

**PERSONNEL**  
**QUALIFICATION STANDARD**  
**FOR**  
**DIVISION OFFICER AFLOAT**

**CHIEF OF NAVAL EDUCATION AND TRAINING**



TABLE OF CONTENTS

	Page
INTRODUCTION.....	3
DEFINITIONS OF WORDS USED IN PQS.....	5
ACKNOWLEDGEMENTS.....	7
FUNDAMENTALS	
100 INTRODUCTION TO FUNDAMENTALS.....	9
101 Safety.....	11
102 Organization.....	13
103 Manpower Document.....	15
104 Service Record.....	16
105 Enlisted Evaluation Process.....	17
106 Officer Professional Development.....	18
107 Enlisted Advancement.....	19
108 Training.....	21
109 Correspondence.....	25
110 Human Resources Management.....	27
111 Good Order and Discipline.....	29
112 Counseling.....	32
113 Security.....	35
114 Inspection.....	37
115 Supply.....	39
116 Operational Reports.....	41
117 Shipboard Preservation.....	42
WATCHSTATIONS	
300 INTRODUCTION TO WATCHSTATIONS.....	45
301 Division Officer Afloat.....	47



## INTRODUCTION

1. PQS PROGRAM. PQS is a system for qualifying officer and enlisted personnel to perform certain duties. It is a compilation of the knowledge and skills required to qualify for a specific watchstation, maintain specific equipment or perform as a team member within your unit. The PQS Program is not designed as a training program, but provides many training objectives. This PQS was written by fleet personnel who are currently performing in the watchstations covered in this package and with many years of experience. They have determined that these are the minimum requirements for safely and effectively performing at these watchstations.

2. CANCELLATION. This PQS cancels and supersedes NAVEDTRA 43463-1A.

3. APPLICABILITY. This PQS is applicable to all ships.

4. TAILORING. To Command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering equipment not installed in your ship, aircraft or unit. Next, add any line items, fundamentals and watchstations 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.

5. QUALIFIER. The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual PQS line items. 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 must be promulgated by the command and updated periodically. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Management Guide.

6. CONTENTS. This PQS is divided into two sections. The 100 section (Fundamentals) contains the fundamental knowledge or "book learning" necessary for satisfactory understanding of the Watchstation duties. 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. Detailed explanations are provided at the front of each section.

7. TRAINEE. Your supervisor will tell you which watchstations you are to complete and in what order. Before getting started, turn to the 300 section first and find your watchstation. This will tell you what you should do before starting your watchstation tasks. You may be required to complete another PQS, school, or other watchstations within this package. It will also tell you which fundamental(s) from this package you must complete

prior to qualification at your watchstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good Luck!

## DEFINITIONS OF WORDS USED IN PQS

AIRCREW EVOLUTION - A grouping of aircrew tasks that measure performance in the course of a flight

COMPONENTS - Major units that make up a system when properly connected

COMPONENT PART - A major part of a component

CONTROL/COORDINATION - Refers to the safe performance of multiple tasks to be accomplished by two or more work centers/persons at the same time

CONTROL SIGNAL - A signal used to control electronic or mechanical devices

EMERGENCY - An event or series of events in progress that will cause damage to equipment or injury to personnel unless immediate corrective steps are taken

FUNDAMENTALS - Basic facts, theories, laws or principles (100 Section in PQS)

INFREQUENT TASKS - Tasks performed under casualty conditions or tasks that are not done as a regular part of watchstation routine; may be simulated

INTERLOCK - A protective device to prevent the unsafe operation of equipment or to sequence the action of systems, components or component parts

MAINTENANCE ACTION - A maintenance technician qualification that measures ability to perform a designated task

NORMAL OPERATING VALUE - The point at which satisfactory performance may be expected

OPERATING LIMITS - Maximum and minimum allowable values

PARAMETER - A variable (temperature, pressure, flow rate, voltage, current, frequency, etc.) that must be indicated, monitored, checked or sensed during operation or testing

PROTECTIVE FEATURE - A device designed to prevent damage or injury

SENSING POINT - The point in a system at which a signal may be detected

SET POINT - The value of a parameter at which: (a) an alarm is set off, (b) operator action is required, (c) valves open or shut, (d) proper operation stops and damage may occur, or (e) the optimum value for normal operation

SOURCES OF POWER - Circuits or devices that supply power, energy or charge to a component/component part; includes electrical, mechanical, hydraulic and pneumatic

SUPPORT ACTION - A qualification that measures the ability to perform specific or repetitive tasks that do not involve the correction of a malfunction or repair of equipment

SYSTEMS - Groups of components that operate together to perform specific functions (200 Section in PQS)

SYSTEM INTERFACE - (a) How outside influences affect the operation of this system, or (b) How the operation of this system affects the operation of other systems or equipment

WATCHSTATION - An operator qualification that includes duties, assignments or responsibilities that an individual may be called upon to perform (not necessarily limited to a specific time period) (300 Section in PQS)

## **ACKNOWLEDGEMENTS**

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## INTRODUCTION TO FUNDAMENTALS (100 SECTION)

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.

2. SAFETY. Because safety is of paramount consideration, the first subsection of Fundamentals describes the safety precautions which apply throughout the PQS.

3. HOW TO COMPLETE. The fundamentals you will have to complete are listed in the watchstation (300 section). You should complete all required fundamentals before starting the watchstation portions of this PQS, since the knowledge gained from fundamentals will aid you in understanding 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 before signing off completion of that fundamental. 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.



## References:

- a. OPNAVINST 5100.21 (Series), Afloat Safety Program
- b. NAVSEAINST 5100.3 (Series), Control of Mercury, Mercury Compounds, and Components Containing Mercury
- c. OPNAVINST 5102.1 (Series), Mishap Investigation and Reporting
- d. OPNAVINST 5100.19 (Series), Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat, vol. 1 and vol. II
- e. OPNAVINST 5100.12 (Series), Issuance of Navy Traffic Safety Program
- f. OPNAVINST 5100.25 (Series), Navy Recreation, Athletics, and Home Safety Program

101.1 Discuss the responsibilities of the following personnel with respect to shipboard safety:

- a. Commanding Officer
- b. Executive Officer
- c. Department Head/Division Officer/Work Center Supervisor
- d. Safety Officer
- e. Divisional Safety Petty Officer
- f. Ship's Medical Officer (SMO)/Ship's Medical Department Representative (SMDR)
- g. Master-at-Arms (MAA) Force

.2 Define the responsibilities of all hands with respect to shipboard safety.

