANCE SYSTEM (PMS) FUNDAMENTALS (CONT’D)

104.8 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  EGL and the MRCs
.c  MIP and the MRCs
.d  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 change 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)

.4 Describe changing your user information:

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

___________________________________
(Signature and Date)
105.5 **Basic SKED (Cont’d)**

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 Workcenter(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 the various schedule views: [ref. b]

.a SKED 3.1

.1 File menu
  .i Close
  .ii Print
  .iii Work Center options
  .iv Exit

(Signature and Date)

.2 View Menu
  .i Cycle
  .ii Quarterly
  .iii Weekly
  .iv Schedule List View
  .v Archived Quarter
  .vi List View Filters
  .vii Tool Bar
  .viii Status Bar

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

105.7.a .3 Tools
       .i  FBR Wizard
       .ii FBR Manager
       .iii PMS Changes Notification
       .vi Schedule Verification

(Signature and Date)

.4 Reports
       .i  PMS Performance Report
       .ii PMS Check Viewer
       .iii MRC Accomplishment Report
       .iv EGL Report
       .v  13 Week Report
       .vi To-Do-List Report
       .vii Forecasting Report
       .viii Flip Page Report

(Signature and Date)

.5 Admin
       .i  Users
       .ii Chain Of Command

.6 Help
       .i  Contents
       .ii About

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

105.7  .b  SKED 3.2 [ref. c]

. 1  My Task Tab

.i  My Task Menu
(1)  Update User Information
(2)  Reset Password

.ii  Help menu
(1)  SKED 3.2 Help
(2)  PMS Reference Documents
(3)  SKED 3.2 About

.iii  Unit PMS Message

.iv  Task Through

.v  My Task Categories
(1)  Checks Assigned
(2)  Spot Check Assigned
(3)  Assigned Training

___________________________________
(Signature and Date)

.2  Workcenter Tab

.i  Schedule View
(1)  Check Status
(2)  Quantity Mandatory Related Maintenance
(3)  Quarter View
(4)  Detailed View
(5)  Remainder Column Headers
(6)  Maintenance Check Detail View
  (a)  General
  (b)  Checks
  (c)  SPMIG
  (d)  MIP Document
  (e)  MRC Document
  (f)  Related Maintenance
(7)  Generate FBR

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

105.7.b .3 FBR Tab 
  .i  Generate FBR 
  .ii  View existing FBRs 

  .4 SPMIG Tab 
  .i  Nomenclature Search 
  .ii  Advanced Search 
  .iii  Detail View 

  .5 Training Tab 

  .6 Report Tab 
  .i  Assigned PMS 
  .ii  13 Week Report 

____________________________________________________________________
(Signature and Date)

.8 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)

.9 Describe how to create a Technical - Routine Feedback Report from Scheduled 
  Check (MRC), and FBR manager / tab 
  .a  SKED 3.1 [ref. b] 
  .b  SKED 3.2 [ref. c] 

____________________________________________________________________
(Signature and Date)
105 BASIC SKED (Cont’d)

105.10 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]
.e Creating a new WC [ref. b, c]

(Signature and Date)

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

(Signature and Date)

.g 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)
105.10  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)

Finalize revision/schedules [ref. b, c]
EGL/equipment associations [ref. b, c]
Assigning maintenance responsibility [ref. b, c]

Adding checks

(Signature and Date)

Scheduling situational maintenance [ref. b]

Event Editor
Event manager
Trigger Event

(Signature and Date)

Scheduling annotations [ref. b, c]
Reschedule
Complete
Defer mark
Delete
System Mark Tools (¢)
IEM mark tool

(Signature and Date)

IEM Scheduling [ref. b, c]
Status one
Status two
Periodicities

(Signature and Date)
105.10 Unscheduled checks [ref. b, c]

(Signature and Date)

File menu [ref. b]
(1) Save
(2) Print
(3) Back-up (internal/external)
(4) Restore

(Signature and Date)

View Menu [ref. b]
(1) Archived quarter

(Signature and Date)

Schedules [ref. b]
(1) Generate Quarter
(2) Reorder rows

(Signature and Date)

Tools [ref. b]
(1) Revision Wizard
(2) SKED Doctor
(3) FBR Wizard
(4) FBR manager
(5) PMS Changes Notification
(6) Schedule Verification

(Signature and Date)

