PERSONNEL

QUALIFICATION

STANDARD

FOR

3-M

NAME (Rate/Rank)_____

TABLE OF CONTENTS

ACKNOWLEDGEMENTS

INTRODUCTION

PQS PROGRAM

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

CANCELLATION

This Standard cancels and supersedes NAVEDTRA 43241-J.

APPLICABILITY

This PQS is applicable to all shore and fleet units.

MODEL MANAGER

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

TAILORING

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

INTRODUCTION (CONT'D)

QUALIFIER

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

CONTENTS

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

REFERENCES

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

NOTES

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

TRAINEE

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

INTRODUCTION (CONT'D)

PQS FEEDBACK REPORTS

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

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Fundamental Title	Action	Comment
All	Complete rewrite	None

System Title	Action	Comment
NA	NA	NA

Watchstation Title	Action	Comment
All	Complete rewrite	None

WATCHSTATION REQUALIFICATIONS

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

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

None.

ACRONYMS USED IN THIS PQS

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

3-M	Maintenance and Material Management
3MA	3-M Assistant
3MC	3-M Coordinator
ACN	Advance Change Notice
ACR	Allowance Change Request
ADM	Administrative Data Management
ADP	Automated Data Management
AEL	Allowance Equipage List
APL	Allowance Parts List
ASG	Afloat Shopping Guide
ASI	Automated Shore Interface
ATIS	Advanced Technical Information System
AWR	Automated Work request
BUMED	Bureau of Medicine
CAGE	Commercial and Government Entity Catalog
CASREP	Casualty Report
CD	Compact Disk
CDM	Configuration Data Manager
CDMD-OA	Configuration Data Manager Database open Architecture
CD-ROM	Compact Disk-Read Only Memory
COSAL	Coordinated Shipboard Allowance List
CNO	Chief of Naval Operations
CSMP	Current Ship's Maintenance Project
DFS	Departure from Specifications
DLR	Depot Level Repairables
EGL	Equipment Guide List
EIC	Equipment Identification Code
ESOMS	Electronic Shift Operations Management System
FBR	Feedback Report
FEDLOG	Federal Logistics
FR	Force Revision
FSCM	Federal Supply Code for Manufactures
GDAPL	General Distribution Allowance Parts List
HAZMAT	Hazardous Material
HAZWASTE	Hazardous Waste
HMIS	Hazardous Material Identification System
HMUG	Hazardous Materials Users Guide
IEM	Inactive Equipment Maintenance
INSURV	Inspection and Survey
ISIC	Immediate Superior in Command

IUC	Intermediate Unit Commander
JCN	Job Control Number
JSN	Job Sequence Number
LGL	Location Guide List
LIRS	Line of Record Sheet
LOEP	List of Effective Pages
LSD	Logistics Support Data
MA	Maintenance Action
MAMS	Maintenance Assist Modules
MDS	Maintenance Data System
MILSTRAP	Military Standard Transaction Reporting Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIP	Maintenance Index Page
MMVF	Man made Vitreous Fiber
MR	Maintenance Requirement
MRC	Maintenance Requirement Card
MRMS	Maintenance Resource Management System
MSDS	Material Safety Data Sheet
NAVICP	Navy Inventory Control Point
NAVSEALOGCEN	Naval Sea Logistics Center
NAVSEASYSCOM	Naval Sea Systems Command
NETC	Naval Education and Training Command
NSDSA	Naval Sea Data Support Activity
NTCSS	Navy Tactical Command Support System
OIC	Officer in Charge
OMMS	Organizational Maintenance Management System
OMMS-NG	Organizational Maintenance Management System-Next Generation
ORM	Operational Risk Management
PMR	Periodic Maintenance Requirement
PMS	Planned Maintenance System
PPR	PMS Performance Report
QDR	Quality Deficiency Report
RA	Repair Activity
RAR	Recorded Accomplishment Rate
RAD	Revised Alternative Dataflow
RIN	Record Identification Number
ROD	Report of Discrepancy
RPPO	Repair Part Petty Officer
MCC	Maintenance Coordinating Center
SCLSIS	Ship Configuration and Logistics Support Information Center
SDIF	Standard Database Interface Format
SEF	Ships Equipment File
SEL	Selected Equipment List
SFM	Supply Financial Management System
SHML	Ship's Hazardous Material List
SMS	System Management Subsystem
SNAP	Shipboard Nontactical Automated Data Processing Program
SOEAPL	Summary of Effective Allowance Parts List
SOMS	Shift Operations Management System
SPAWARSYSCOM	Space and Naval Warfare Systems Command

SPETRL	Special Electronic Test Equipment Requirement List
SPMIG	Standard PMS Material Identification Guide
SUD	Ships Unique Data
SWAB	Ship Work Authorization Boundary
SWLIN	Ship Work Line Item Number
SYSCOM	Systems Command
TFBR	Technical Feedback Report
TGL	Tag Guide List
TORS	Tag-Out Record Sheet
TYCOM	Type Commander
UM	Unscheduled Maintenance
WC	Work Center
WCS	Work Center Supervisor

100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

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

100.2 HOW TO COMPLETE

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

101   SAFETY FUNDAMENTALS

References:

[a]   OPNAVINST 3500.39C, Operational Risk Management
[b]   OPNAVINST 3120.32C, Standard Organization and Regulations Manual of the U.S> Navy (SORM)
[c]   OPNAVINST 5100.19E, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
[d]   OPNAVINST 5100.23G CH-1 Navy Safety and Occupational Health (SOH) Program Manual

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

101   SAFETY FUNDAMENTALS (CONT'D)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

101   SAFETY FUNDAMENTALS (CONT'D)

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

_____
(Signature and Date)

.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)

102 EQUIPMENT TAG-OUT PROCEDURES/SAFETY (NON-AUTOMATED) FUNDAMENTALS

References:

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

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

         _____
         (Signature and Date)

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

         _____
         (Signature and Date)

   .3   Explain the duties/responsibilities of the following individuals in regard to tag-outs:
[ref. c]

