



Naval Education and Training Command NAVEDTRA 43100-1K
June 2010



PERSONNEL QUALIFICATION STANDARDS

UNIT COORDINATOR'S GUIDE

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

TABLE OF CONTENTS

	Page
CHAPTER 1 INTRODUCTION.....	4
CHAPTER 2 UNIT PQS ORGANIZATION.....	8
CHAPTER 3 THE PQS MANAGEMENT TOOL BOX.....	14
CHAPTER 4 HOW TO OBTAIN PQS BOOKS.....	15
CHAPTER 5 PREPARING FOR IMPLEMENTATION.....	16
CHAPTER 6 PQS RECORD KEEPING/DOCUMENTATION.....	27
CHAPTER 7 PERSONNEL QUALIFICATION STANDARD.....	29
CHAPTER 8 JOB QUALIFICATION REQUIREMENTS (JQR).....	33
CHAPTER 9 PERSONNEL QUALIFICATION STANDARD DEVELOPMENT.....	37
CHAPTER 10 PQS MODEL MANAGERS.....	39
CHAPTER 11 CONTACT INFORMATION.....	40

CHAPTER 1 - INTRODUCTION

The PQS Program is a qualification system for officer, enlisted, government civilian, and civilian contract personnel used when certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of minimum knowledge and skills necessary to qualify for a specific watchstation, maintain specific equipment, or perform as a team member within a unit. The purpose of the PQS Program is to standardize and facilitate operator watchstation qualification in surface ships and aircraft. Additionally, PQS have been developed for aircraft and surface maintenance technicians. The program is not designed as a training program or a certification program. PQS should be used as an integral part of a well-structured and dynamic unit training program.

PURPOSE

The purpose of this guide is to serve as a "stand-alone" document for the management of the PQS Program at the unit level. This document describes the PQS Program and provides guidance for its implementation and management. It is primarily designed for use by supervisors and managers who are assigned the responsibility of administering the PQS Program.

CANCELLATION

This guide supersedes and cancels Unit Coordinator's Guide (NAVEDTRA 43100-1J).

PQS APPLICABILITY

PQS is an established program within all naval activities ashore and afloat. The program is intended to provide a measurable standard for individuals' qualifications and provide for a service record entry. It is used by the air, surface, and subsurface communities, as well as, the Coast Guard. PQS use is mandatory in Units to which it is applicable, except as may be suspended by Fleet Commanders with concurrence of the Chief of Naval Operations (CNO). It is not applicable to nuclear propulsion or the Fleet Ballistic Missile Weapons systems.

PQS PROGRAM PARTICIPANTS AND RESPONSIBILITIES

The participants of the PQS Program range from CNO staff down to the individual Command PQS Coordinators and PQS qualifiers. **The PQS Program is a qualification system for officer, enlisted, government civilian, and civilian contract personnel used when certification of a minimum level of competency is required prior to qualifying to perform specific duties.** The following participants establish the policies that control the PQS Program, assess the need for PQS development and revision, and monitor fleet requests for changes to the PQS to ensure that the qualification standard remains pertinent and effective.

CHIEF OF NAVAL OPERATIONS (CNO)

The Deputy Chief of Naval Operations (Manpower, Personnel and Training OP-01) establishes overall policy for setting requirements, organizing, supporting, and administering the PQS Program. The responsibility for designation of PQS Model Managers is delegated to the COMLANTFLT and COMPACFLT N7 Staffs.

The Deputy Chief of Naval Operations for Surface Warfare (OP-03) serves as the Warfare Sponsor for all surface community PQS. This includes approval of plans for development/revision of PQS and PQS support materials and chairing of periodic Surface PQS Program Review Conferences to assess ongoing policies and programs.

The Deputy Chief of Naval Operations for Air Warfare (OP-05) serves as the Warfare Sponsor for all aviation community PQS. This includes approval of plans for development/revision of PQS and PQS support materials and chairing of periodic Aviation PQS Program Review Conferences to assess ongoing policies and programs. The specific duties of a PQS Warfare Sponsor include:

The Deputy Chief of Naval Operations for Submarine Warfare (OP-02) serves as the Warfare Sponsor for all submarine community PQS. This includes approval of plans for development/revision of PQS and PQS support materials and chairing of periodic Surface PQS Program Review Conferences to assess ongoing policies and programs.