Reports [ref. b, c]
(1) PMS Performance report
(2) EGL report
(3) 13 Week report
(4) Forecasting report
(5) Flip Page report

(Signature and Date)
105.10  Admin [ref. b, c]
(1)  User's
(2)  Chain of Command

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

.a CNO
.b COMUSFFC
.c FLTCs
.d Operational Commanders
.e TYCOMs
.f COMNAVSEASYSCOM
.g SYSComs/BUMED
.h NAVSEALOGCEN
.i NETC

(Signature and Date)

.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-Routine, Technical-Urgent)

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)
106.5 Discuss the procedures used with locally developed MRCs [ref. b, sec. I, ch. 2]

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

.9 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)

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

(Signature and Date)

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

(Signature and Date)

.12 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  ADVANCED SKED

References:

[a] NAVSEAINST 4790.8C Ship’s Maintenance and Material Management (3M) Manual
[b] SKED 3.1 Users Guide
[c] SKED 3.2 Users Guide
[d] PMSViewer Users Guide

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 Workcenter 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 workcenters can be accessed
by user level:
SKED 3.1 [ref. b]
SKED 3.2 [ref. b]

.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
workcenter(s) SKED 3.1 [ref. b]; SKED 3.2 [ref. c]

___________________________________
(Signature and Date)
107 ADVANCED SKED

107.5 Describe what data is lost when a Workcenter is deleted and then externally restored SKED 3.1 [ref. b]; SKED 3.2 [ref. 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 SKED 3.1 [ref. b]; SKED 3.2 [ref. c]

(Signature and Date)

.8 Describe how to enable and disable IEM SKED 3.1 [ref. b]; SKED 3.2 [ref. c]

(Signature and Date)

.9 Describe in detail what automatically occurs, and needs to be manual performed when enabling and disabling IEM SKED 3.1 [ref. b]; SKED 3.2 [ref. 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 3.1 [ref. b, Server Mode]; SKED 3.2 [ref. c]

(Signature and Date)
107 ADVANCED SKED

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)

107.13 Describe the various schedule views as the Workcenter Supervisor:

.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)
ADVANCED SKED

107.13.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)

.15 Describe the various schedule views 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
107  ADVANCED SKED

107.15  .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  Rad Web
        .b  E-Mail

(Signature and Date)

.18  Describe the SKED 3.1 steps for updating FBR Ships 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  Workcenter Supervisor
        .b  LCPO
        .c  Division Officer
        .d  Department Head

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

.a Workcenter Supervisor
.b LCPO
.c Division Officer
.d Department Head

(Signature and Date)

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

(Signature and Date)

Describe the various schedule views as the: 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) Workcenter 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)
107  ADVANCED SKED

107.22.b  .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

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107 ADVANCED SKED

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)
.c    PMSViewer Tab
   .1    Tree View
107  **ADVANCED SKED**

107.22.c.1  (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 ADVANCED SKED

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
   .7 Close Out Status View
   .8 Training View
      (a) Detail View
      (b) Assignment Wizard
107 ADVANCED SKED

107.22.j.8 (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 Database 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)
108.1 Explain the purpose of this system [ref. a, ch. 1]  
___________________________________  
(Signature and Date)  

108.2 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 Ship’s Maintenance Action Form, OPNAV 4790/2K [ref. a, app. B]  
.e Supplemental Form (OPNAV 4790/2L) [ref. a, app. B]  
.f Ships Configuration Change Form (OPNAV 4790/CK) [ref. a, ch 3, app. B]  
.g Supply requisition forms  
   (DD Form 1348 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]  
.m JSN log [ref. a, app. B]  
___________________________________  
(Signature and Date)  

108.3 Discuss the requirements for validating an equipment record [ref c, app. G]  
___________________________________  
(Signature and Date)
109 BASIC SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS

References:

[a] Online help files embedded within each application and documentation CDs
[b] NAVSEA SE610-BV-PRO-010 (1Jul95), SNAP II Desktop Guides, Vol. 5, ASI Processing Procedures
[c] NAVSEA SE610-BV-PRO-010 (1Jul95), SNAP II Desktop Guides, Vol. 6, MDS Reports
[f] Micro SNAP II Maintenance Data and Subsystem (MDS) Desk Top Guide
[g] NAVSEAINST 4790.8C, Ship’s Maintenance and Material Management (3-M) Manual
[h] NAVSUP P-485, Naval Supply Procedures, Afloat supply Vol. 1