         .a   CO/OIC
         .b   Watch/Duty Officer (e.g. CSOOW, EOOW)
         .c   RA Repair Activity
         .d   Authorizing Officer
         .e   Assistant Authorizing Officer
         .f   Department Head
         .g   Division Officer
         .h   Work Center Representative
         .i   Work Center Supervisor
         .j   Initial Preparer
         .k   Person Attaching Tag
         .l   Person Checking Tag
         .m   Person Clearing Tag

         _____
         (Signature and Date)

102   EQUIPMENT TAG-OUT PROCEDURES/SAFETY (NON-AUTOMATED) FUNDAMENTALS (CONT'D)

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)

102   EQUIPMENT TAG-OUT PROCEDURES/SAFETY (NON-AUTOMATED) FUNDAMENTALS (CONT'D)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

References:

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

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

104   BASIC PLANNED MAINTENANCE SYSTEM (PMS) FUNDAMENTALS

References:

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

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

_____
(Signature and Date)

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

[ref. b, sect. 2, ch. 1, 2]

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

_____
(Signature and Date)

.3   Define Planned Maintenance [ref. a]

_____
(Signature and Date)

104   BASIC PLANNED MAINTENANCE SYSTEMT (PMS) FUNDAMENTALS FUNDAMENTALS (CONT'D)

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

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

104 BASIC PLANNED MAINTENANCE SYSTEMS (PMS) FUNDAMENTALS 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 Equipment Configuration and the LOEP
.c EGL/LGL and the MRCs
.d MIP and the MRCs
.e Change page and LOEP

_____
(Signature and Date)

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

.a Warnings
.b Cautions

_____
(Signature and Date)

104 BASIC PLANNED MAINTENANCE SYSTEMS (PMS) FUNDAMENTALS FUNDAMENTALS (CONT'D)

104.12   Properly identify the following scheduling annotations: [ref. b, app F, G]

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

_____
(Signature and Date)

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

_____
(Signature and Date)

105   BASIC SKED

References:

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

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

_____
(Signature and Date)

.2   Describe logging into SKED and changing user information:

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

_____
(Signature and Date)

.3   Describe user information and explain where it's used:

      .a SKED 3.1 [ref. b]

              .1 User Level
              .2 Signature
              .3 E-mail address
              .4 Permissions

      .b SKED 3.2 [ref. c]

              .1 User Level
              .2 Signature
              .3 Group
              .4 Phone
              .5 E-mail address
              .6 Permissions

_____
(Signature and Date)

105   BASIC SKED (CONT'D)

105.4   Describe changing your user information:

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

_____
(Signature and Date)

.5   Describe the different user levels in SKED

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

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

_____

105   BASIC SKED (CONT'D)

105.9   Identify, Describe, in detail the different Maintenance Check Marking, and discuss when they are used

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

105 BASIC SKED (CONT'D)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

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(Signature and Date)

105 BASIC SKED (CONT'D)

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

        _____
        (Signature and Date)

106   BASIC MAINTENANCE DATA SYSTEM **(MDS)** FUNDAMENTALS

References:

[a]   OPNAVINST 4790.4E, Ships Maintenance and Material Management (3-M) System Policy

[b]   NAVSEAINST 4790.8C, Ship's Maintenance and Material Management (3-M) Manual

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

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

      _____
      (Signature and Date)

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

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

      _____
      (Signature and Date)

    .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]

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      (Signature and Date)

106 BASIC MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS (CONT'D)

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

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(Signature and Date)

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

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(Signature and Date)

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

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(Signature and Date)

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

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(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]

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(Signature and Date)

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

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(Signature and Date)

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

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(Signature and Date)

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

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(Signature and Date)

106 BASIC MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS (CONT'D)

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

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(Signature and Date)

107   ADVANCED MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS

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]   PMS Viewer 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 Work Center Supervisor
.b LCPO (SKED 3.2)
.c Division Officer
.d Department Head
.e 3MC

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(Signature and Date)

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

_____
(Signature and Date)

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

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

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(Signature and Date)

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

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(Signature and Date)

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

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

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(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

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(Signature and Date)

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

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(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]

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(Signature and Date)

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

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(Signature and Date)

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

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

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(Signature and Date)

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

.a SKED 3.1 [ref. b]

.1 File menu

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

.2 Schedule Menu

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

.3 R-Checks Menu

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

.4 Tools

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

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

    .5 Reports

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

    .6 Admin

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

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

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

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(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 #

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(Signature and Date)

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

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

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

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

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

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(Signature and Date)

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

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(Signature and Date)

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

.a RADWEB
.b E-mail

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(Signature and Date)

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

.18 Describe the SKED 3.1 steps for updating Site Unique Data during 3MC turnover [ref. b]

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(Signature and Date)

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

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

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(Signature and Date)

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

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

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(Signature and Date)

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

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(Signature and Date)

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

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

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

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(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

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(Signature and Date)

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

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(Signature and Date)

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

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

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(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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(Signature and Date)

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

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

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(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

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(Signature and Date)

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

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

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(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

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(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

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(Signature and Date)

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

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

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(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

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(Signature and Date)

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

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

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

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(Signature and Date)

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

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(Signature and Date)

108 BASIC SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS

References:

[a]   NAVSEAINST 4790.8C, Ship's Maintenance and Material Management (3-M) Manual
[b]   NAVICPINST 4441.170B, Coordinated Shipboard Allowance List (COSAL) Use and Maintenance Manual
[c]   NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1

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

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(Signature and Date)

.2   Explain the purpose of the following:

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

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(Signature and Date)

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

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(Signature and Date)

109 ADVANCED SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS

References:

[a]   Online help files embedded within each application and documentation CDs
[b]   NAVSEA SO752-AA-SPN-010/SCLSIS Technical Specification 9090-700-D, Ship Configuration and Logistics Support Information System
[c]   NAVICPINST 4441.170B, Coordinated Shipboard Allowance List (COSAL) Use and Maintenance Manual
[d]   Micro SNAP II Maintenance Data and Subsystem (MDS) Desk Top Guide
[e]   NAVSEAINST 4790.8C, Ship's Maintenance and Material Management (3-M) Manual
[f]   NAVSUP P-485, Naval Supply Procedures, Afloat supply Vol. 1

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

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

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(Signature and Date)

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

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

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(Signature and Date)