.3 Discuss the functions, membership, procedures and frequency of meeting for the following:

- a. Safety Council
- b. Enlisted Safety Committee

.4 Define the following:

- a. Mishap
- b. Mishap investigation
- c. Special case reportable mishap
- d. Near mishap
- e. Safetygram
- f. DOD personnel
- g. Material damage

- 101.5 Define and discuss the procedures for the following types of Mishap Reports:
- a. Off-ship personnel injury/death/occupational illness
  - b. Off-ship material damage
  - c. Motor vehicle mishap
  - d. Explosion
- .6 Which type of mishap reports are required for the following:
- a. Fatality
  - b. Man overboard
  - c. Electric shock
  - d. Flooding
  - e. Fire
  - f. Grounding
  - g. 5 lost workdays
- .7 Discuss the term privileged information as it relates to mishap investigation.
- .8 What are the differences between a Judge Advocate General (JAG) Manual Investigation and a Mishap Investigation?
- .9 Discuss the following programs:
- a. Hearing Conservation
  - b. Sight Conservation
  - c. Respiratory Protection
  - d. Heat Stress
  - e. Asbestos Control
  - f. Hazardous Material Hazardous Waste
  - g. Electrical Safety
  - h. Gas Free Engineering
  - i. Lead Control
  - j. Mercury Control
  - k. Radiation Hazard (RADHAZ)
  - l. Traffic Safety
  - m. Personal Protective Equipment (PPE)/Clothing
  - n. Recreation and Home Safety
  - o. Tag Out

References:

- a. Bluejackets' Manual, 20th Edition
- b. OPNAVINST 3120.32 (Series), Standard Organization and Regulations of the U.S. Navy (SORM)
- c. Ship's Organization and Regulations Manual (Ship's SORM)
- d. Ship's Battle Bill/Combat Systems Doctrine

- 102.1 Discuss the structure of the Navy's administrative organization.
- .2 Discuss the purpose of the following:
  - a. Shipboard administrative organization
  - b. Watch organization
  - c. Ship's regulations
- .3 Discuss various types of the following:
  - a. Administrative bills
  - b. Operational bills
  - c. Emergency bills
  - d. Special bills
- .4 Discuss the purpose of your shipboard battle organization.
- .5 Describe the duties, responsibilities, authority and interrelationships of the following personnel:
  - a. Department Head
  - b. Division Officer
  - c. Leading Chief Petty Officer/Leading Petty Officer
  - d. Work Center Supervisor
- .6 Discuss the purpose of the following elements of the underway watch organization:
  - a. Ship control watches
  - b. Deck watches
  - c. Engineering watches
  - d. Combat System watches
  - e. Navigation watches
- .7 Discuss the following types of in-port watches:
  - a. Ship operation watches

102

ORGANIZATION FUNDAMENTALS (CONT'D)

- 102.7
  - b. Quarterdeck watches
  - c. Security watches
  - d. Additional watches
  
- .8 Discuss the purpose and the manning requirements for the following conditions of readiness:
  - a. Condition I: General Quarters
  - b. Condition III: Wartime Steaming
  - c. Condition IV: Peacetime Steaming
  
- .9 Discuss the purpose and manning requirements for the following in-port conditions of readiness:
  - a. Force Protection Condition (FPCON) A
  - b. FPCON B
  - c. FPCON C
  - d. FPCON D

MANPOWER DOCUMENT FUNDAMENTALS

- a. OPNAVINST 1000.16 (Series), Manual Of Navy Total Force Manpower Policies And Procedures
- b. BUPERSINST 1080.52 (Series), Format and Procedures for Validation of Enlisted Distribution and Verification Report (EDVR)
- c. NAVMILPERSCOMINST 1301.2 (Series), Officer Distribution Control Report (NAVPERS 1301/5)
- d. NAVPERS 15839, Manual Of Navy Officer Manpower And Personnel Classification
- e. OPNAV Form 1000/2, Manpower Authorization (MPA)
- f. NAVPERS 15909, Enlisted Transfer Manual

- 103.1 Discuss the purpose of your ship's manpower authorization (MPA).
  - .2 Briefly describe the purpose of the Ship Manning Document (SMD).
  - .3 Discuss the purpose of the Enlisted Distribution and Verification Report (EDVR), including the information which can be obtained in the following sections:
    - a. Section 1, Prospective Gains
    - b. Section 2, Prospective Losses
    - c. Section 4, Rating/Navy Enlisted Classification (NEC) Structure
  - .4 State the purpose of the Officer Distribution Control Report (ODCR).
  - .5 Explain the following terms as they relate to the ODCR:
    - a. Billet Sequence Code (BSC)
    - b. Navy Officer Billet Classification (NOBC)
  - .6 Discuss the contents and updating procedures for an Officer Data Card (ODC).
  - .7 Discuss the Navy Manning Plan (NMP) and its impact upon assignment of shipboard personnel.



References:

- a. NAVPERS 15560C, Naval Military Personnel Manual
- b. NAVSO P3050, Navy Pay and Personnel Procedures Manual
- c. BUPERSINST 1610.10 (Series), Navy Performance Evaluation System
- d. SECNAVINST 5211.5 (Series), Personal Privacy and Rights of Individuals Regarding Records Pertaining to Themselves

- 104.1 Explain the purpose of the right side of the Enlisted Service Record and the contents of pages 1 through 7, 9, and 13.
  - .2 Explain the purpose and contents of the left side of the Enlisted Service Record.
  - .3 State the problems that may arise because of missing or incorrect entries and state the corrective action required.
  - .4 Describe the contents of the Officer Service Record, and who is responsible for updating it.
  - .5 State the purpose and describe the contents of the Leave and Earnings Statement (LES).
  - .6 Discuss the purpose of and procedure for obtaining an Enlisted Summary Record (ESR).
  - .7 Discuss the purpose of and procedure for obtaining an Officer Summary Report (OSR).



## References:

- a. BUPERSINST 1610.10 (Series), Navy Performance Evaluation System
- b. NAVPERS 15560C, Naval Military Personnel Manual (MILPERSMAN)
- c. BUPERSINST 1430.16 (Series), Advancement Manual
- d. NAVPERS 15878 (Series), Retention Team Manual
- e. NAVPERS 15909 (Series), Enlisted Transfer Manual
- f. SECNAVINST 1650.1 (Series), Navy and Marine Corps Awards Manual

- 105.1 State the submission dates for all periodic enlisted evaluations.
  - .2 List the occasions for submitting enlisted evaluations.
  - .3 Describe the various portions of the Enlisted Evaluation Form (NAVPERS 1616/24, Rev. 6-84).
  - .4 Briefly describe the effects of enlisted evaluations on the following:
    - a. Types of discharge
    - b. Advancement
    - c. Good Conduct Award
    - d. Eligibility for reenlistment
    - e. Assignment
  - .5 Discuss the problems that may arise from enlisted evaluations not submitted as required.
  - .6 Discuss counseling of enlisted personnel regarding their performance evaluations.
  - .7 Discuss the individual rights afforded enlisted personnel under the Enlisted Evaluation System.
  - .8 Discuss the requirements when submitting adverse evaluations.
  - .9 Discuss the importance of ranking enlisted personnel.



References:

- a. NAVPERS 15560C, Naval Military Personnel Manual (MILPERSMAN)
- b. NAVPERS 15559A, Officer Transfer Manual
- c. BUPERSINST 1610.10 (Series), Navy Performance Evaluation System
- d. NAVPERS 1301/1, Officer Preference and Personal Information Card
- e. SECNAVINST 1420.1 (Series), Promotion and Selective Early Retirement of Commissioned Officers

- 106.1 Describe the Fitness Report format.
  - .2 Describe the major areas in the Fitness Report used for evaluating performance.
  - .3 Discuss the procedures used by selection boards.
  - .4 Discuss the detailing process, including the function of the Placement Officer, preference card, and detailer.
  - .5 Discuss the Officer Preference and Personal Information Card, specifically Section 2.