109.1 Discuss the following systems/subsystems: [ref. f]
   .a Micro SNAP
   .b SFM
   .c OMMS [ref. a, ref. g]

(Signature and Date)

.2 Discuss 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)
.3 Explain the functional relationship of the following personnel: [ref. g]

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

(Signature and Date)

.4 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)

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

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

(Signature and Date)

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

.a Creating a maintenance action / work candidate
.b Editing an open maintenance action / work candidate
.c Close an open maintenance action / work candidate

(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 level  
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)
110.4 Explain the importance of equipment verification and selection related to work candidates [ref. a]

(Signature and Date)

.5 Explain the following work candidate elements for writing: [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 command 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)
111. ADVANCED MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS

References:

[b] OMMS-NG User’s Guide/System Help Files
[c] Micro SNAP II 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 Micro SNAP [ref. c]
.f CDMD-OA Data System [ref. d]

(Signature and Date)

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

(Signature and Date)

.3 Discuss the purpose and use of shipboard 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)
112.1 Explain Subsystem Manager responsibilities [ref: a]

.a Adding and removing personnel from MicroSNAP
.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
.b Serial Number
.c RIN
.d EIC
.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 Summary Reports –RPO Log
.b CSMP Detail Report- JSN Log
.c Captains Summary of CSMP Actions
.d CSMP Simulated Maintenance Forms

(Signature and Date)
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 reports
.c Files of APL 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 A DVANCED ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS-NG) FUNDAMENTALS

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

113.1 Discuss the procedures of ASI processing and upline 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 NAVICP
   .d CDM
   .e RADWEB

(Signature and Date)

.3 Explain the purpose of the electronic Upline 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)
113.5 Explain the following review and approval menu options: [ref. a]

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

___________________________________
(Signature and Date)

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

.a Approve
.b Reject

___________________________________
(Signature and Date)

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

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

___________________________________
(Signature and Date)

.8 Explain the purpose and how to clone work candidates [ref. a]

___________________________________
(Signature and Date)

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

___________________________________
(Signature and Date)
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 Processing
.c Bulk Load
.d CSMP report of all Deferred Work Candidates
.e SDIF Reconciliation File

(Signature and Date)

.13 Explain the System Administration [ref. a]

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

(Signature and Date)
113.14 Explain the Validation Aid Process [ref. a]
   .a Primary & Secondary Work Center
   
   (Signature and Date)

113.15 Explain the functions of the NTCSS Batch Job Queue [ref. a; ref. b]
   .a DAPs
   .b Review Job Processes
   
   (Signature and Date)

113.16 Explain Advanced Brokering [ref. a]
   .a Assignment of Lead & 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 4790.4C, 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)
[g] OMMS-NG User’s Guide/System Help Files
[h] Relational Supply (RSUPPLY) User’s Guide/System Help Files
[i] NAVSUP P-485, Naval Supply Procedures, Afloat Supply Vol. 2
[j] NAVSUP P-409, MILSTRIP 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  Navy Purchase Card [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  COSAL Feedback report [ref. b, ch. 1]
.f  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 up-dated 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 APL’s [ref. b, ch.1]

(Signature and Date)

.7 Explain the purpose of the COSAL tool GDAPL [ref. b, ch.1]

(Signature and Date)

.8 Explain the purpose of a CASREP [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 RSUPPLY/SNAP/OMMNS-NG [ref. e; ref. g; ref. h]

(Signature and Date)

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

(Signature and Date)

.12 Discuss the importance of configuration change as it applies to repair parts [ref. b, ch.1; ref. f]

(Signature and Date)
114.13 State the purpose and use of FEDLOG [ref. c, sec. 1072]

(Signature and Date)

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

(Signature and Date)

114.15 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)

114.16 Define the term OPTAR budget [ref. c, ch. 2]

(Signature and Date)

114.17 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.
300  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 NAVEDTRA 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.
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-J).