- Reviewing Navy Training Plans for new platforms, ship classes, or systems to ensure requirements for new PQS are identified and scheduled

Unit Coordinator's Guide

- Planning and programming for the resources necessary to operate and administer the PQS Program

NAVAL EDUCATION AND TRAINING COMMAND (NETC)

The Naval Education and Training Command, through PQS Model Managers, provides overall management control of the PQS Program. This includes:

- Coordinating the approval and setting of priorities for PQS development with the appropriate OPNAV sponsors
- Programming funding support for the PQS Development Program
- Assign PQS NAVEDTRA numbers for Fleet use

FLEET COMMANDERS (FLTCOMs)

Fleet Commanders, specifically the Training Departments (COMLANTFLT N7 and COMPACFLT N7), through their Type Commanders:

- Direct the implementation and management of the PQS programs within their respective fleets.
- Direct fleet reviews of preliminary PQS to ensure the product is complete, technically correct, and an achievable qualification standard.
- Designate a Model Manager for each PQS currently in distribution.
- Review Navy Training Plans for new platforms, ship classes, or systems to ensure fleet requirements for new PQS are identified and scheduled.

TYPE COMMANDERS (TYCOMs)

The Type Commanders ensure that new PQS or changes to existing PQS used within their claimancy are relevant and satisfy the qualification requirements that exist on their units.

PQS DEVELOPMENT GROUP (PQSDEVGRU)

PQSDEVGRU is a single site developer of Personnel Qualification Standards for the Navy which is designated by the PQS Model Manager or appropriate Learning Center. Generally, the PQSDEVGRU employs a Workshop Facilitator staff of military personnel to conduct PQS workshops to develop Standards for new equipment, as well as, systems to update older Standards to

reflect current equipment and practices used in the fleet.

Workshop Facilitators

The PQS Model Managers and Subject Matter Experts (SME) are experienced fleet personnel who manage the development/revision of outdated PQS. While the PQS workshop facilitators may not have specific experience or an extensive background in the unique equipment or watchstation contained in your particular PQS, they are exceptionally well versed in fostering the development or revision of a PQS by drawing out the expertise of the fleet Subject Matter Experts (SMEs) who attend the PQS workshops. By using the workshop facilitators' expertise in the style and development mandates of the PQS structure and the operational expertise of the workshop SME, the Navy has successfully developed hundreds of concise, informative, and pertinent PQS to support numerous qualification programs throughout the fleet.

Additionally, the PQS workshop facilitators serve as the primary liaison with the fleet Model Managers, providing any necessary assistance throughout the life cycle of each PQS.

Editors and Editorial Assistants

A civilian editorial staff coordinates the conversion of draft PQS developed in PQS workshops into documents, which adhere to the technical style and format mandated by the PQS system.

PQS Manager

A PQS Manager is the command, designated by FLTCOMs, responsible for a single PQS booklet or a series of PQS booklets. Turn to the chapter on the PQS Manager for more information on specific duties and responsibilities.

PQS Unit Coordinator

The PQS Unit Coordinator serves as the point of contact within the command on all matters of PQS administration.

CHAPTER 2 - UNIT PQS ORGANIZATION

INTRODUCTION

PQS use is mandatory except as suspended by Fleet Commanders with concurrence of the Chief of Naval Operations (CNO).

PQS should not be considered as a separate program with its own distinct managerial system, but rather as an integral part of the command's existing training program.

COMMANDING OFFICER

Personal involvement by the Commander/Commanding Officer is the key ingredient to a successful PQS Program. Commanding Officers serve as the final authority for all qualifications achieved under the PQS Program.

1. Establish a PQS organization.
2. Assign a Unit Coordinator.
3. Serve as the final qualification authority for the command (including all Selected Reserve Reinforcing/Sustaining units which are assigned). Final sign-off can be delegated, but to no lower level than the Department Head or equivalent.
4. Determine and issue the method of final qualification. This method will vary with the "style" and requirements of the command, but might include any combination of the following:
 - Simple acceptance of recommendations
 - Written examination
 - Oral Board examination
 - Personal observance of performance
5. Serve as the final authority for any tailoring of a PQS. Commanding Officers may tailor any PQS to better suit the needs of the command.