## References:

- a. BUPERSINST 1430.16 (Series), Advancement Manual
- b. BUPERSINST 1610.10 (Series), Navy Performance Evaluation System
- c. NAVEDTRA 10052-AM, Bibliography for Advancement Study
- d. NAVEDTRA 16138-H, Naval Orientation
- e. BUPERSINST 1430.17 (Series), Command Advancement Program (CAP)
- f. NAVEDTRA 18068 (Series), Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, vol. II, Navy Enlisted Classifications (NEC)

- 107.1 Explain the difference between rate and rating.
  - .2 State the enlisted apprenticeship fields.
  - .3 Discuss the interrelationship between the enlisted apprenticeship fields and enlisted ratings.
  - .4 Discuss the Navy Enlisted Classification Coding System that supplements the enlisted rating structure.
  - .5 State the ten elements which comprise eligibility for advancement and change in rate or rating.
  - .6 State the circumstances that will render an individual ineligible for advancement.
  - .7 State the general policy on waivers of eligibility requirements and identify who may grant them.
  - .8 State the procedures for withholding and withdrawing recommendations for advancement.
  - .9 Discuss the following within the context of the advancement process:
    - a. Frocking
    - b. Command Advancement Program
    - c. Final Multiple Score

107

ENLISTED ADVANCEMENT FUNDAMENTALS (CONT'D)

- 107.10 Discuss the following factors that comprise the final multiple score:
- a. Examination score
  - b. Performance marks
  - c. Time in rate
  - d. Time in service
  - e. Passed not advanced (PNA) points
  - f. Awards
- .11 Discuss the purpose of the Bibliography for Advancement Study.

TRAINING FUNDAMENTALS

- a. OPNAVINST 3120.32 (Series), Standard Organization and Regulations of the U.S. Navy (SORM)
- b. OPNAVINST 1500.22 (Series), General Military Training (GMT Manual)
- c. NAVEDTRA 10500, Catalog of Naval Training Courses (CANTRAC)
- d. NAVEDTRA 43100-1D, Personnel Qualification Standards (PQS) Management Guide
- e. COMFLTFORCOMINST 3500.2 (Series), Fleet Synthetic Training
- f. FXP 1, Submarine and Antisubmarine Warfare Exercises
- g. FXP 2, Air and Anti-Air Warfare Exercises
- h. FXP 3, Strike Warfare Anti-Surface Warfare, Intelligence, Electronic Warfare, and Command, Control, and Communications Exercises
- i. FXP 4, Mobility, Logistics, Fleet Support Operations, Noncombat Operations, and Explosive Ordnance Disposal Exercises
- j. FXP 5, Amphibious Warfare, Mine Warfare, and Naval Special Warfare Exercises
- k. COMNAVSURFORSINT 3502.1 (Series), Surface Force Training Manual
- l. BUPERSINST 1430.16 (Series), Advancement Manual
- m. Watch Officer's Guide

108.1 Define and state the purpose of the following types of training:

- a. Personnel Qualification System (PQS)
- b. Orientation and indoctrination of a new personnel
- c. Shore-based schools
- d. General Military Training (GMT)
- e. Team training
- f. On-the-job training (OJT)
- g. Rating entry programs (strikers)
- h. Fleet Response Training Plan (FRTP)

- 108.2 Discuss the functions of the Planning Board for Training (PB4T).
- .3 State the composition of the PB4T and the duties of the individual members.
- .4 State the responsibilities of the following personnel in developing the Division Training Program:
  - a. Division Officer
  - b. Chief Petty Officer (CPO)/Leading Petty Officer (LPO)
  - c. Safety Officer
  - d. Medical Department representative
  - e. Department Head
  - f. Executive Officer
  - g. Training Officer
  - h. Damage Control Assistant (DCA)
- .5 Discuss the purpose, content, and procedures for completion of the following records:
  - a. Long-Range Training Plan
  - b. Short Range/Quarterly Training Plan
  - c. Detailed/Weekly Training Schedule
  - d. Training Group Lecture Topics
  - e. Division Officer's Personnel Record Form (NAVEDTRA 1070/6)
  - f. Watch, Quarter, and Station Bill
  - g. Personnel Qualification Standards (PQS) Progress Chart/Record
- .6 List the training records maintained by the following persons and their function:
  - a. Training Officer
  - b. Department Head
  - c. Senior Watch Officer
  - d. Division Officer
  - e. CPO or LPO
- .7 Discuss the application of the following publications in developing a Divisional Training Program:
  - a. Basic Military Requirements (NAVEDTRA 10054)
  - b. Catalog of Navy Training Courses (CANTRAC) (NAVEDTRA 10500)
  - c. Visual Information Library Catalog 1991, (AV Catalog 5290. 1 January 1991)

- 108.7
  - d. Fleet Exercise Publications
  - e. Fleet Training Command publications and directives
  - f. General Military Training Program (OPNAVINST 1500.22 (Series))
  - g. List of Training Manuals and Correspondence Courses (NAVEDTRA 10061)
  - h. Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068)
  - i. Standard Organization and Regulations of the U.S. Navy (OPNAVINST 3120.32 (Series))
  - j. General Military Training (GMT) Program Resources (CNETNOTE 1560)
  - k. Personnel Qualification Standards (PQS) Manager's Guide (NAVEDTRA 43100-1D)
  - l. Personnel Qualification Standard (PQS) Catalog (NAVEDTRA 43100-5)
  
- .8 Explain the information contained in the following three PQS sections:
  - a. 100 Section-Fundamentals
  - b. 200 Section-Systems
  - c. 300 Section-Watchstations
  
- .9 Discuss the Division Officer's responsibilities with respect to management of the Divisional PQS Program.
  
- .10 Explain the purpose and content of the following:
  - a. PQS Progress Chart/Record
  - b. PQS Individual Qualification Sheets
  - c. Service Record Entries
  
- .11 Explain the procedures for ordering PQS material.
  
- .12 Explain the importance of formally designating PQS qualifiers.
  
- .13 Define a PQS grace period and interim qualification.
  
- .14 Discuss your ship's policy on PQS requalification.