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 ___________________________ 14% of Watchstation
(Qualifier and Date)

102 Equipment Tag-Out Procedures/Safety (Non-Automated)

Completed ___________________________ 14% of Watchstation
(Qualifier and Date)

103 Equipment Tag-Out Procedures/Safety for the Shift Operations Management System (SOMS) (Automated)

Completed ___________________________ 14% of Watchstation
(Qualifier and Date)

104 Basic Planned Maintenance System (PMS)

Completed ___________________________ 14% of Watchstation
(Qualifier and Date)

108 Basic Maintenance Data System (MDS)

Completed ___________________________ 14% of Watchstation
(Qualifier and Date)
301  MAINTENANCE PERSON

109  Basic Shipboard Nontactical Automated Data Processing Program (SNAP)

Completed _____________________________ 14% of Watchstation
(Qualifier and Date)

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

Completed _____________________________ 16% of Watchstation
(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

___________________________________
(Signature and Date)

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

___________________________________
(Signature and Date)

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

___________________________________
(Signature and Date)

301.2.4 Replace missing/mutilated MRC and EGL’s, if applicable

___________________________________
(Signature and Date)
301 MAINTENANCE PERSON (CONT’D)

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

(Signature and Date)

.6 Perform monitored maintenance under instruction using MRC

.a Work Center Supervisor

(Signature and Date)

.b Leading Chief Petty Officer

(Signature and Date)

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

.a Mechanical

(Signature and Date)

.b Electrical isolation

(Signature and Date)

.8 Report accomplished/non-accomplished preventive maintenance requirement to WCS including non-maintenance related discrepancies noted

(Signature and Date)

.9 Submit automated PMS FBRs using:

.a SKED FBR Manager

.b FBR Wizard

(Signature and Date)
301 MAINTENANCE PERSON (CONT’D)

301.10 Log on/off to automated MDS/SKED/SOMS
   .a MDS
   _____________________________________________
   (Signature and Date)
   .b SKED
   _____________________________________________
   (Signature and Date)
   .c SOMS
   _____________________________________________
   (Signature and Date)

.11 Submit a deferred MA/work candidate generated by: (2 times)
   .a SKED 3.1
   .b SKED 3.2
   .c OMMS
   .d OMMS-NG
   _____________________________________________
   (Signature and Date)

.12 Close an existing deferred MA/work candidate generated by: (2 times)
   .a SKED 3.1
   .b SKED 3.2
   .c OMMS
   .d OMMS-NG
   _____________________________________________
   (Signature and Date)
301.13 Submit a completed MA/work candidate without a prior deferral generated by:
   .a SKED 3.1
   .b SKED 3.2
   .c OMMS
   .d OMMS-NG

   (Signature and Date)

.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 OMMS
   .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  MAINTENANCE PERSON (CONT’D)

301.3  INFREQUENT TASKS – None to be discussed.

301.4  ABNORMAL CONDITIONS – None to be discussed.

301.5  EMERGENCIES – None to be discussed.

301.6  WATCHES – None.

301.7  EXAMINATIONS  (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)
# FINAL QUALIFICATION

**NAVEDTRA 43241-J**

## 302  REPAIR PARTS/SUPPLY PETTY OFFICER

<table>
<thead>
<tr>
<th>NAME</th>
<th>RATE/RANK</th>
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</table>

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-J).

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<th>RECOMMENDED</th>
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<th>Commanding Officer or Designated Representative</th>
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<th>SERVICE RECORD ENTRY</th>
<th>DATE</th>
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79
WATCHSTATION 302

Estimated completion time: 4 Weeks

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 ____________________________ 30% of Watchstation
(Qualifier and Date)

FUNDAMENTALS FROM THIS PQS:

107 Advanced SKED

Completed ____________________________ 20% of Watchstation
(Qualifier and Date)

112 Advanced Shipboard Nontactical Automated Data Processing Program (SNAP)

Completed ____________________________ 20% of Watchstation
(Qualifier and Date)

114 Repair Parts/Supply Petty Officer

Completed ____________________________ 30% of Watchstation
(Qualifier and Date)
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 A B C D G

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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)
302.2.2  .c  OPTAR Log (NAVCOMPT Form 1255) (non-automated)  (Signature and Date)

   .d  Open purchase/Servmart list (NAVSUP 1314)  (Signature and Date)

   .e  Survey Report, Financial Liability Investigation of Property Loss (DD Form 200)  (Signature and Date)

   .f  Fleet COSAL FBR  (Signature and Date)

   .g  ACR (NAVSUP 1220-2)  (Signature and Date)

   .h  QDR/ROD/SDR (SF 368)  (Signature and Date)

   .i  Review RPPO Reports  (Signature and Date)

   .j  Review forecasting report and MRC’s in SKED for Tools, Parts, Materials and Test equipment.  (Signature and Date)
CD-ROM, DATABASES and websites:

.a HMIS, SHML

(Signature and Date)

.b CAGE/FSCM

(Signature and Date)

.c Afloat Shopping Guide (ASG)

(Signature and Date)

.d List of forms and publications, NAVSUP P-2002

(Signature and Date)

.e MILSTRIP/MILSTRAP Desk Top Guide, NAVSUP 409

(Signature and Date)

.f COSAL

(Signature and Date)

.g Equipment drawings, schematics, and technical manuals

(Signature and Date)

.h FEDLOG

(Signature and Date)

.i GDAPL

(Signature and Date)
302.2.3 SPMIG  

(Signature and Date)

.4 Determine the status of outstanding requisitions utilizing the MILSTRIP/MILSTRAP Desk Top Guide

(Signature and Date)

.5 Receive, verify, and reissue controlled materials (MAMS, DLR, classified material)

(Signature and Date)

.6 Document material receipts

(Signature and Date)

.7 Properly identify and handle HAZMAT

(Signature and Date)

.8 Properly identify material unit of issue

(Signature and Date)

.9 Maintain WC RPPO Log

(Signature and Date)

COMPLETED .2 AREA COMPRIS 50% OF WATCHSTATION.

302.3 INFREQUENT TASKS – None to be discussed.

302.4 ABNORMAL CONDITIONS – None to be discussed.

302.5 EMERGENCIES – None to be discussed.
302.6  WATCHES – NONE

302.7  EXAMINATIONS (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)
303 Work Center Supervisor

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 WORK CENTER SUPERVISOR (NAVEDTRA 43241-J).

RECOMMENDED________________________________________ DATE______________

Supervisor

RECOMMENDED________________________________________ DATE______________

Division Officer

RECOMMENDED________________________________________ DATE______________

Department Head

QUALIFIED_____________________________________________ DATE______________

Commanding Officer or Designated Representative

SERVICE RECORD ENTRY________________________________ DATE______________

COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE
303  WORK CENTER SUPERVISOR

Estimated completion time: 8 Weeks

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)

111  Advanced Maintenance Data System (MDS)

Completed ____________________________ 33% of Watchstation
(Qualifier and Date)
303 Work Center Supervisor (Cont’d)

113 Advanced Organizational Maintenance Management 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 parameters/operating limits must be monitored?
F. Satisfactorily perform this task.

303.2.1 Modify deferred MA/Work candidate (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)

.5 Delete configuration item/record A B C D F

___________________________________ (Signature and Date)

.6 Add configuration alteration A B C D F

___________________________________ (Signature and Date)
303.2.7 Review, Add, Delete logistics support data of an existing configuration item/record

(Signature and Date)

.8 Discuss the procedures in ordering non-maintenance parts/maintenance related items

(Signature and Date)

.9 Print logistics support data reports

(Signature and Date)

.10 Verify accuracy of workcenter’s CSMP

(Signature and Date)

.11 Propose additions to work package

(Signature and Date)

.12 Post/update job status

(Signature and Date)

.13 Perform pre-transmittal review (SNAP/Micro SNAP)

(Signature and Date)

.14 Perform Review and Approval (OMMS-NG)

(Signature and Date)
303 WORK CENTER SUPERVISOR (CONT’D)

303.2.15 Review and forward corrections to the following documents (manual/automated):

.a Ships Maintenance Action Form, OPNAV 4790/2K, work candidate
   _____________________________________
   (Signature and Date)

.b Ships Configuration Change Form, OPNAV 4790/CK
   _____________________________________
   (Signature and Date)

.c Supplemental Form, OPNAV 4790/2L
   _____________________________________
   (Signature and Date)

.16 Install revision (ACN, DIT, FBR, Admin, FR)
   _____________________________________
   (Signature and Date)

.17 Build a workcenter using SKED (3.1/3.2)
   _____________________________________
   (Signature and Date)

.18 Validate the following PMS schedules in SKED 3.1 and against the workcenter PMS manual:

.a Cycle
   _____________________________________
   (Signature and Date)

.b Quarterly
   _____________________________________
   (Signature and Date)

.c Weekly
   _____________________________________
   (Signature and Date)
303.2.18  13 Week Accountability Report

(Signature and Date)

.19 Validate the following PMS schedules in SKED 3.2 and against the workcenter PMS manual: (Use SKED 3.2 Joint Qualification Record (JQR)