Unit Coordinator's Guide

EXECUTIVE OFFICER/TRAINING OFFICER

The Executive/Training Officer is responsible for formulating and administering the command's training program. PQS will be an integral part of that program. The Executive/Training Officer will:

1. Act as an overall training supervisor.
2. Monitor the PQS Program through the Unit Coordinator.

UNIT COORDINATOR

The Unit Coordinator should function as the central point of contact for all PQS matters. The Unit Coordinator will:

1. Procure PQS products for all personnel within the command.
2. Advise the Executive Officer on all PQS matters.
3. Maintain a list of PQS qualifiers.
4. Liaison with the PQS Model Manager for all matters concerning PQS products. Serve as a point of contact with PQS Model Manager to provide PQS feedback. (Individuals may also provide feedback.) The feedback form is the last page in the standard or is available on the NKO website (<https://wwa.nko.navy.mil/portal/home/>).
5. Maintain copies of command-tailored PQS books for distribution.

PLANNING BOARD FOR TRAINING

The Planning Board for Training coordinates and schedules PQS training that impacts on general training and operations; functions as the Senior Examining Board when required; reviews and recommends to the Commanding Officer newly developed PQS for implementation.

SENIOR WATCH OFFICER OR OTHER DESIGNATED OFFICER

Under the direction of the Executive Officer, the Senior Watch Officer or other designated officer is responsible to the

Unit Coordinator's Guide

Commanding Officer for the assignment and general supervision of all deck watchstanders, both underway and in-port. The SWO will:

1. Assign officer qualification goals, monitor their progress, and counsel individual officers on their progress and accomplishment.
2. Recommend officer qualifications to the Commanding Officer via the Executive Officer.
3. Brief the Executive Officer as required on the progress of officer trainees.
4. Provide the Unit Coordinator with tailored and approved PQS standards for all command-wide watchstanding qualifications or specific duties.

DEPARTMENT HEAD

Implements and supervises the execution of PQS topics as applicable to the department. Qualifies personnel for watchstations, specific duties, and for equipment/system operations. The Department Head should:

1. Set standards and monitor the department's PQS Program.
2. Recommend final qualification to the Commanding Officer or approve final qualification (if so designated).
3. Designate PQS qualifiers and provide a list to the Unit Coordinator.
4. Coordinate with Division Officers, cognizant Chief Petty Officers, and Leading Petty Officers, the watchstation qualifications, specific duties, and advancement goals of departmental personnel.
5. Review division's recommendations for tailoring PQS and forward for approval.
6. Recommend interim qualification of watchstanders, specific duties as necessary.
7. Serve as chairman of the Departmental Examining Board (if such a Board is required).

Unit Coordinator's Guide

8. Provide the Unit Coordinator with tailored and approved PQS.

DIVISION OFFICER/DIVISION CPO

The Division Officer, by virtue of his personnel responsibilities, must play a primary role in the administration of the PQS effort. He, in conjunction with his Division Chief Petty Officer, should assign divisional watchstations, establish PQS goals, monitor PQS progress, and verify appropriate service record entries for all qualifications achieved. Divisional PQS qualifiers, the LCPO/LPO and key watchstanders in the division assist the Division Officer in the qualifying process of divisional personnel by checking and signing qualifications. The Division Officer/Division CPO shall:

1. Recommend to the Department Head the entry level of newly assigned personnel.
2. Recommend to the Department Head personnel as PQS qualifiers.
3. Recommend final qualification to the Department Head.
4. Ensure service record documentation of PQS is accomplished upon completion of each qualification.

WORK CENTER SUPERVISOR

The supervisor indoctrinates the trainee to the program and recommends and monitors the goals for that individual. Those goals must be challenging, realistic, and attainable within a reasonable time frame. It must be noted that the supervisor is an extremely important part of the PQS if it is to be successful. If administered with insight, PQS is a helpful tool that can fit into the unit's overall training program. The supervisor is responsible for the accuracy, updating, and tailoring of PQS to fit the unit's needs, as well as for the initiation of appropriate feedback to the PQS Model Manager. (Feedback Forms are located in the back of each standard or online on the NKO website (<https://wwa.nko.navy.mil/portal/home/>)). Tailored PQS packages should be routed via the chain of command.