- 108.15 Describe the following procedures:
- a. How to identify divisional PQS requirements
  - b. What criteria will be used in establishing PQS accomplishment goals
  - c. Monitoring divisional PQS progress
- .16 Discuss the training requirements and facilities available to your divisional personnel to include the following:
- a. Formal off-ship training
  - b. Off-ship team training
  - c. Shipboard team training
- .17 Discuss the procedures for determining eligibility for and special requirements of an individual attending a formal school.
- .18 Discuss the mission readiness requirements set forth by the Surface Force Training Manual, including the following:
- a. Frequency of completion of Continuous Certification Requirements (CCRs)
  - b. Major assessment and certifications required, and their frequency.
  - c. Observer requirements
  - d. Requirements for outside services
  - e. Required reports
  - f. Role of TFOM/TCRIS

CORRESPONDENCE FUNDAMENTALS

- a. SECNAVINST 5216.5 (Series), Department of the Navy Correspondence Manual
- b. NTP-3(H), Telecommunications User's Manual
- c. OPNAVINST 3120.32 (Series), Standard Organization and Regulations of the U.S. Navy (SORM)
- d. SECNAVINST 5210.11 (Series), Department of the Navy Standard Subject Identification Codes
- e. NTP-9, Commercial Communications Instruction
- f. NAVEDTRA 10299, Yeoman 2 Training Manual (TRAMAN)
- g. NTP-3 SUPP-1(K), U.S. Navy Address Indicating Group (AIG) and Collective Address Designator (CAD) Handbook
- h. Applicable Ship's Instructions

109.1 State the purpose of the following:

- a. Naval letter
  - b. Memorandum
  - c. Business letter
- .2 Explain the internal routing of a Naval letter and memorandum from drafter to mailing.
- .3 Describe the internal routing of incoming correspondence.
- .4 Explain the use of a tickler file.
- .5 Explain the standard subject identification code (SSIC).
- .6 State the speed of service objectives for the following message precedence:
- a. Routine
  - b. Priority
  - c. Immediate
  - d. Flash
  - e. Emergency command
- .7 Discuss the format requirements for the following:
- a. Naval message
  - b. Memorandum
  - c. Naval letter

109

CORRESPONDENCE FUNDAMENTALS (CONT'D)

- 109.7 e. Business letter
- .8 Explain the responsibilities of a message drafter.
- .9 Name the personnel aboard ship who have authority to release messages, and state their responsibilities.
- .10 Explain the method used for routing and retaining messages.
- .11 Discuss the term "minimize" and its effect on normal communications.
- .12 State the purpose of Activity 5215 notices within the Unit Directive System.
- .13 Discuss the purpose and use of Address Indicating Groups (AIG) and Collective Address Designators (CAD) in Naval communications.

**HUMAN RESOURCES MANAGEMENT FUNDAMENTALS**

- a. OPNAVINST 5354.1 (Series), Navy Equal Opportunity
- b. OPNAVINST 5350.4 (Series), Alcohol and Drug Abuse Prevention and Control
- c. OPNAVINST 6110.1 (Series), Physical Readiness Program
- d. SECNAVINST 5300.28 (Series), Military Alcohol and Drug Abuse Prevention and Control
- e. OPNAVINST 6000.1 (Series), Management of Pregnant Servicewomen
- f. OPNAVINST 1740.4 (Series), U.S. Navy Single Sponsor/ Military Couple With Dependents, Dependent Care Policy
- g. OPNAVINST 5370.2 (Series), Navy Fraternalization Policy
- h. OPNAVINST 1754.1 (Series), Family Service Center Program
- i. SECNAVINST 5760.14 (Series), Navy Relief Society Loan Assistance
- j. SECNAVINST 5760.1 (Series), American National Red Cross
- k. NAVPERS 15571, Navy Family Ombudsman Manual
- l. SECNAVINST 5300.26 (Series), Department of Navy Policy on Sexual Harassment

- 110.1 Explain the elements and functions of the Command Managed Equal Opportunity (CMEO) Program, to include:
- a. Command Assessment Team (CAT)
  - b. Command Training Team (CTT)
  - c. Navy Rights and Responsibilities (NR&R) Workshops
  - d. Collection of demographic data
- .2 Define and geographically locate (as applicable) the following:
- a. Drug and Alcohol Program Advisor (DAPA)
  - b. Command Fitness Coordinator (CFC)
  - c. Counseling and Assistance Center (CAAC)
  - b. Alcohol Rehabilitation Center (ARC)
  - e. Alcohol Rehabilitation Department (ARD)
  - f. Navy Alcohol and Drug Safety Action Program (NADSAP)
  - g. Family Service Center (FSC)
  - h. Navy Relief Office/On-Board Counselor
  - i. American Red Cross local chapter
  - j. Ship's Ombudsman (ref. k, sec. 1)
- 110.3 Discuss retention and rehabilitation eligibility for drug and alcohol abusers.

- 110.4 Describe the resources available to a command's Drug and Alcohol Education Program.
- .5 Discuss the use of the following methods of identifying Drug and Alcohol Abuse within a command:
  - a. Voluntary self-referral for rehabilitation
  - b. Local awareness
  - c. Security and investigative procedures
  - d. Medical examination
  - e. Competency for duty examination
  - f. Urinalysis
- .6 Define and discuss the following terms as they relate to Equal Opportunity:
  - a. Sexual harassment
  - b. Racial incident
- .7 Discuss the Naval policy on:
  - a. Fraternization
  - b. Pregnant servicewomen
  - c. Single parents/military couples
  - d. Sexual Harassment
- .8 Discuss the effect of the Command Fitness Program on:
  - a. Reenlistments
  - b. Advancement
  - c. Selection for special programs
  - d. Transfers
  - e. Evaluations/Fitness Reports

References:

- a. JAGINST 5800.8 (Series), Manual for Courts-Martial (MCM), United States
- b. OPNAVINST 3120.32 (Series), Standard Organization and Regulations of the U.S. Navy (SORM)
- c. Title 10, United States Code, Section 6011, United States Navy Regulations, 1990
- d. Division Officer's Guide, 9th Edition
- e. NAVEDTRA 16138-H, Naval Orientation
- f. NAVPERS 15560C, Naval Military Personnel Manual (MILPERSMAN)
- g. BUPERSINST 1430.17 (Series), Command Advancement Program (CAP)
- h. JAGINST 5800.7 (Series), Manual of the Judge Advocate General
- i. NAVEDTRA 10255, Master-at-Arms 2, 1 and C, vol. 1

111.1 Discuss the legal requirements of the following:

- a. Responsibility and authority of the Commanding Officer
- b. Maintaining good order and discipline
- c. Welfare of personnel
- d. Compliance with a lawful order
- e. Communicating with the Commanding Officer
- f. Personnel inspection
- g. Saluting and other marks of respect between individuals
- h. Exercising, delegating, and abusing authority
- i. Publishing and posting orders and regulations

.2 Explain the responsibility of the Division Officer in the following areas:

- a. Conduct of subordinates
- b. Capabilities and needs of subordinates
- c. Welfare and morale of subordinates
- d. Infractions of subordinates

.3 Discuss the difference between discipline and punishment.