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

.22 Generate/add a member to the crew list database (SKED 3.1/3.2)

(Signature and Date)

.23 Create an Local Event (SKED 3.1)

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)
303.2.27 Document maintenance accomplished by outside activity (SKED 3.1/3.2) A B C D E F

(Signature and Date)

صدامici

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

.a R
.b U
.c LU
.d PM
.e SU
.f OT
.g AP
.h Conditional Based MRC
.i Convenience Related MRC (SKED 3.2)

(Signature and Date)

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

(Signature and Date)

.30 Verify accuracy of Equipment / Maintenance Item Listed on Schedule (SKED 3.1/3.2) A B C D F

(Signature and Date)

.31 Verify procedural steps listed on new/changed MRCs against installed equipment A B C D F

(Signature and Date)

.32 Supervise maintenance personnel performing MR A B C D F

(Signature and Date)

.33 Conduct spot-check of MR requiring Tag-Out/Lock-out A B C D F

(Signature and Date)
303.2.34 Monitor the WC PMS manual

   .a Change page
   .b Current LOEP
   .c Required MIPS
   .d MRC’s
   .e EGL’s (SKED 3.1)
   .f Situational requirement reference sheets
   .g Supplemental information

   (Signature and Date)

.35 Prepare and submit a non-technical and technical FBR in SKED

   (Signature and Date)

.36 Prepare and submit an Urgent Technical FBR

   (Signature and Date)

.37 Schedule and review equipment validations and submit appropriate change documents

   (Signature and Date)

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-J).

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 Work Center Supervisor

Completed ____________________________ 100% of Watchstation (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. Satisfactorily perform this task.

304.2.1 Validate a cycle PMS schedule (SKED 3.1 only)

Questions
A B C D E

______________________________
(Signature and Date)
304.2.2 Validate a quarterly PMS schedule (SKED 3.1 only)

______________________________
(Signature and Date)

3 Validate PMS schedule (SKED 3.2 only)

______________________________
(Signature and Date)

4 Validate revisions (i.e. ACN, DIT, 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 WC 13-Week Accountability Log and close out Weekly Schedule (SKED 3.1 only)

______________________________
(Signature and Date)

9 Perform weekly close out (SKED 3.2 only)

______________________________
(Signature and Date)
304.2.10 Review and approve a PMS FBR for each of the following:
.a Non-technical

(Signature and Date)

.b Technical: Urgent

(Signature and Date)

.c Technical: Routine:

(Signature and Date)

.11 Review and approve the following MDS actions:
.a CSMP actions/work candidates

(Signature and Date)

.b Fleet COSAL FBR via Anchor Desk

(Signature and Date)

.c Equipment file correction

(Signature and Date)

.d Configuration Item/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 requested parts

(Signature and Date)

.15 Review and approve configuration changes

(Signature and Date)

.16 Conduct MR spot-check utilizing Tag-out/Lock-out system

(Signature and Date)

.17 Perform monitored maintenance spot check using hazmat

(Signature and Date)

.18 Perform monitored maintenance spot check using tagout

(Signature and Date)

.19 Perform monitored maintenance spot check (DC spot check)

(Signature and Date)

.20 Perform PMS spot check using hazmat

(Signature and Date)

.21 Perform PMS spot check using tag out/lock out

(Signature and Date)
304.2.22 Perform PMS spot check (DC spot check)

(Signature and Date)

.23 Monitor the workcenter PMS manual
   .a Change page
   (Signature and Date)
   .b LOEP
   (Signature and Date)
   .c MIPs
   (Signature and Date)
   .d MRCs
   (Signature and Date)
   .e EGL’s (SKED 3.1 only)
   (Signature and Date)
   .f LGL’s (SKED 3.2 only)
   (Signature and Date)
   .g Situational requirements reference sheets
   (Signature and Date)

.24 Review global, local, and Work Center triggers
   (Signature and Date)
304.25 Perform audit of workcenter, other than own

(Signature and Date)

.26 Validate divisional LOEPS against 3M Coordinators split MIP log and master file to ensure all split MIPS MR’s are assigned to correct WC

(Signature and Date)

.27 Validate divisional assessment checks (e.g. 800 series/AP MIP)

(Signature and Date)

COMPLETED.2 AREA COMPRISSES 96% OF WATCHSTATION.

304.3 INFREQUENT TASKS

.1 Assist 3MC in conducting command self assessment

(Signature and Date)

.2 Validate divisional maintenance personnel PQS/NEC requirements

(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-J).