109   ADVANCED SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING PROGRAM (SNAP) FUNDAMENTALS (CONT'D)

109 3   Explain the functional relationship of the following personnel: [ref. g]

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

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(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

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(Signature and Date)

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

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

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(Signature and Date)

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

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

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(Signature and Date)

110 BASIC ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS) FUNDAMENTALS

References:

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

110.1   Explain the purposes and mandatory fields for the following terminologies: [ref. a]

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

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(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

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(Signature and Date)

110 BASIC ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS) FUNDAMENTALS (CONT'D)

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

_____
(Signature and Date)

.5   Identify all required elements when writing a work candidate: [ref. a]

.a Identify the correct configuration item

.b Explain the purpose and requirements for all fields

.c Tabs

.d Explain toolbar (different from main menu)

.e Generate AWR

.f Explain the selection of repair parts

.g Explain the correct completion codes

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(Signature and Date)

.6   Explain the following commands (no "buttons": [ref. a]

.a Apply
.b Cancel
.c Clear All
.d Close
.e Delete
.f Help
.g New
.h OK
.i Quick Select
.j Save
.k Select All
.l View
.m Yes/No

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(Signature and Date)

.7   Explain how to create and save a list [ref. a]

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(Signature and Date)

111   **ADVANCED MAINTENANCE DATA SYSTEM (MDS) FUNDAMENTALS**

References:

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

111.1   Explain the use/purpose of the following:

.a Board of INSURV [ref. a, ch. 9]

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

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(Signature and Date)

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

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(Signature and Date)

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

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(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]

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(Signature and Date)

112 ADVANCED MICRO SHIPBOARD NONTACTICAL AUTOMATED DATA PROCESSING PROGRAM (MICRO-SNAP) FUNDAMENTALS

References:

[a]   Micro-SNAP Embedded Online Help Files
[b]   NAVMASSO M-0004/UM-001H (1 Mar 93), Shipboard Nontactical ADP Program (SNAP) II Maintenance Data System (MDS) User's Manual (Need an updated reference)
[c]   NAVSEA SE610-BV-PRO-010 (1 Jul 95), SNAP II Desk Top Guides, Vol. 6, MDS Reports (Need an updated reference)
[d]   NAVSEA SE610-BV-PRO-020 (1 Jul 95), SNAP II Desk Top Guides, Vol. 2, CSMP (2K), Maintenance Procedures (Need an updated reference)
[e]   NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol. 1
[f]   Joint Fleet Maintenance Manual, Vol VI

112.1   Explain Subsystem Manager responsibilities [ref: a]

.a Adding and removing personnel from Micro-SNAP
.b Adding and inactivating work centers
.c Modifying Site Specific information

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(Signature and Date)

.2   Discuss need for properly identifying Configuration Data by: [ref. a; ref. c]

.a HSC (Define first)
.b Serial Number
.c RIN (Define first)
.d EIC (Define first)
.e Maintenance Record

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(Signature and Date)

.3   Discuss properly identifying creating and managing the following CSMP Reports [ref. a; ref. b; ref. c]

.a CSMP (Define first) Summary Reports – RPPO (Define first) Log
.b CSMP Detail Report - JSN (Define first) Log
.c Captain's Summary of CSMP Actions
.d CSMP Simulated Maintenance Forms

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(Signature and Date)

112 ADVANCED MICRO SHIPBOARD NONTACTICAL AUTOMATED DATA PROCESSING PROGRAM (MICRO-SNAP) FUNDAMENTALS (CONT'D)

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

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

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(Signature and Date)

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

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

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(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

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(Signature and Date)

113 ADVANCED ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS-NG)

References:

[a]   OMMS-NG User's Guide/System Help Files
[b]   Naval Tactical Command Support System (NTCSS) Systems Administration Manual

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

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(Signature and Date)

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

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

113 ADVANCED ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS-NG) (CONT'D)

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 of work candidates [ref. a]

.a Approve
.b Reject

_____
(Signature and Date)

.7 Explain the following asrelated 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 and configuration items [ref. a]

_____
(Signature and Date)

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

_____
(Signature and Date)

113   ADVANCED ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS-NG) (CONT'D)

113.10   Explain System Administration [ref. a]

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

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

_____
(Signature and Date)

113   ADVANCED ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION (OMMS-NG) (CONT'D)

113.13   Explain the equipment validation process [ref. a]

.a Primary & Secondary Work Center

_____
(Signature and Date)

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

.a DAPs
.b Review Job Processes

_____
(Signature and Date)

.15   Explain Advanced Brokering [ref. a]

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

_____
(Signature and Date)

114   REPAIR PARTS/SUPPLY PETTY OFFICER FUNDAMENTALS

References:

[a]   OPNAVINST 4790 (Update reference), Ship's Maintenance and Material Management (3-M) System Manual

[b]   NAVICPINST 4441-170B, Coordinated Shipboard Allowance List (COSAL) Use and Maintenance Manual

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

[d]   NAVSUPINST 4200.99, Department of Navy Policies for the Implementation of the Government-wide Commercial Purchase Card Program (GCPC)

[e]   OMMS-NG User's Guide/System Help Files

[f]   Relational Supply (RSUPPLY) User's Guide/System Help Files

[g]   NAVSUP P-485, Naval Supply Procedures, Afloat Supply Vol. 2

[h]   NAVSUP P-409, MILSTRIP/MILSTRAP Handbook

114.1   State the purpose for the following:

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

_____

(Signature and Date)

114   REPAIR PARTS/SUPPLY PETTY OFFICER FUNDAMENTALS (CONT'D)

114.5   Discuss the procedures for updating the COSAL database [ref. b, ch. 1, ref. f]

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

.9   Discuss the relationship between a CASREP and the following:

.a 3-M System [ref. a, ch.1]
.b Supply System [ref. c, ch.3]

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

114   REPAIR PARTS/SUPPLY PETTY OFFICER FUNDAMENTALS (CONT'D)

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

_____

(Signature and Date)

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

_____

(Signature and Date)

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

_____

(Signature and Date)

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

_____

(Signature and Date)

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

_____

(Signature and Date)

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

_____

(Signature and Date)

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

_____

(Signature and Date)

300 INTRODUCTION TO WATCHSTATIONS

300.1 INTRODUCTION

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

300.2 FORMAT

Each watchstation in this section contains:

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

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

- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

  Tasks (routine operating tasks that are performed frequently)
  Infrequent Tasks
  Abnormal Conditions
  Emergencies
  Training Watches
  Examinations

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

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.