Unit Coordinator's Guide

The supervisor should provide motivation to assigned personnel by setting goals, showing interest, and following the trainee's progress. It is important that the supervisor be aware of who is and who is not progressing, as well as who may need counseling or individual instruction. The supervisor must be totally familiar with the duties, responsibilities, and assignments of the divisional qualifiers. The Unit's PQS Program cannot be successful without solid planning and quality control. The work center supervisor shall:

1. Supervise work center personnel in the PQS program.
2. Assist designated qualifiers and trainees as required.
3. Assign requirements and PQS goals to individual trainees in accordance with departmental guidance.
4. Recommend PQS qualifiers to the Division Officer/Division CPO.

QUALIFIERS

Responsibility for management of PQS within the work center should remain at the LCPO/LPO level if the work center supervisor is not a designated qualifier.

The qualifier is the acknowledged expert in a specified area of qualification. The responsibilities attached to this title of "qualifier" are significant. The individual must be totally up-to-date in the technical and safety requirements of their assigned area and also be aware of the problems that face a trainee. Some trainees learn rapidly and must be allowed to progress at their own rate of speed. For those who may be somewhat slower, patience is recommended. Most trainees will be somewhat apprehensive. A relaxed environment, where practicable, will help overcome anxieties in the initial stages of qualification.

The qualifier must keep in mind that consistency is the cornerstone of the PQS Program. The qualifier also should be totally familiar with all reference material and, when necessary, guide the trainees to this material. Keep in mind that the ultimate goal of the PQS Program is to develop adequate numbers of qualified watchstanders/operators/ maintenance personnel to do the job. Help your shipmate, but **DON'T GIVE THAT SIGNATURE AWAY.**

Unit Coordinator's Guide

The qualifier must never relax on safety. The trainee must be totally knowledgeable of safety procedures and requirements prior to the operation of any equipment or system.

As the most likely individual to discover discrepancies or inconsistencies in a standard, the qualifier should bring such matters to the attention of the supervisor. Qualifiers should:

1. Keep abreast of revisions/changes to equipment, systems, and policies that affect assigned areas of responsibilities.
2. Notify the supervisor of changes to standards.
3. Be available for sign-offs and assist trainees as needed.
4. Maintain program integrity.

TRAINEE

1. Complete training as required.
2. Verify service record entries on all completed qualifications.

PERSONNEL OFFICER

Ensure that appropriate entries are made in member's service record as soon as reasonable and ensure service record entry validation is returned to the appropriate work center.

CHAPTER 3 - THE PQS MANAGEMENT TOOL BOX

INTRODUCTION

The items within this PQS toolbox should be accessible by the Unit Coordinator and, as a minimum, include the following:

PERSONNEL QUALIFICATION STANDARDS PROGRAM (OPNAVINST 3500.34 (series))

This is the governing directive for the PQS Program. It establishes policy and assigns responsibilities for overall management of the program and for the development and production of PQS and JQR.

PERSONNEL QUALIFICATION STANDARDS, UNIT COORDINATOR'S GUIDE (NAVEDTRA 43100-1 (series))

This stand-alone document was re-engineered in 1999 to reduce administrative burdens associated with the PQS Program. It serves as a guide for every fleet unit to administer the PQS Program.

PERSONNEL QUALIFICATION STANDARDS PROGRAM WEBSITE

PQS and selected other tools are downloadable instantly on the World Wide Web at the following address: NKO website (<https://wwa.nko.navy.mil/portal/home/>).

CHAPTER 4 - HOW TO OBTAIN PQS BOOKS

PERSONNEL QUALIFICATION STANDARDS CD-ROM

Effective in 1998, NETC mandated that all distribution of PQS booklets be shifted to electronic means. There will be no more CD-ROM delivery. Pre-printed PQS booklets are no longer available through NAVPUBFORMCEN.