.4 Discuss the role of the following in the administration of shipboard discipline:

- a. Commanding Officer
- b. Executive Officer
- c. Department Head
- d. Division Officer
- e. Division Chief Petty Officer (CPO)/Leading Petty

111

GOOD ORDER AND DISCIPLINE FUNDAMENTALS (CONT'D)

- Officer (LPO)
- 111.4
  - f. Chief Master-at-Arms (CMAA)/Master-at-Arms (MAA) Force
  - g. Master Chief Petty Officer of the Command (MCPOC)
- .5 Discuss the function of the following as they relate to the administration of shipboard discipline:
  - a. Personal example
  - b. Military appearance
  - c. Military courtesy
  - d. Report chit
  - e. Extra military instruction (EMI)
  - f. Division officer inspections
  - g. Denial of privileges
  - h. Verbal reprimand
  - i. Enlisted Evaluation Reports
  - j. Recommendations for advancement
  - k. Personal awards
  - l. Letters of commendation/appreciation
  - m. Command Advancement Program (CAP)
- .6 Discuss the authority, functions, and organization of the shore patrol and the beach guard.
- .7 Describe the following types of discharges:
  - a. Honorable
  - b. General
  - c. Other Than Honorable (OTH)
  - d. Entry level
  - e. Bad conduct
  - f. Dishonorable
- 111.8 Discuss the provisions of the following: (ref. a, app. 2)
  - a. Article 15, Commanding Officer's Non-Judicial Punishment (CO's NJP)
  - b. Article 31, Compulsory Self-Incrimination Prohibited
  - c. Article 137, Articles To Be Explained
  - d. Article 138, Complaints of Wrongs
- .9 Briefly discuss the punitive articles.
- .10 Describe the following types of courts-martial, including their composition, types of punishment authorized, and route of appeal:
  - a. General

111

GOOD ORDER AND DISCIPLINE FUNDAMENTALS (CONT'D)

- 111.10
  - b. Special
  - c. Summary
- .11 State the function of the following in processing a Report Chit (Report and Disposition of Offenses, NAVPERS Form 1626/7).
  - a. Investigating Officer
  - b. Division Officer
  - c. Executive Officer
  - d. Legal Officer
  - e. Chief Master-at-Arms
- .12 Discuss the possible results of using an improperly prepared Report Chit.
- .13 State the requirement concerning advising the accused of their rights.
- .14 Discuss the procedures for appeal of NJP.
- .15 Discuss the following:
  - a. Searches authorized by the Commanding Officer
  - b. Inspections
  - c. Exigency searches
  - d. Consent searches
  - e. Searches incident to lawful apprehension
- .16 Discuss the general principles of probable cause and seizure of evidence.



References:

- a. NAVPERS 15878, Career Counselor Handbook
- b. NAVPERS 15560C, Naval Military Personnel Manual (MILPERSMAN)
- c. NAVPERS 15909D, Enlisted Transfer Manual (TRANSMAN)
- d. Title 10, United States Code, Section 6011, United States Navy Regulations, 1990
- e. OPNAVINST 1160.5 (Series), Reenlistment Quality Control Program

- 112.1 State the purpose and composition of the Command Retention Team.
  - .2 Discuss the role and responsibilities of the Division Officer in support of the command retention effort.
  - .3 Discuss the current reenlistment incentive programs.
  - .4 Discuss the duties of the Divisional Career Counselor and the related supervisory duties of the Division Officer.
  - .5 Explain the programs leading to a commission for enlisted personnel.
  - .6 Identify the educational programs listed in Chapter 7 of the Retention Team Manual.
  - .7 Discuss the requirements of the Career Counseling Interview System. State when each interview is to occur.
  - .8 Discuss the following career benefit entitlements:
    - a. Survivor benefits
    - b. Disability payments
    - c. Social security benefits
    - d. Veterans' benefits
    - e. TRICARE Standard/Prime/For Life
    - f. Serviceman's Group Life Insurance (SGLI)/Family SGLI (FSGLI)/Veterans' Group Life Insurance (VGLI)
  - .9 State the requirements for eligibility to reenlist and Navy reenlistment codes.

**112****COUNSELING FUNDAMENTALS (CONT'D)**

- 112.10 Discuss Selective Reenlistment Bonus (SRB) Zone A, B, and C requirements.
- .11 Explain Career Reenlistment Objectives (CREO) and state the current CREO categories.
- .12 Explain how to fill out and submit an Enlisted Duty Preference Sheet (NAVPERS Form 1306/63).
- .13 Discuss the procedures and coordination required to process requests for the following:
  - a. Navy schools
  - b. Lateral transfer
  - c. Enlisted Retention Incentive Programs
  - d. Officer Commissioning Programs
- .14 Describe the uses of the Personnel Action Request Form (NAVPERS Form 1306/7).
- .15 Discuss the financial counseling material found in the MILPERSMAN.
- .16 Discuss Navy policy on indebtedness and financial responsibility.
- .17 Discuss the contents of a financial statement for an individual and describe the drafting procedures.
- .18 Discuss the use of command letter responses to letters of indebtedness.
- .19 Discuss the general eligibility requirements for the following:
  - a. Discharge for reason of hardship
  - b. Reassignment for humanitarian reasons
  - c. Discharge for reason of misconduct
  - d. Discharge for reason of unsuitability
  - e. Discharge for reason of personal abuse of drugs other than alcoholic beverages
  - f. Discharge for reason of homosexuality
- .20 Discuss the procedures and coordination required for processing the following requests:
  - a. Leave (normal/emergency)
  - b. Humanitarian transfer
  - c. Discharge by reason of hardship

112

COUNSELING FUNDAMENTALS (CONT'D)

- 112.20 d. Early separation
- e. Exchange of duty
- f. Request mast
- g. Special liberty



## References:

- a. Applicable ship's instructions
- b. OPNAVINST 5510.1 (Series), Department of the Navy Information and Personnel Security Program Regulation
- c. SECNAVINST 5211.5 (Series), Personal Privacy and Rights of Individuals Regarding Records Pertaining to Themselves

- 113.1 Discuss your Command's Operational and Physical Security Plan.
  - .2 Discuss the following as applied to the three categories of classified material (Confidential, Secret, Top Secret):
    - a. Effect of unauthorized disclosure
    - b. General type of material included
    - c. Persons who have access
    - d. Classified markings on documents
    - e. Original classification authorities
    - f. Derivative classification
  - .3 Explain access and need to know.
  - .4 Explain final and interim clearance.
  - .5 Discuss the Entrance National Agency Check (ENTNAC), National Agency Check (NAC), and Single Scope Background Investigation (SSBI).
  - .6 Explain the function of the Department of the Navy Central Adjudication Facility (DONCAF) with regard to clearances.
  - .7 Discuss storage container requirements for safeguarding classified material.
  - .8 Discuss the shipboard organization for the control and protection of classified material.
  - .9 Discuss the procedure for disposing of classified material.
  - .10 Explain the classified material control procedures required for accountability and internal routing of each category of classified material.
  - .11 Discuss Two Person Integrity and Two Person Control to include the differences and for which material each is required.

- 113.12 Discuss the procedures for the shipment/transport of classified material.
- .13 Discuss the Command Security Education Program and required briefings.
- .14 Discuss the North Atlantic Treaty Organization (NATO) security requirements.
- .15 Discuss the purpose of and requirements for a Shipboard Automated Data Processing (ADP) Security Program.
- .16 Describe the function of the Secure Terminal Equipment (STE).
- .17 Discuss the requirements for safeguarding Privacy Act and For Official Use Only Information.