301 MAINTENANCE PERSON

NAME_____ RATE/RANK_____

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

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

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

RECOMMENDED_____ DATE_____
Supervisor

RECOMMENDED_____ DATE_____
Division Officer

RECOMMENDED_____ DATE_____
Department Head

QUALIFIED_____ DATE_____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

301 MAINTENANCE PERSON

Estimated completion time: 8 Weeks

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

301.1 PREREQUISITES

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

301.1.1 SCHOOLS: NONE

FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

Completed _____
            (Qualifier and Date)

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

Completed _____
            (Qualifier and Date)

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

Completed _____
            (Qualifier and Date)

104 Basic Planned Maintenance System (PMS)

Completed _____
            (Qualifier and Date)

105 Basic SKED

Completed _____
            (Qualifier and Date)

108 Basic Maintenance Data System (MDS)

Completed _____
            (Qualifier and Date)

301   MAINTENANCE PERSON

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

Completed _____
          (Qualifier and Date)

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

Completed _____
          (Qualifier and Date)

301.2   TASKS

For the tasks listed below:

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

		Questions
301.2.1	Review PMS schedules for individual maintenance assignments	A B G

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

301 **MAINTENANCE PERSON (CONT'D)**

.4 Replace missing/mutilated MRC and EGL's, if applicable   A B D G

_____
(Signature and Date)

.5 Identify the tools/parts/material/test equipment items from the MRC   A B E F G
using the SPMIG and/or SPETERL

_____
(Signature and Date)

.6 Perform monitored maintenance under instruction using MRC   A B C D E F G

.a Work Center Supervisor

_____
(Signature and Date)

.b Leading Chief Petty Officer

_____
(Signature and Date)

.c Division Officer (Recommended to add from Fleet perspective

_____
(Signature and Date)

.7 Perform maintenance utilizing tag-out/lock-out procedures   A B C D E G
including:

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

_____
(Signature and Date)
_____
(Signature and Date)

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

_____
(Signature and Date)
_____
(Signature and Date)

301 MAINTENANCE PERSON (CONT'D)

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

A B D E

_____
(Signature and Date)

.9 Submit automated PMS FBRs using:

A B C D G

.a SKED FBR Manager
.b FBR Wizard
.c PMS Board

_____
(Signature and Date)

.10 Log on/off to automated MDS/SKED/SOMS

A B C G

.a MDS

_____
(Signature and Date)

.b SKED

_____
(Signature and Date)

.c MICRO SNAP

_____
(Signature and Date)

301   **MAINTENANCE PERSON (CONT'D)**

.d OMMS-NG

_____

(Signature and Date

.11   Submit a deferred MA/work candidate generated by: (2 times)   A B C G

.a SKED 3.1
.b SKED 3.2
.c MICRO-SNAP)
.d OMMS-NG

_____

(Signature and Date)

_____

(Signature and Date)

.12   Close an existing deferred MA/work candidate generated by: (2 times)   A B C G

.a SKED 3.1
.b SKED 3.2
.c MICRO-SNAP
.d OMMS-NG

_____

(Signature and Date)

_____

(Signature and Date)

.13   Submit a completed MA/work candidate without a prior deferral   A B C G
generated by:

.a SKED 3.1
.b SKED 3.2

301   **MAINTENANCE PERSON (CONT'D)**

.c MICRO-SNAP
.d OMMS-NG

_____

(Signature and Date)

301.14   Submit a supplemental form (OPNAV 4790/2L)   A B C G

_____

(Signature and Date)

.15   Modify/edit and existing deferred MA/work candidate generated by: A B C G

.a SKED 3.1
.b SKED 3.2
.c MICRO-SNAP
.d OMMS-NG

_____

(Signature and Date)

.16   Perform equipment validation under the direct supervision of the WCS   A B C E G
(2 Times)

_____

(Signature and Date)

_____

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

301.3   <u>INFREQUENT TASKS</u> – None to be discussed.

301.4   <u>ABNORMAL CONDITIONS</u> – None to be discussed.

301   MAINTENANCE PERSON (CONT'D)

301.5   EMERGENCIES – None to be discussed.

301.6   WATCHES – None.

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

301.7.1   EXAMINATIONS   Pass a written examination

                                                 _____

                                                       (Signature and Date)

      .2   EXAMINATIONS   Pass an oral examination board

                                                   _____

                                                       (Signature and Date)

302   REPAIR PARTS/SUPPLY PETTY OFFICER

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 REPAIR PARTS/SUPPLY PETTY OFFICER (NAVEDTRA 43241-K).

RECOMMENDED_____ DATE_____
                                  Supervisor

RECOMMENDED_____ DATE_____
                               Division Officer

RECOMMENDED_____ DATE_____
                             Department Head

QUALIFIED_____ DATE_____
             Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

302   REPAIR PARTS/SUPPLY PETTY OFFICER

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 _____
            (Qualifier and Date)

FUNDAMENTALS FROM THIS PQS:

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

Completed _____ 20% of Watchstation
            (Qualifier and Date)

114   Repair Parts Petty Officer

Completed _____ 30% of Watchstation
            (Qualifier and Date)

302 REPAIR PARTS/SUPPLY PETTY OFFICER

302.2 TASKS

For the tasks listed below:

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

Questions

302.2.1 Perform the following:

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

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

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

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

_____
(Signature and Date)

.2 Fill out the following:

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

302   REPAIR PARTS/SUPPLY PETTY OFFICER

302.2.2   .d Survey Report, Financial Liability Investigation   A B D G
of Property Loss (DD Form 200)

.e Fleet COSAL Feed Back Report (FCFBR)   A B D G

.f ACR (Define first) (NAVSUP 1220-2)   A B D G

.g QDR/ROD/SDR (SF 368)   A B D G

.h Review forecasting report and MRC's (Define first) in SKED for   A B C G
Tools, Parts, Materials and Test equipment.