Distribution by electronic media is the only method of receiving PQS books. The PQS user community can quickly download and obtain PQS booklets, as they are needed. To ensure that a standardized PQS product is delivered to each fleet customer, the entire PQS electronic file inventory has been converted to "Portable Document Format (PDF)". PDF files are read by using Adobe Acrobat Reader.

PQS STANDARD ANSWER BOOKS

Standard Answer Books (SAB) are no longer supported by PQS Development Group. Since all standards are referenced to a specific chapter and Warfare PQS are referenced to a specific page, the use of a SAB is no longer required.

While it would seem extremely desirable for each effective PQS to have a SAB, the PQS Development Group has found that SABs quickly outdate themselves; changes in procedures or changes to technical documents cited as references in the SAB often require extensive errata changes to the SAB shortly following publication and frequently throughout the life cycle of the SAB.

PERSONNEL QUALIFICATION STANDARDS PROGRAM WEBSITE

PQS and selected other tools are downloadable instantly on the World Wide Web at the following address: NKO website (<https://wwa.nko.navy.mil/portal/home/>).

CHAPTER 5 - PREPARING FOR IMPLEMENTATION

INTRODUCTION

Intelligently interpreted and implemented, PQS serves as an excellent framework upon which to build a unit's Training and Qualification Program. Conversely, if implementation consists of little more than issuing PQS materials to the individual and leaving him to his own desires, the PQS Program can well be counterproductive.

PREPARING FOR IMPLEMENTATION

In preparation for implementing the PQS Program, the command must do the following:

1. Identify "all hands" PQS and those PQS requirements specified by Type and Squadron Commanders.
2. Identify in-rate PQS needed for watchstanding, specific duties, and advancement on a department/division level.
3. Determine qualifications required by crewmembers to perform their responsibilities in such special evolutions as General Quarters, Man Overboard, Fire Party, etc.

TAILORING PQS FOR SYSTEMS AND EQUIPMENT

When initially implementing a PQS Program or receiving a new standard at the command, the PQS may require the addition or deletion of portions of the standard to ensure it accurately reflects the unit's equipment, system configurations, and task requirements. Tailoring may also be required when the unit undergoes an overhaul, transition, or extensive changes. In such instances, affected PQS must be updated accordingly. Supervisors and Division Officers must review the standards and submit deletions/additions to the Department Head for Commanding Officer approval.

In cases where changes are complex and extensive, it might be necessary to request that a new PQS be developed or an existing PQS be revised by the PQS Model Manager. These requests should be submitted via the chain of command so the Type Commander can decide what should be done and how it will impact other units. See Chapter 8 for PQS development/revision request procedure.

ESTABLISHING TIME LIMITS

Estimated completion times are originally established by the SMEs at the PQS workshop. It is imperative that Department Heads and Division Officers reevaluate specific time periods or time limits for qualification for each qualification requirement. The time period takes into account the ship or squadron's deployment schedule and will tell each individual the time they have to become qualified. The time limit also provides a means whereby the Department Head, Division Officer, and supervisory personnel can check individual progress. This is a goal to instill motivation in each individual and the spirit of competition within the work center. Completion times listed under watchstations are only recommendations and may be adjusted by individual commands.

IMPLEMENTING REVISED PQS STANDARDS

In preparation for implementing a new or revised PQS, an "implementation period" will be designated when it is necessary to carry out the PQS Program without personnel qualified under the effective PQS who can serve as qualifiers. The following steps apply for implementing new/revised PQS:

1. Unit Coordinator will advise the CO/XO of receipt of a new or revised PQS.
2. New PQS is reviewed by the cognizant work center for applicability and possible tailoring. Revised PQS is reviewed to determine:
 - a. When revised standard has little or no change for your ship/unit and will be accepted for qualifications as is.
 - b. When revised standard has minimal changes and will require only completion of new/revised line items, in addition to the old PQS.
 - c. When revised standard has major revisions affecting safety/operational procedures or adding new watchstations that will require complete qualification.

(Recommendation on applicability and tailoring will be forwarded up the chain of command.)