## References:

- a. OPNAVINST 3120.32 (Series), Standard Organization and Regulations of the U.S. Navy (SORM)
- b. Division Officer's Guide
- c. OPNAVINST 5040.7 (Series), Naval Command Inspection Program
- d. NAVMED P-5010-1, Manual of Naval Preventive Medicine
- e. COMNAVSURFORSINT 3502.1 (Series), Surface Force Training Manual
- f. Unit Training Readiness Status Report

- 114.1 State the purpose of responsibility for and frequency of the following ship personnel inspections:
- a. Quarters
  - b. Informal
  - c. Formal
- .2 Discuss the preparation and procedures for presenting a division for a formal personnel inspection.
- .3 State the purpose of the following inspections:
- a. Division Officer Daily Material
  - b. Daily Messing and Berthing
  - c. Sanitation
  - d. Zone
  - e. Health and Comfort
  - f. Seabag
  - g. Safety
- .4 What are your ship's required inspections and evolutions?
- .5 How are the following inspections/evolutions integrated into your ship's operational cycle:
- a. 3-M Inspection

- 114.6
  - b. Board of Inspection and Survey (INSURV)
  - c. Light-Off Assessment (LOA)
  - d. Engineering Operations Certification (EOC)
  - e. Supply Management Certification (SMC)
  - f. Aviation Readiness Qualification (ARQ)/Aviation Facility Certification (AVCERT)
  - g. Cruise Missile Tactical Qualification (Harpoon/Tomahawk)

References:

- a. NAVSUP P-485, Supply Afloat Procedures
- b. OPNAVINST 4790.4 (Series), Ship's Maintenance and Material Management (3-M) Manual
- c. NAVSO P3013, Financial Management of Resources
- d. NAVSEA 4200.18 (Series), Spare Parts Improvement (SPIP)
- e. NAVSUP 5400.11 (Series), Implementation of Project Boss in the Naval Material Establishment

115.1 Define the following:

- a. Equipment
  - b. Equipage
  - c. Repair parts
  - d. Consumables
  - e. Services
  - f. Selected item management (SIM)
  - g. Depot Level Repairable (DLR) items
  - h. Pre-expended bin (PEB) material
  - i. Integrated logistics overhaul (ILO)
  - j. Not operationally ready supply (NORS)
  - k. Anticipated not operationally ready supply (ANORS)
  - l. Operating space items (OSI)
  - m. Ready service spares (RSS)
  - n. Maintenance assistance modules (MAMs)
- .2 State the major functions of a ship's supply organization.
- .3 Discuss the types of material management funding available to ships.
- .4 State the purpose and the content of the Division Supply Log.
- .5 State the purpose and content of the Coordinated Shipboard Allowance List (COSAL) as it relates to material management.
- .6 Explain the various methods of using the COSAL.

- 115.7 Discuss the purpose and use of the following:
- a. Management List--Navy (ML-N)
  - b. Master Repair Item List (MRIL)
  - c. GSA Stock Catalog
  - d. Afloat Shopping Guide (ASG)
- .8 State the purpose and content of the following supply forms:
- a. NAVSUP Form 1250-1
  - b. NAVSUP Form 1149
  - c. DD Form 1348-1
  - d. DD Form 1348-6
- .9 State the procedures for ordering and procuring material through the ship's supply system.
- .10 Explain how to submit a Quality Deficiency Report (QDR).
- .11 Discuss the following:
- a. National Stock Number (NSN)
  - b. Cognizance Code (COG)
  - c. Allowance Parts List (APL)
  - d. Allowance Equipage List (AEL)
- .12 Discuss the procedures for submission of an Allowance Change Request (ACR) as it relates to the COSAL, Fleet Cosal Feedback Report (FCFBR), and OPNAV 4790/CK.
- .13 Discuss the types, methods, and follow-up procedures on outstanding requisitions in material procurement.
- .14 Discuss the contents and purpose of the Control Equipage Custody Record (NAVSUP 306).
- .15 State the conditions under which material would be surveyed, and the procedures for documenting the survey.

## References:

- a. NWP 1-03.1, Operational Reports
- b. NAVSUP P-485, Afloat Supply Procedures
- c. NWP 1-03.3, Status of Resources and Training System (SORTS)
- d. OPNAVINST 3100.6 (Series), Special Incident Reporting
- e. CNSFINST 3502.1 (Series), Surface Force Training Manual

- 116.1 Explain the purpose of a Casualty Report (CASREP) and general situations in which one would be submitted.
  - .2 Describe the information contained in and the time of submission for the following:
    - a. Initial Casualty Report
    - b. Update Casualty Report
    - c. Casualty Correction Report
    - d. Casualty Cancellation Report
  - .3 Discuss the interrelationship between a CASREP and the following:
    - a. 3-M System
    - b. Supply System
    - c. SORTS
  - .4 Discuss the purpose and submission requirements of the following reports:
    - a. Movement Report (MOVREP)
    - b. Logistics Requirements Request (LOGREQ)
    - c. SORTS
    - d. OPREP-3
    - e. Unit Situation Report (SITREP)
    - f. Training and Readiness Report (TRNGREP)



## References:

- a. NAVEDTRA 10101, Boatswain's Mate, vol. I
- b. S9086-VD-STM-000, Naval Ships' Technical Manual, ch. 631, Preservation of Ships in Service
- c. S9086-VF-STM-010, Naval Ships' Technical Manual, ch. 633, Cathodic Protection
- d. S9086-VG-STM-00A, Naval Ships' Technical Manual, ch. 634, Deck Coverings
- e. OPNAVINST 5100.19(ref. d, ch. 2), Navy Occupational Safety and Health (OSHA) Manual, vol. I
- f. Bluejackets' Manual

117.1 Define the following as applied to shipboard preservation:

- a. Bimetallic corrosion
- b. Boot topping
- c. Cutting in
- d. Holidays
- e. Alligatoring
- f. Chalking
- g. Cathodic protection
- h. Zinc anodes

.2 What is the function of the following:

- a. Haze gray paint
- b. Deck gray paint
- c. Terrazzo
- d. PRC
- e. Flight deck compound
- f. White thinner
- g. Varnish
- h. Driers
- i. Wheel wire brush
- j. Rotary chipper (deck crawler)
- k. Pneumatic hammer
- l. Needle gun
- m. Electric disc sander/grinder
- n. Chipping hammer
- o. Hard wire brush
- p. Pneumatic paint sprayer
- q. Airless paint sprayer

- 117.3 Discuss the steps required in the pretreatment and priming of the following surfaces:
  - a. Steel (ungalvanized)
  - b. Aluminum
  - c. Galvanized steel
  - d. Wood
  - e. Plastic
  
- .4 Name those items that should not be painted.
  
- .5 Discuss the requirements for stowing paint in, and issuing paint from, the paint mixing and issue room.
  