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

.a HMIS, HMUG, HICS-WIN, SHML/AUL   A B E G

_____
(Signature and Date)

.b CAGE/FSCM (Define first)   A B G

_____
(Signature and Date)

.c Afloat Shopping Guide (ASG)   A B G

_____
(Signature and Date)

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

_____
(Signature and Date)

.e MILSTRIP/MILSTRAP (Define first) Desk Top Guide, NAVSUP P-409   A B G

_____
(Signature and Date)

302   REPAIR PARTS/SUPPLY PETTY OFFICER

<u>**Questions**</u>

.f COSAL   A B G

_____
(Signature and Date)

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

_____
(Signature and Date)

.h FEDLOG (Define first)   A B G

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

302   REPAIR PARTS/SUPPLY PETTY OFFICER

302.3.4   4 Determine the status of outstanding requisitions utilizing the   A B G
MILSTRIP/MILSTRAP (Define first) Desk Top Guide

_____
(Signature and Date)

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

_____
(Signature and Date)

.6   Document material receipts   A B G

_____
(Signature and Date)

.7   Properly identify and handle HAZMAT (Define first)   A B C E G

_____
(Signature and Date)

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

_____
(Signature and Date)

.9   Maintain WC RPPO Log   A B F G

_____
(Signature and Date)

COMPLETED .2 AREA COMPRISES 50% OF WATCHSTATION.

302.3   INFREQUENT TASKS – None to be discussed.

302.4   ABNORMAL CONDITIONS – None to be discussed.

302   REPAIR PARTS/SUPPLY PETTY OFFICER

302.5   <u>EMERGENCIES</u> – None to be discussed.

302.6   <u>WATCHES</u> – None.

302.7   <u>EXAMINATIONS</u>   (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

302.7.1   EXAMINATIONS   Pass a written examination

_____
                                                          (Signature and Date)

   .2   EXAMINATIONS   Pass an oral examination board

_____
                                                          (Signature and Date)

303   WORK CENTER SUPERVISOR

NAME_____   RATE/RANK_____

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

_____

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

RECOMMENDED_____   DATE_____
                          Supervisor

RECOMMENDED_____   DATE_____
                        Division Officer

RECOMMENDED_____   DATE_____
                       Department Head

QUALIFIED_____   DATE_____
           Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____   DATE_____

303   WORK CENTER SUPERVISOR

Estimated completion time:

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

303.1   PREREQUISITES

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

303.1.1   COURSES:

SKED Training Modules for SKED 3.2 (RECOMMENDED)

Completed _____
                        (Qualifier and Date)

.2   WATCHSTATIONS FROM THIS PQS:

302   Repair Parts/Supply Petty Officer

Completed _____
                        (Qualifier and Date)

.3   FUNDAMENTALS FROM THIS PQS:

106   Advanced Planned Maintenance System (PMS)

Completed _____ 33% of Watchstation
                        (Qualifier and Date)

107   Advanced SKED

Completed _____ 20% of Watchstation
                        (Qualifier and Date)

111   Advanced Maintenance Data System (MDS)

Completed _____ 20% of Watchstation
                        (Qualifier and Date)

303   WORK CENTER SUPERVISOR

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

Completed _____ 34% of Watchstation
            (Qualifier and Date)

303.2   TASKS

For the tasks listed below:

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

Questions

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

303   **W**ORK **C**ENTER **S**UPERVISOR

.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)

.7   Review, Add, Delete logistics support data of an existing configuration   A B C D F
       item/record

_____
(Signature and Date)

.8   Discuss the procedures in ordering non-maintenance   A B C D F
       parts/maintenance related items

_____
(Signature and Date)

.9   Print logistics support data reports   A B C D F

_____
(Signature and Date)

.10   Verify the work center's CSMP accurately reflects the actual material   A B C D E G
       condition of the work center

_____
(Signature and Date)

303 **W**ORK **C**ENTER **S**UPERVISOR

303.11   Propose additions to ship's force and availability work packages   A B C D F

_____
(Signature and Date)

.12   Post/update job status   A B C D F

_____
(Signature and Date)

.13   Perform pre-transmittal review (MICRO- SNAP OMMS)   A B C D E F

_____
(Signature and Date)

.14   Perform Review and Approval (OMMS-NG)   A B C D E F

_____
(Signature and Date)

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

.a Maintenance Action Form, work candidate   A B C D E F

_____
(Signature and Date)

.b Configuration Change Form   A B C D E F

_____
(Signature and Date)

.c   Supplemental Form, OPNAV 4790/2L   A B C D E F

_____
(Signature and Date)

303   WORK CENTER SUPERVISOR

103.16   Install revision in SKED and the workcenter PMS manual   A B C D E F
          (ACN, FBR, Admin, FR)

          _____
          (Signature and Date)

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

          .a Cycle   A B C D E F

          _____
          (Signature and Date)

          .b Quarterly   A B C D E F

          _____
          (Signature and Date)

          .c Weekly   A B C D E F

          _____
          (Signature and Date)

   .18   Validate in revision editor that all applicable MRCs are scheduled in   A B C D E F
          SKED 3.2 and against the workcenter PMS manual

          _____
          (Signature and Date)

   .19   Perform administrative pen and ink changes in the workcenter PMS   A B C D E F
          manual

          _____
          (Signature and Date)

303   **WORK CENTER SUPERVISOR**

303 .20   Perform internal/external backup of WC database in SKED 3.1   A B C D E F

_____
(Signature and Date)

.21   Create a Local Event (SKED 3.1/3.2)   A B C D F

_____
(Signature and Date)

.22   Trigger Local Event(s) (SKED 3.1/3.2)   A B C D E F

_____
(Signature and Date)

.23   Populate a Global Event (SKED 3.1)   A B C D F

_____
(Signature and Date)

.24   Perform update of weekly PMS schedule (SKED 3.1/3.2)   A B C D E F

_____
(Signature and Date)

.25   Perform update of quarterly PMS schedule (SKED 3.1)   A B C D E F

_____
(Signature and Date)

303 **WORK CENTER SUPERVISOR**

303.26 Document maintenance accomplished by outside activity   A B C D E F
(SKED 3.1/3.2)

_____
(Signature and Date)

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

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

303 WORK CENTER SUPERVISOR

303.31 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)

.34 Monitor the WC PMS manual

A B C D F

.a Change page
.b Current LOEP
.c Required MIPS
.d MRC's
.e EGL's/LGLs (SKED 3.1/3.2)
.f Situational requirement reference sheets
.g Supplemental information

_____
(Signature and Date)

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

A B C D F

_____
(Signature and Date)

.36   Prepare and submit an Urgent FBR

A B C D F

_____
(Signature and Date)

303   **WORK CENTER SUPERVISOR**

303.37   Schedule and review equipment validations and submit appropriate   A B C D E F
          change documents

_____
(Signature and Date)

COMPLETED .2 AREA COMPRISES *% OF WATCHSTATION.