3. After review by the chain of command, the Commanding Officer will determine the following:
 - a. Implementation period commencement and completion dates. The length of time should be sufficient to allow personnel to become fully qualified to serve as qualifiers.
 - b. New standards: Initial qualifiers. The most experienced, best-qualified personnel will be identified and designated as interim qualifiers.
 - c. Revised standards: Revision qualifiers. The most experienced personnel previously qualified under the superseded standard will become the qualifiers for the latest revision.
4. During the implementation period, the initial/update qualifiers will be indicated as such in the qualifiers listings.
5. Initial/update qualifiers must achieve final qualification prior to the end of the implementation period.
6. For personnel in the qualification process when a PQS is superseded, supervisors will determine how much of the completed PQS can be transferred to the revised standard. The revised standard will be annotated as to what has been carried forward from the superseded standard. Supervisors will then assign new goals in the revised standard.

INTERIM QUALIFICATION

Situations may arise when it is necessary to qualify watchstanders on an interim basis prior to the completion of a PQS. Examples of such situations are:

1. When it is necessary to utilize a watchstander who has not achieved final qualification to fill a more demanding billet.
2. When a newly reported individual must be utilized as a watchstander and has not been qualified in the particular watchstation or possesses a prior

qualification from another command but has not achieved final qualification at his present command.

Department Heads should complete the following in order to qualify an individual on an interim basis:

1. Identify specific PQS items and prerequisites to be accomplished by the individual for the interim qualification. Upon accomplishment of the required PQS item, administer oral/written examination to determine if a satisfactory knowledge level of watchstation requirements has been attained.
2. During the interim qualification period, ensure the individual continues to progress towards completion of final qualification.
3. Determine a deadline date by which the individual must achieve final qualification or lose interim qualification.
4. Recommend to the Commanding Officer that an individual be granted interim qualification for a specific watchstation.
5. Individual's interim qualification status should be reflected on formal watchbills and noted in PQS progress records.
6. Prerequisites, fundamentals, and systems normally should not be deferred.

SAMPLE

INTERIM QUALIFICATION

(Date)

From: _____ Department Head

To: Commanding Officer, USS _____

Subj: INTERIM QUALIFICATION FOR WATCHSTATION

Ref: (a) PQS Unit Coordinator's Guide (NAVEDTRA 43100-1)

1. In accordance with reference (a), _____ (Rate/Name)
_____ intermily qualified as _____
_____ (Name of Watchstation) _____.

2. This interim qualification is based upon _____
_____ (Rate/Name) _____ having met the
requirements established by reference (a) and having
demonstrated adequate knowledge of the duties and
responsibilities of
_____ (Name of Watchstation) _____ through
written/oral examinations administered _____ (Date)
_____.

3. For the purpose of this interim qualification the
following qualification requirements have been
deferred:

302.2.28 Get ship underway from a Mediterranean moor

4. The above listed deferred qualifications will be
completed by _____ (Date) _____. At that time _____
_____ (Rate/Name) _____ will be designed
qualified
as _____ (Name of Watchstation) _____.

Department Head

Unit Coordinator's Guide

(Date)

From: Commanding Officer, USS _____
To: _____ Department Head

1. The interim qualification of _____ (Rate/Name)
interimly qualified as
_____ (Name of Watchstation) is noted and
approved.

Commanding Officer

QUALIFICATION ADJUSTMENT

It is not uncommon for an individual's qualification process to be slowed because he is unable to complete a particular practical factor because of circumstances beyond his control, such as ship's schedule, inoperative equipment, or lack of services. To complete Surface Warfare qualification, for example, an officer must observe a Mediterranean mooring. If his ship never conducts this maneuver, he could be held up indefinitely.

ADJUSTMENT PROCEDURES

In these cases, the Certifying Officer may delete the requirements or change the method of accomplishment. A "perform" requirement could be changed to a "walk through" or a "discuss". Another option is to change the practical factor to a different but equivalent practical factor, which can be performed. These decisions are made by the Certifying Officer subject to the following guidelines:

1. The adjustment does not result in the trainee's failure to do something essential.
2. Only a small percentage of signatures are involved.
3. The procedure is not used to circumvent the interim qualification procedures previously discussed.