RECOMMENDED________________________________________ DATE______________
  Supervisor

RECOMMENDED________________________________________ DATE______________
  Division Officer

RECOMMENDED________________________________________ DATE______________
  Department Head

QUALIFIED________________________________________ DATE______________
  Commanding Officer or Designated Representative

SERVICE RECORD ENTRY________________________________ DATE______________
305 DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M) ASSISTANT

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:

SCHOOLS: 3-M Coordinator (J-500-0029) (RECOMMENDED)

Completed ________________________________
(Qualifier and Date)

305.1.1 COURSES:

Department Head Computer Based Training (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

___________________________________
(Signature and Date)

.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 Coordinate departmental 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)
WATCHSTATION 305

DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M) ASSISTANT (CONT’D)

COMPLETED .2 AREA COMPRISSES 100% OF WATCHSTATION.

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-J).

RECOMMENDED________________________________________ DATE______________
Supervisor

RECOMMENDED________________________________________ DATE______________
Division Officer

RECOMMENDED________________________________________ DATE______________
Department Head

QUALIFIED________________________________________ DATE______________
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY________________________________ DATE______________
WATCHSTATION 306

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.

.1  Conduct a 3-M assessment of a department

(Signature and Date)

.2  Verify department personnel are PQS/NEC qualified

(Signature and Date)

.3  Review and approve department PMS/MDS documents

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

(Signature and Date)

.5 Review and approve the following:

.a CSMP actions/work candidates

(Signature and Date)

.b Equipment file corrections/configuration items

(Signature and Date)

.6 Review and approve parts request

(Signature and Date)

.7 Review and finalize PMS schedules

(Signature and Date)

.8 Review and archive previous quarter PMS schedules (SKED 3.1)

(Signature and Date)

.9 Review and sign a PMS FBR for each of the following:

.a Non-Technical

(Signature and Date)

.b Technical - Routine

(Signature and Date)
306.2.9 Technical - 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-J).

RECOMMENDED_____________________________ DATE______________
  Supervisor

RECOMMENDED_____________________________ DATE______________
  Division Officer

RECOMMENDED_____________________________ DATE______________
  Department Head

QUALIFIED_______________________________ DATE______________
  Commanding Officer or Designated Representative

SERVICE RECORD ENTRY________________________ DATE______________
307 MAINTENANCE AND MATERIAL MANAGEMENT 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.

307.1.2 School

3M Coordinator (9517) NETC (J-500-0029)

Completed _____________________________
(Qualifier and Date)

307.1.1 COURSES:

.3 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. Satisfactorily perform this task?

Questions

307.2.1 Conduct command 3-M self-assessment

___________________________________
(Signature and Date)
307.2.2 Conduct/coordinate 3-M training

(Signature and Date)

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

(Signature and Date)

.4 Perform the following functions in all 3-M automated information systems:
   .a Add new user
   (Signature and Date)
   .b Modify user access
   (Signature and Date)
   .c Enable, Disable and Delete user
   (Signature and Date)
   .d Verify System Backups
   (Signature and Date)

.5 Review options of batch processing menu (OMMS/OMMS-NG)

(Signature and Date)

.6 Review/modify WC data

(Signature and Date)

.7 Update Site Unique Data (SUD)

(Signature and Date)
WATChSTATION 307

307 MAINTEnANCE AND MATERIAL MANAGEMENT COORDINATOR (CONT'D) Questions

307.2.8 Transmit off-site reports

(Signature and Date)

.9 Fleet COSAL FBR via ANCHOR Desk

(Signature and Date)

.10 Print/obtain PMS reports

(Signature and Date)

.11 Update PMS data in SKED and distribute commands FR package

(Signature and Date)

.12 Make entries to Change Service Accountability Log

(Signature and Date)

.13 Check PMS documents for completeness

(Signature and Date)

.14 Maintain tracking of Command PQS Qualifications

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

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 status PMS reports to 3MM (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 a pre-transmittal review of the following:
   .a CSMP actions/work candidates
   .b 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  A B C D E

(Signature and Date)

.b  Add job to work package  A B C D E

(Signature and Date)

.c  Delete job from work package  A B C D E

(Signature and Date)

.d  Review work package outputs  A B C D E

(Signature and Date)

.e  Modify valid unit tending codes  A B C D E

(Signature and Date)