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)

304   LCPO/Dɪᴠɪsɪᴏɴ Oꜰꜰɪᴄᴇʀ

NAME_____   RATE/RANK_____

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

_____

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

RECOMMENDED_____   DATE_____
                          Supervisor

RECOMMENDED_____   DATE_____
                        Division Officer

RECOMMENDED_____   DATE_____
                       Department Head

QUALIFIED_____   DATE_____
          Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____   DATE_____

304   LCPO/DIVISION OFFICER

Estimated completion time: 8 Weeks

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

304.1   PREREQUISITES

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

304.1.1   COURSES: NONE

.2   WATCHSTATIONS FROM THIS PQS:

303   Workcenter Supervisor

Completed _____
                        (Qualifier and Date)

.3   FUNDAMENTALS FROM THIS PQS: NONE

304.2   TASKS

For the tasks listed below:

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

Questions

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

_____
(Signature and Date)

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

_____
(Signature and Date)

304   LCPO/DIVISION OFFICER (CONT'D)

304.2.3   Validate PMS schedule (SKED 3.2 only)   A B C D E

_____
(Signature and Date)

.4   Validate revisions (i.e. ACN, FBR, Admin, FR)   A B C D E

_____
(Signature and Date)

.5   Validate divisional equipment association   A B C D E

_____
(Signature and Date)

.6   Verify proper documentation of equipment in IEM status   A B C D

_____
(Signature and Date)

.7   Conduct an audit of the Tag-Out/Lock-out system   A B D E

_____
(Signature and Date)

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

_____
(Signature and Date)

.9   Perform weekly close out (SKED 3.2 only)   A B D E

_____
(Signature and Date)

.10   Review and approve a PMS FBR for each of the following: A B C D

.a Non-technical

_____
(Signature and Date)

304 LCPO/DIVISION OFFICER (CONT'D)

304.2.10 .b Technical: Urgent

_____
(Signature and Date)

.c Technical: Routine:

_____
(Signature and Date)

.11 Review and approve the following MDS actions:

.a Work Candidates   A B C D E

_____
(Signature and Date)

.b Fleet COSAL FBR via Anchor Desk

_____
(Signature and Date)

.c Equipment File Correction

_____
(Signature and Date)

.d Alteration

_____
(Signature and Date)

.12 Review Supplemental Form (OPNAV 4790/2L)   A B D E

_____
(Signature and Date)

304   LCPO/DIVISION OFFICER (CONT'D)

304.2.13   Verify the accuracy of the CSMP   A B C D E

_____
(Signature and Date)

.14   Review and recommend approval for requested parts   A B C D E

_____
(Signature and Date)

.15   Perform PMS spot-check utilizing Tag-out/Lock-out system   A B D E

_____
(Signature and Date)

.16   Perform monitored maintenance check using HAZMAT   A B D E

_____
(Signature and Date)

.17   Perform monitored maintenance check using Tag-out/Lock-out system   A B D E

_____
(Signature and Date)

.18   Perform monitored maintenance check (Damage Control)   A B D E

_____
(Signature and Date)

.19   Perform PMS spot check using HAZMAT   A B D E

_____
(Signature and Date)

.20   Perform PMS spot check using tag-out/lock out   A B D G

_____
(Signature and Date)

.21   Perform PMS spot check (Damage Control)   A B D E

_____
(Signature and Date)

304 LCPO/Division Officer (CONT'D)

304.2.22 Perform an audit of the Work Center PMS manual   A B C D E

.a Change page

_____
(Signature and Date)

.b LOEP   A B C D E

_____
(Signature and Date)

.c MIPs   A B C D E

_____
(Signature and Date)

.d MRCs   A B C D E

_____
(Signature and Date)

.e EGLs (SKED 3.1 only)   A B C D E

_____
(Signature and Date)

.f LGLs (SKED 3.1/SKED 3.2)   A B C D E

_____
(Signature and Date)

.g Situational requirements reference sheets/R-Check Report   A B C D E

_____
(Signature and Date)

.23 Review global and local event triggers   A B C D E

_____
(Signature and Date)

.24 Validate divisional LOEPs against 3M Coordinators split MIP log and master file to ensure all split MIP's MRs are assigned to correct W/Cs   A B C D E

_____
(Signature and Date)

304   LCPO/DIVISION OFFICER (CONT'D)

304.2.27   Validate divisional assessment checks (eg. AP MIPs)   A B C D

_____
(Signature and Date)

304.3   <u>INFREQUENT TASKS</u>

    .1   Assist 3MC in conducting command self assessment   A B C D E

_____
(Signature and Date)

    .2   Validate that all divisional maintenance personnel PQS/NEC   A B C D E
requirements are met

_____
(Signature and Date)

COMPLETED .3 AREA COMPRISES 4% OF WATCHSTATION.

304.4   <u>ABNORMAL CONDITIONS</u> – None to be discussed.

304.5   <u>EMERGENCIES</u> – None to be discussed.

304.6   <u>WATCHES</u> – None.