DESIGNATING QUALIFIERS

PQS qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are assigned. The role of the Qualifying Officer/senior petty officer in the PQS approach to training is extremely important. The qualifier must exercise quality control over the PQS Program while also serving as a point of reference to assist the trainee in acquiring the knowledge and skills they could not achieve on their own. To ensure uniformity and program quality, only a limited number of personnel should be selected and authorized to verify completion of portions of the qualification standard. Those officers/petty officers authorized to sign the qualification items should be designated in writing and be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands.

QUALIFICATION PROCESS

When the supervisor assigns qualification requirements, he/she must ensure prerequisite and concurrent items are completed in the proper sequence. Many qualifications contain sections such as PQS indoctrination, general damage control requirements, and the Naval Aviation Maintenance Program. When assigning more than one watchstation/ maintenance action or section for completion, specify which should be completed first.

As the indoctrinators, supervisory personnel must lay the initial groundwork on attitudes toward safety. Keep in mind that all safety requirements MUST be completed PRIOR to performing any of the required qualification tasks.

Much of what individuals do as routine daily work can be signed off as PQS qualifications. For example, Ship's Maintenance and Material Management (3-M) PQS requires an individual to:

1. Read the weekly schedule and determines work assignments.
2. Draw the appropriate MRC from the MRC deck.
3. Perform the maintenance action indicated on MRC.

The above appear to be very much like daily PMS checks, as they are. Much of PQS is merely documenting what is required of an individual in a normal workday or during an assigned watch.

FUNDAMENTALS AND SYSTEMS QUALIFYING SESSIONS

A recommended technique and one that is more adaptable to the daily routine of an operational unit is to have the qualifier, who is assigned fundamentals and systems sign-off authority, announce to the Division that a sign-off session will be held at a given time and place. If possible, the qualifier should schedule this session to coincide with a working shift, for there is no better training aid than the equipment itself.

Qualifying sessions should be limited to no more than two trainees on a given qualification element at any one time. In this way, each member of the crew has the opportunity to display individual knowledge and to receive the necessary reinforcement from the qualifier.

FINAL CERTIFICATION AND WATCHSTATION SIGN-OFF

All final certifications and watchstation qualifications must be signed off at the present duty station. (For Selected Reservists assigned to Reinforcing/Sustaining units final certifications and watchstation qualifications must be signed off by designated personnel at the gaining command unless signature authority has been granted to the Reserve Unit CO or other personnel.)

Each PQS Final Qualification page contains a series of signature blocks to record recommendations and approval of the qualification. The person authorized to grant final approval of a qualification is called the Certifying Officer. The Certifying Officer will be the Commanding Officer or designated representative. Regardless of whether the "QUALIFIED" signature block reads: "Commanding Officer" or "Commanding Officer or Designated Representative," the Commanding Officer may delegate certification authority. To ensure there is no confusion, this authority should be delegated in writing. A convenient way to do this is to add a paragraph to the command's training plan which states the Commanding Officer delegates Certifying Officer authority to the designated officers for the appropriate qualifications. Certification authority should not normally be delegated below the Department Head level. On large ships, the Damage Control Assistant may be designated as the Certifying Officer for damage control PQS.

ORAL EXAMINING BOARDS/WRITTEN EXAMS

Oral Examining Boards and written examinations are not required as part of the PQS qualification process but may be required by the Commanding Officer, ISIC, or Type Commander as appropriate for selected watchstations.

ORAL EXAMINING BOARDS

Often, as the final step in some PQS watchstation qualifications, an Oral Examining Board is required or desired. The exact membership of each board shall be determined by the command. A single board could have as few as one or as many as six or eight members. A written examination or pre-board oral examination may be used as part of the Oral Examining Board review. The command may develop their own exam questions or use already established questions from the appropriate PQS. In general, the Oral Examining Board shall consist of:

Unit Coordinator's Guide

1. At least one qualified Officer of the Deck (OOD), Engineering Officer of the Watch (EOOW), or Tactical Action Officer (TAO) when the watchstation is under their direct supervision.
2. Members of the applicable training teams.
3. Division Officer or Department Head responsible for the watchstation when an E-6 or above is qualifying.

The Oral Examining Board shall determine the scope of the board and questions from applicable PQS to ascertain the trainee's qualification. Oral boards shall include the trainee's demonstration of equipment operation when appropriate.