- .6 Discuss the following:
  - a. Paint schemes
  - b. Color codes
  - c. Stenciling
  
- .7 Discuss the following safety issues as they relate to shipboard preservation:
  - a. Hazardous material/hazardous waste
  - b. Respiratory protection
  - c. Eye protection
  - d. Hearing protection
  - e. Protective clothing
  - f. Electrical safety

## INTRODUCTION TO WATCHSTATIONS (300 SECTION)

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 Fundamentals section to use. This section 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 fundamentals that pertain to the performance of that particular task. Satisfactory completion of all prerequisite watchstations and fundamentals is required prior to achievement of final watchstation qualification.

2. FORMAT. Each watchstation in this section contains:

a. A Final Qualification Page which is used to obtain the required signatures for approval and recording of Final Qualification.

b. A Qualification summary which is used to record completion of all requirements for qualification at that watchstation, broken down as follows:

(1) PQS WATCHSTATION INDOCTRINATION. This is signed and dated by your supervisor after he has explained to you how and when you are to complete the PQS requirements for that watchstation. This will normally be your start date.

(2) PREREQUISITES. Prerequisites are items that must be certified as having been completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS booklets and other watchstation qualifications from this booklet. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. The date is the date of actual completion, not the sign-off date. No points or percentages are assigned for prerequisites.

(3) FUNDAMENTALS. These are the required fundamentals from the 100 section of this PQS booklet and are in addition to fundamentals you may have completed for other watchstations. Normally all fundamentals must be completed and signed off here prior to starting the watchstation (section 300) tasks, however, the Qualifier has the option of allowing you to start selected watchstation tasks after completing the fundamentals pertaining to the performance of those particular tasks.

c. WATCHSTATION. This is the Practical Factors portion of your qualification. It is broken down as follows:

(1) Tasks -- routine operating tasks that are performed frequently

c. WATCHSTATION (CONT'D)

- (2) Infrequent Tasks
- (3) Abnormal Conditions
- (4) Emergencies
- (5) Training Watches

3. OPERATING PROCEDURES. The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or to 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.

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 designated items with your Qualifier.

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.

6. HOW TO COMPLETE. After completing the required fundamentals 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. After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

**FINAL QUALIFICATION AS  
DIVISION OFFICER AFLOAT**

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.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

-----  
Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified DIVISION OFFICER AFLOAT (NAVEDTRA 43463-1AQ1).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
(Commanding Officer or  
Designated Representative)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_



**301**

**WATCHSTATION - DIVISION OFFICER AFLOAT**

Estimated completion time: 4 months

Total points this watchstation: 100

**301.1**

**PREREQUISITES**

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

**301.1.1 Fundamentals From This PQS:**

101 Safety

Completed\_\_\_\_\_ 4 pts/4% of Watchstation  
(Qualifier/Date)

102 Organization

Completed\_\_\_\_\_ 3 pts/3% of Watchstation  
(Qualifier/Date)

103 Manpower Document

Completed\_\_\_\_\_ 3 pts/3% of Watchstation  
(Qualifier/Date)

104 Service Record

Completed\_\_\_\_\_ 3 pts/3% of Watchstation  
(Qualifier/Date)

105 Enlisted Evaluation Process

Completed\_\_\_\_\_ 4 pts/4% of Watchstation  
(Qualifier/Date)

106 Officer Professional Development

Completed\_\_\_\_\_ 4 pts/4% of Watchstation  
(Qualifier/Date)

107 Enlisted Advancement

Completed\_\_\_\_\_ 3 pts/3% of Watchstation  
(Qualifier/Date)



**301.2      TASKS**

For the tasks listed below:

- A.    What are the steps of this procedure?
- B.    What coordination is required?
- C.    What are the criteria for this task?
- D.    What changes may occur?
- E.    What safety issues must be considered?
- F.    Perform this task in accordance with applicable references/instructions.

		A	B	C	D	E	F
301.2.1	Attend your ship's Indoctrination						X
	_____						
	(Signature)                      (Date)						
.2	Draw a block diagram of the administrative organization of your ship down through Division Officer					X	X
	_____						
	(Signature)                      (Date)						
.3	Draw a block diagram of the administrative organization of your division from you down through the work center supervisors					X	X
	_____						
	(Signature)                      (Date)						
.4	Draw a block diagram of your ship's operational chain of command					X	X
	_____						
	(Signature)                      (Date)						
.5	Draw a block diagram of the Navy's administrative organization down to your ship					X	X
	_____						
	(Signature)                      (Date)						
.6	Draw a block diagram of your ship's underway battle organization					X	X
	_____						
	(Signature)                      (Date)						

**301.2      TASKS (CONT'D)**

		A	B	C	D	E	F
301.2.7	Draw a block diagram of the normal underway watch organization of your ship				X		X
	_____ (Signature)                      (Date)						
.8	Draw a block diagram of the in-port watch organization of your ship				X		X
	_____ (Signature)                      (Date)						
.9	Update your division's Watch, Quarter, and Station (WQS) Bill	X	X	X	X		X
	_____ (Signature)                      (Date)						
.10	List by billet, title, rate, and NEC the allowance for your division, based on the command Manpower Authorization (OPNAV Form 100/2)	X			X		X
	_____ (Signature)                      (Date)						
.11	Using the Enlisted Distribution and Verification Report (BUPERS Report 1080-14), determine prospective gains (PG), prospective losses (PL), billets authorized (BA), and current allowance for your division	X			X		X
	_____ (Signature)                      (Date)						
.12	Using the Officer Distribution Control Report, determine prospective gains (PG), Prospective losses (PL), billets Authorized (BA), and current allowance For your ship.	X			X		X
	_____ (Signature)                      (Date)						

<u>301.2</u>	<u>TASKS (CONT'D)</u>	A	B	C	D	E	F
301.2.13	Review your division's enlisted service records for completeness	X		X X			X
	_____ (Signature)                      (Date)						
.14	Prepare an Enlisted Performance Evaluation Report (Form 1016/24)	X		X			X
	_____ (Signature)                      (Date)						
.15	Prepare a Division Officer's Personnel Record Form (1070/6)	X			X		X
	_____ (Signature)                      (Date)						
.16	Conduct a Qualification Advancement Plan interview with a member of your division	X		X			X
	_____ (Signature)                      (Date)						
.17	Review a divisional weekly training schedule for a one month minimum period	X	X		X		X
	_____ (Signature)                      (Date)						
.18	List the school requirements for your division in accordance with your Type Commander's (TYCOM) instruction	X		X			X
	_____ (Signature)                      (Date)						
.19	List the TYCOM exercise requirements applicable to your division	X		X			X
	_____ (Signature)                      (Date)						
.20	Update your division's PQS in R-ADM	X		X X			X
	_____ (Signature)                      (Date)						

<u>301.2</u>	<u>TASKS (CONT'D)</u>	A	B	C	D	E	F
301.2.21	Prepare a Naval letter	X	X				X
	_____ (Signature)                      (Date)						
.22	Prepare a GENADMIN format message	X	X				X
	_____ (Signature)                      (Date)						
.23	Identify the duties of your ship's Ombudsman						X
	_____ (Signature)                      (Date)						
.24	Identify the members and responsibilities of the Command Training Team (CTT) and Command Assessment Team (CAT)				X		X
	_____ (Signature)                      (Date)						
.25	Identify your ship's Drug and Alcohol Program Advisor (DAPA) and his responsibilities			X			X
	_____ (Signature)                      (Date)						
.26	Identify your ship's Command Career Counselor (CCC) and his responsibilities						X
	_____ (Signature)                      (Date)						
.27	Prepare a Report and Disposition of Offense (NAVPERS Form 1626/7)	X	X	X			X
	_____ (Signature)                      (Date)						
.28	Determine eligibility for a Navy school; indicate what follow-up correspondence/documentation is required	X	X	X	X		X
	_____ (Signature)                      (Date)						