304.7   <u>EXAMINATIONS</u> (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)

305   DEPARTMENTAL MAINTENANCE AND MATERIAL
MANAGEMENT (3-M) ASSISTANT

NAME_____ RATE/RANK_____

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

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

RECOMMENDED_____ DATE_____
Supervisor

RECOMMENDED_____ DATE_____
Division Officer

RECOMMENDED_____ DATE_____
Department Head

QUALIFIED_____ DATE_____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

305   DEPARTMENTAL **M**AINTENANCE AND MATERIAL MANAGEMENT **(3-M) A**SSISTANT

Estimated completion time: 4 weeks

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

305.1   PREREQUISITES

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

305.1.1   SCHOOLS:

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

Completed _____
               (Qualifier and Date)

    .2   WATCHSTATIONS **F**ROM **T**HIS 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.

Questions

305.2.1   Perform a 3-M assessment of a department   A B C D E

_____
(Signature and Date)

305 **DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M) ASSISTANT (CONT'D)**

<u>**Questions**</u>

305.2.2   Distribute 3-M documents to include a FR for the department   A B C D E

_____
(Signature and Date)

.3   Consolidate data and reports from all Divisions and Work Centers   A B C D E
within the Department for review by the Department Head

_____
(Signature and Date)

.4   Conduct a review of the following:

.a Departmental CSMP   A B C D E

_____
(Signature and Date)

.b All PMS schedules within the Department   A B C D E

_____
(Signature and Date)

.c Review implementation of completed FBRs   A B C D E

_____
(Signature and Date)

.5   Review departmental and command Spot Check program   A B C D E

_____
(Signature and Date)

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

_____
(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

305.3   <u>INFREQUENT TASKS</u> – None to be discussed.

305   **DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M) ASSISTANT (CONT'D)**

305.3   <u>INFREQUENT TASKS</u> - None to be discussed.

305.4   <u>ABNORMAL CONDITIONS</u> – None to be discussed.

                                                              Questions

305.5   <u>EMERGENCIES</u> – None to be discussed.

305.6   <u>WATCHES</u> – None.

305.7   <u>EXAMINATIONS</u>   (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)

306   DEPARTMENT HEAD

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 DEPARTMENT HEAD (NAVEDTRA 43241-K).

RECOMMENDED_____   DATE_____
                                Supervisor

RECOMMENDED_____   DATE_____
                              Division Officer

RECOMMENDED_____   DATE_____
                             Department Head

QUALIFIED_____   DATE_____
              Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____   DATE_____

306   DEPARTMENT HEAD

Estimated completion time: 4 Weeks

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

306.1   <u>PREREQUISITES</u>

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   <u>TASKS</u>

For the tasks listed below:

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

		Questions
.1	Conduct a 3-M assessment of a department in accordance with TYCOM instructions	A B C

_____
(Signature and Date)

| .2 | Verify department personnel are PQS/NEC (Define first) qualified | A B C |

_____
(Signature and Date)

| .3 | Review and approve department PMS/MDS (Define first) documents | A B C |

_____
(Signature and Date)

306   **DEPARTMENT HEAD**

306.2.4   Check for proper distribution, validation, and use of 3-M system reports   A B C
and summaries .

_____
(Signature and Date)

.5   Review and approve the following:

.a Work Candidates   A B C

_____
(Signature and Date)

.b Equipment File corrections   A B C

_____
(Signature and Date)

.c Equipment File alterations   A B C

_____
(Signature and Date)

.6   Review and approve parts request in OMMS or OMMS-NG   A B C

_____
(Signature and Date)

.7   Review and finalize PMS schedules   A B C

_____
(Signature and Date)

.8   Review and archive previous quarter PMS schedules   A B C

_____
(Signature and Date)

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

.a Non-Technical   A B C

_____
(Signature and Date)

.b Technical   A B C

_____
(Signature and Date)

306   DEPARTMENT HEAD **(**CONT'D**)**

306.2.9   .c Urgent   A B C

_____   ___

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

306.3   <u>INFREQUENT TASKS</u> – None to be discussed.

306.4   <u>ABNORMAL CONDITIONS</u> – None to be discussed.

306.5   <u>EMERGENCIES</u> – None to be discussed.

306.6   <u>WATCHES</u> – None.

306.7   <u>EXAMINATIONS</u>   (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)

307   MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR

NAME_____ RATE/RANK_____

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

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

RECOMMENDED_____ DATE_____
                                  Supervisor

RECOMMENDED_____ DATE_____
                                 Division Officer

RECOMMENDED_____ DATE_____
                                 Department Head

QUALIFIED_____ DATE_____
               Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_____ DATE_____

307   MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR

Estimated completion time:8 weeks

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

307.1   PREREQUISITES

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

307.1.1   SCHOOLS:

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

Completed _____
             (Qualifier and Date)

.2   WATCHSTATIONS FROM THIS PQS:

305   Departmental Maintenance and Material Management (3-M) Assistant

Completed _____ 50% of Watchstation
             (Qualifier and Date)

306   Department Head

Completed _____ 50% of Watchstation
             (Qualifier and Date)

307.2   TASKS

For the tasks listed below:

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

Questions

307.2.1   Conduct command 3-M self-assessment   A B C D E

_____
(Signature and Date)

307   MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

<div align="right"><u>**Questions**</u></div>

307.2 .2   Conduct/coordinate command 3-M training   A B C D E

_____
(Signature and Date)

.3   Coordinate the distribution of all 3-M system documents   A B C D E

_____
(Signature and Date)

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

.a Add new user   A B C D E

_____
(Signature and Date)

.b Modify user access (MDS/SKED)   A B C D E

_____
(Signature and Date)

.c Enable and Disable user (MDS/SKED)   A B C D E

_____
(Signature and Date)

.d Verify System Backups completed (MDS/SKED)   A B C D E

_____
(Signature and Date)

.5 Review options of batch processing menu (MDS)   A B C D E

_____
(Signature and Date)

.6 Review/modify WC data (MDS/SKED)   A B C D E

_____
(Signature and Date)

307 **MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)**

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

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

_____
(Signature and Date)

307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

Questions

307.2.15 Review/Administer Command Self-Assessment Programs   A B C D E

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

_____
(Signature and Date)

.16 Maintain PMS Master file   A B C D E

_____
(Signature and Date)

.17 Review, serialize, and date all PMS FBRs prior to submission   A B C D E

_____
(Signature and Date)

.18 Prepare and submit weekly 3-M status reports to 3-M Manager (XO)   A B C D E

_____
(Signature and Date)

.19 Review and update the split MIP Log   A B C D E

_____
(Signature and Date)

.20 Review the CSMP for accuracy   A B C D E

_____
(Signature and Date)

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

 .a CSMP actions/work candidates and Equipment file corrections/configuration items   A B C D E