.23 Update logistics support data  A B C D E

(Signature and Date)

.24 Coordinate equipment file corrections/validations  A B C D E

(Signature and Date)

.25 Add/modify/delete SEF  A B C D E

(Signature and Date)
307.2.26 Manage Availabilities (OMMS-NG)

.a ADD
.b Remove
.c Modify
.d Create MAV451 Report

(Signature and Date)

.27 Download ASI product

(Signature and Date)

.28 Print and review the following MDS/OMMS/OMMS-NG reports:

.a Equipment file analysis report

(Signature and Date)

.b Ships Organizational file

(Signature and Date)

.c Suspense Statistical Summary Report

(Signature and Date)

.d Summary of Effective Allowance Parts List (SOEAPL)

(Signature and Date)

.29 Process ASI

(Signature and Date)

.30 Process ASI reports

(Signature and Date)
Questions

307.2.31 Review a Transaction and Error Identification Report and forward to CDM A B C D E

(Signature and Date)

.32 Up-line CSMP updates A B C D E

(Signature and Date)

.33 Access RADWEB and RVW downloadable products. A B C D E

(Signature and Date)

.34 Load/Utilize MDS database / system utilities A B C D E

(Signature and Date)

.35 Database / System Utilities A B C D E

.a Process Bulkload CSMP Data

(Signature and Date)

.b Import Correction Que

(Signature and Date)

.c Coordinate Data Alignment Program (DAP) processing

(Signature and Date)

.d Conduct 3M automated system administrative groom

(Signature and Date)
307.3 INFREQUENT 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?

Questions

.1 Perform Administrative Revision in SKED  A B C D

(Signature and Date)

.2 Coordinate MDS system restoration  A B C D

(Signature and Date)

.3 Coordinate PMS system restoration  A B C D

(Signature and Date)

COMPLETED .3 AREA COMPRISES 3% OF WATCHSTATION.

307.4 ABNORMAL CONDITIONS – None to be discussed.

307.5 EMERGENCIES – None to be discussed.

307.6 WATCHES – None.

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

307.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)
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.

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### QUALIFICATION PROGRESS SUMMARY FOR 3-M (CONT’D)

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<th>MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR</th>
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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 Data and Subsystem (MDS) Desk Top Guide
Micro SNAP II Maintenance Data Subsystem (MDS) Help Files
NAVCPINST 4441.170B, Coordinated Shipboard Allowance List (COSAL) Use and
Maintenance Manual
NAVMASSO M-0004/UM-001H (1 Mar 93), Shipboard Nontactical ADP Program
(SNAP) II Maintenance Data System (MDS) User's Manual
NAVSEA 4790.8C, Ship's Maintenance and Material Management (3-M) Manual
NAVSEA 04L TECHSPEIC 9090-700D [b]
NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desktop Guides, Vol. 6, MDS Reports
NAVSEA SE610-BV-PRO-020 (1 Jul 95), SNAP II Desk Top Guides, Vol. 2, CSMP
(2K), Maintenance Procedures
NAVSEA S0400-AD-URM-010/TUM, Tag-Out Users Manual (TUM)
NAVSEA SO752-AA-SPN-010/SCLSIS Technical Specification 9090-700-D, Ship
Configuration and Logistics Support Information System
NAVSEAINST 4790.8C 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 4200.99, 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 3120.32C, Standard Organization and Regulations Manual of the U.S.
Navy (SORM)
OPNAVINST 3500.39A, Operational Risk Management
OPNAVINST 4790.4E, Ships' Maintenance and Material Management (3-M) System.
OPNAVINST 5100.19E, Navy Occupational Safety and Health (NAVOSH) Program
PMSViewer Users Guide
Relational Supply (RSUPPLY) User's Guide/System Help Files
Shift Operations Management System (SOMS) Computer Program
SKED 3.1 Users Guide
SKED 3.2 Users Guide
PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43241-J

From____________________________________________________ Date________________

Via______________________________________________________ Date________________

Department Head

Activity ______________________________________________________________________

Mailing Address_______________________________________________________________

Email Address _______________________________________________________________

PQS Title____________________________________________NAVEDTRA_______________

Section Affected_______________________________________________________________

Page Number(s)_______________________________________________________________

For faster response, you may submit your feedback via the PQS website at:
https://wwwa.nko.navy.mil/

Remarks/Recommendations (Use additional sheets if necessary):