<u>301.2</u>	<u>TASKS (CONT'D)</u>	A	B	C	D	E	F
301.2.29	Determine eligibility requirements for emergency leave	X	X	X			X
	_____ (Signature)                      (Date)						
.30	Determine eligibility requirements for Enlisted Retention Incentive Programs	X	X	X	X		X
	_____ (Signature)                      (Date)						
.31	Determine eligibility requirements for enlisted advancement	X		X	X		X
	_____ (Signature)                      (Date)						
.32	Determine eligibility requirements for early separation	X	X	X	X		X
	_____ (Signature)                      (Date)						
.33	Determine eligibility requirements for Command Advancement Program (CAP)	X	X	X			X
	_____ (Signature)                      (Date)						
.34	Determine eligibility requirements for officer commissioning programs (ROTC/USNA, STA-21, LDO/CWO, ECP, OCS)	X	X	X	X		X
	_____ (Signature)                      (Date)						
.35	Observe Executive Officer's Inquiry and Captain's Mast	X	X				X
	_____ (Signature)                      (Date)						

<u>301.2</u>	<u>TASKS (CONT'D)</u>	A	B	C	D	E	F
.36	Determine eligibility requirements for humanitarian discharge	X	X	X			X
	_____ (Signature)                      (Date)						
.37	Determine eligibility requirements for hardship discharge	X	X	X			X
	_____ (Signature)                      (Date)						
.38	List and describe the various types of administrative/punitive discharges	X		X			X
	_____ (Signature)                      (Date)						
.39	Determine eligibility requirements for designation of nonrated personnel	X					X
	_____ (Signature)                      (Date)						
.40	Explain your ship's policy for exchange of duty	X	X	X			X
	_____ (Signature)                      (Date)						
.41	Present your division at a formal personnel inspection	X					X
	_____ (Signature)                      (Date)						
.42	Inspect your division at an informal or quarters inspection	X					X
	_____ (Signature)                      (Date)						
.43	Assist in conducting a Commanding Officer's zone inspection	X	X	X		X	X
	_____ (Signature)                      (Date)						

<u>301.2</u>	<u>TASKS (CONT'D)</u>	A	B	C	D	E	F
301.2.44	Conduct a health and comfort inspection	X	X	X		X	X
	_____ (Signature)                      (Date)						
.45	Conduct a seabag inspection	X	X	X			X
	_____ (Signature)                      (Date)						
.46	Determine allowance quantities, repair parts, APL/AEL numbers, and national stock numbers for your divisional repair parts, equipage, and equipment	X	X	X	X		X
	_____ (Signature)                      (Date)						
.47	Supervise preparation of NAVSUP Form 1149	X	X	X			X
	_____ (Signature)                      (Date)						
.48	Prepare an Initial Casualty Report (CASREP)	X	X	X			X
	_____ (Signature)                      (Date)						
.49	Prepare an Update Casualty Report	X	X	X			X
	_____ (Signature)                      (Date)						
.50	Prepare a Correction Casualty Report (CASCOR)	X	X	X			X
	_____ (Signature)                      (Date)						
.51	Prepare a Cancellation Casualty Report (CASCAN)	X	X	X			X
	_____ (Signature)                      (Date)						

<u>301.2</u>	<u>TASKS (CONT'D)</u>	A	B	C	D	E	F
301.2.52	Prepare a Mishap Report	X	X	X		X	X
	_____ (Signature)                      (Date)						
.53	Conduct a PQS spot check	X				X	X
	_____ (Signature)                      (Date)						
.54	Conduct a formal counseling session	X		X			X
	_____ (Signature)                      (Date)						
.55	Update divisional training records	X			X		X
	_____ (Signature)                      (Date)						
.56	Conduct divisional hazardous material inspection	X				X	X
	_____ (Signature)                      (Date)						
.57	List and describe the Navy Occupational Safety and Health (NAVOSH) Program elements						X X
	_____ (Signature)                      (Date)						
.58	Accompany the Executive Officer during a Messing and Berthing Inspection	X					X
	_____ (Signature)                      (Date)						
.59	Counsel your division on sexual harassment and fraternization	X		X			X
	_____ (Signature)                      (Date)						

<u>301.2</u>	<u>TASKS (CONT'D)</u>	A	B	C	D	E	F
301.2.60	Counsel your division about the Navy's policy on pregnant servicewomen on sea duty	X		X			X
	_____ (Signature)                      (Date)						
.61	Counsel your division about the Navy's policy on single parents/active duty couples	X		X			X
	_____ (Signature)                      (Date)						
.62	Develop divisional long and short range training plans	X	X	X	X		X
	_____ (Signature)                      (Date)						
.63	Monitor divisional training lectures and document attendance	X					X
	_____ (Signature)                      (Date)						
.64	Verify divisional PQS qualifications and service record entries for divisional personnel	X	X	X			X
	_____ (Signature)                      (Date)						

Completion of .2 area comprises 31 pts/31% of watchstation.

**301.3**

**INFREQUENT TASKS**

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What coordination is required?
- C. What are the criteria for this task?
- D. What changes may occur?
- E. What safety issues must be considered?
- F. Perform or simulate this task in accordance with applicable references/instructions?

		A	B	C	D	E	F
301.3.1	Draft a reply to a letter of indebtedness	X	X	X			X
	_____ (Signature) (Date)						
.2	Draft a budget for an individual in your division		X	X			X
	_____ (Signature) (Date)						
.3	Initiate a fitness for duty inspection	X	X	X		X	X
	_____ (Signature) (Date)						
.4	Prepare a Report of Survey	X	X	X			X
	_____ (Signature) (Date)						
.5	Inventory controlled equipage	X	X	X	X		X
	_____ (Signature) (Date)						
.6	Conduct a Line of Duty/Misconduct Investigation	X	X	X		X	X
	_____ (Signature) (Date)						
.7	Prepare an Injury Report	X	X	X		X	X
	_____ (Signature) (Date)						

**301.3      INFREQUENT TASKS (CONT'D)**

		A	B	C	D	E	F
.8	Respond to an American Red Cross (AMCROSS) message using the Internet-based or telephone-based system.	X					X
	_____ (Signature)                      (Date)						
.9	Prepare a Quality Deficiency Report (QDR)	X		X			X
	_____ (Signature)                      (Date)						
.10	Prepare a preservation plan for an interior and exterior divisional space, including preparation techniques, paint, tools, and material requirements	X		X		X	X
	_____ (Signature)                      (Date)						

Completion of .3 area comprises 11 pts/11% of watchstation.