_____
(Signature and Date)

307   MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

<u>**Questions**</u>

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 jobs to ships force and availability work packages   A B C D E

_____
(Signature and Date)

.c Delete jobs from ships force and availability work packages   A B C D E

_____
(Signature and Date)

.d Review ships force and availability 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   MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

307.2 .26   Manage Availabilities (OMMS-NG)   A B C D E

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

_____
(Signature and Date)

.27   Download ASI product   A B C D G

_____
(Signature and Date)

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

.a Equipment file analysis report   A B C D E

_____
(Signature and Date)

.b Ships Organizational file   A B C D E

_____
(Signature and Date)

.c Suspense Statistical Summary Report   A B C D E

_____
(Signature and Date)

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

_____
(Signature and Date)

.29   Process ASI   A B C D E

_____
(Signature and Date)

.30   Process ASI reports   A B C D E

_____
(Signature and Date)

307 MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

Questions

307.2.31 Review a Transaction and Error Identification Report (Micro-SNAP   A B C D E
input error report / OMMS-NG ASI_CDM report) then forward to CDM

_____
(Signature and Date)

.32 Up-line reports   A B C D E

_____
(Signature and Date)

.33 Access RADWEB, upload and download 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 Queue

_____
(Signature and Date)

.c Coordinate Data Alignment Program (DAP) processing

_____
(Signature and Date)

.d Reconcile of command and shore CSMP files

_____
(Signature and Date)

307   MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR (CONT'D)

COMPLETED .2 AREA COMPRISES 97% OF WATCHSTATION.

307.3   <u>INFREQUENT TASKS</u>

For the infrequent tasks listed below:

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

Questions

.1   Perform bulk load of CSMP actions from outside activity   A B C D E

.2   Download configuration file for outside assessment teams   A B C D E

_____
(Signature and Date)

.3   Download CSMP file for outside assessment teams

_____
(Signature and Date)

COMPLETED .3 AREA COMPRISES 100% OF WATCHSTATION.

307.4   <u>ABNORMAL CONDITIONS</u> – None to be discussed.

307.5   <u>EMERGENCIES</u> – None to be discussed.

307.6   <u>WATCHES</u> – None.

307.7   <u>EXAMINATIONS</u>   (OPTIONAL EXCEPT 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)

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QUALIFICATION PROGRESS SUMMARY FOR
3-M

NAME_____   RATE/RANK_____

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

301   MAINTENANCE PERSON

Completed _____   Date_____
                    (Signature)

302   REPAIR PARTS/SUPPLY PETTY OFFICER

Completed _____   Date_____
                    (Signature)

303   WORK CENTER SUPERVISOR

Completed _____   Date_____
                    (Signature)

304   LCPO.DIVISION OFFICER

Completed _____   Date_____
                    (Signature)

QUALIFICATION PROGRESS SUMMARY FOR
3-M (CONT'D)

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305   DEPARTMENTAL MAINTENANCE AND MATERIAL MANAGEMENT (3-M)
          ASSISTANT

Completed _____   Date_____
                            (Signature)

---

306   DEPARTMENT HEAD

Completed _____   Date_____
                            (Signature)

---

307   MAINTENANCE AND MATERIAL MANAGEMENT (3-M) COORDINATOR

Completed _____   Date_____
                            (Signature)

LIST OF REFERENCES USED IN THIS PQS

ESOMS User Manual
Joint Fleet Maintenance Manual, Vol VI
MicroSNAP Embedded Online Help Files
Micro SNAP II Maintenance Date and Subsystem (MDS) Desk Top Guide
Micro SNAP II Maintenance Date Subsystem (MDS) Help Files
Naval Technical Command Support System (NTCSS) Systems Administration Manual
NAVIPINST 4441.17 (series) Coordinated Shipboard Allowance List (COSAL) Use and Maintenance Manual
NAVMASSO M-0004/UM-001H, Ship board Nontactical ADP Program (SNAP), II Maintenance Data System (MDS) User's Manual
NAVSEA 4790.8 (series) Ship's Maintenance and Material Management (3-M) Manual
NAVSEA 04L TECHSPEC 9090-700D (b)
NAVSEA SE610-BV-PRO-010 (1Jul95), SNAP II Desktop Guides, Vol 6, MDS Reports
NAVSEA SE610-BV-PRO-020 (1Jul95), SNAP II Desk Top guides, Vol. 2, CSMP (2K), Maintenance Procedures
NAVSEA S0400-AD-URM-010/TUM, Tag-Out Users Manual (TUM)
NAVSEA SO752-AA-SPN-010/SCLSIS Technical Specification 9090-700-D, Ship Configuration and Logistics Support Information System
NAVSEAINST 4790.8 (series) Ships Maintenance and Material Management (3M) Manual
NAVSUP P-409 MILSTRIP Handbook
NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol 1
NAVSUP P-485, Naval Supply Procedures, Afloat Supply, Vol 2
NAVSUPINST 4200.9 (series), Department of Navy Policies for the implementation of the Government-wide Commercial Purchase Card Program (GCPC)
OMMS-NG User's Guide/System Help Files
Online help files embedded within each application and documentation CDs
OPNAVINST 3120.32 (series), Standard Organization and Regulations Manual of the U.S. Navy (SORM)
OPNAVINST 3500.39 (series), Operational Risk Management
OPNAVINST 4790.4 (series), Ship's Maintenance and Material Management (3-M) System
OPNAVINST 5100.19 (series), Navy Occupational Safety and Health (NAVOSH) Program
PMS Viewer Users Guide
Relational Supply (RSupply) User's Guide/System Help Files
Shift Operational Management System (SOMS) Computer Program
SKED 3.1 Users Guide
SKED 3.2 Users Guide

PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43241-K

From_____ Date_____

Via_____ Date_____
         Department Head

Activity _____

Mailing Address_____

Email Address _____DSN_____

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):