SAMPLE
ORAL BOARD RESULTS AND RECOMMENDATIONS LETTER

Date: _____

From: Senior Board Member

To: _____
(Final Certifying Authority)

Subj: ORAL BOARD RESULTS

1. Candidate: _____

Watchstation: _____

2. Board members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Board format: Oral/Written/Equipment demonstration

Items Covered

_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT
_____	SAT	UNSAT

4. Comments/Recommendations:

Senior Board Member

CHAPTER 6 - PQS RECORDKEEPING/DOCUMENTATION

RECORDKEEPING

Each command will set its own policies regarding required recordkeeping associated with the internal supervisory oversight of its PQS Program. There are no external recordkeeping or reporting requirements mandated by Fleet or Type Commander instructions. The unit Commanding Officer is free to establish the types of internal records or reports that will be maintained by the PQS Unit Coordinator in order to measure the effectiveness, efficiency, and participation/completion of command PQS Program objectives. Automated Data Processing (ADP) equipment and programs may be created or obtained from other commands to facilitate the creation of internal progress reports, PQS qualifiers listings, and other types of PQS related reports.

DOCUMENTATION

There is a limited amount of documentation required by the PQS Program, with the types of documents essentially falling into three categories:

- Documentation maintained by the trainee
- Documentation of the trainee's completion of various sections of the PQS
- Documentation of the trainee's final completion of a PQS

The documentation maintained by the trainee is, in essence, the individual line item completion signatures obtained from PQS qualifiers as the trainee progresses through the PQS.

As a trainee finishes sections of a PQS, there is at least one (and sometimes several) individual PQS qualification sheet(s) that should be routed for approval. These individual PQS qualification sheets are usually routed through the chain of command in order to inform training and work center supervisory personnel of the trainee's progress through a particular PQS or attainment of new qualifications and abilities to supplement command watchstations or performing specific duties. Some commands may choose to use less formal methods to circulate this information.

Unit Coordinator's Guide

Each PQS contains a Final Qualification page that is routed to the Commanding Officer or designee to certify completion of a PQS qualification and authorize the trainee to perform the duties of the watchstation. After routing, the qualification must be recorded into the trainee's field service record in either of the following methods:

For Officers: place a copy of the Final Qualification Page in the service record, or Electronic Training Jacket (ETJ).

For Enlisted: enter a Page Four entry into the service record, or Electronic Training Jacket (ETJ).

INSPECTIONS

There are no mandatory internal or external inspections of a unit's PQS Program. In large commands where a PQS Unit Coordinator indirectly supervises several collateral duty PQS Work Center Coordinators, periodic spot-checks of work center documentation procedures is a prudent practice in measuring the effectiveness of the command PQS Program policies.

CHAPTER 7 - PERSONNEL QUALIFICATION STANDARD

Each PQS is designed to guide trainees toward qualification by telling them exactly what they must learn to achieve that goal.

The Personal Qualification Standards developed contain the following sections:

- Table of Contents
- Acknowledgements
- Introduction
- Summary of Changes
- Acronyms Used
- Fundamentals (100 section)
- Systems (200 section)
- Watchstations or aircrew evolutions (300 section)
- Qualification Progress Summary (if more than one Final Qualification)
- List of References Used
- Feedback Form

INTRODUCTION TO PQS

The purpose of the Introduction to PQS is to explain the format, organization, and numbering system of the PQS in terms of what it will mean to the person attempting to qualify and how it should be used.

SUMMARY OF CHANGES

To better inform the fleet of changes made during a PQS revision, each revised PQS contains a Summary of Changes page.

ACRONYMS

An acronym is a word formed from the letters of a group of words such as Chief Petty Officer (CPO). The Acronyms Used in this PQS page states the meaning of acronyms used in the PQS.

THE 100 SECTION - FUNDAMENTALS

Each qualification standard begins with a fundamentals section covering the basic knowledge needed to understand the specific equipment or duties as well as an analysis of those fundamentals, which apply more broadly. Its content has a direct application as a self-study tool for the trainee who has not received formal school training or for the school graduate who wishes to review the subject matter taught in school.

A portion of the fundamentals section of each qualification standard may be devoted to expanding the trainee's vocabulary by calling for definitions of technical terms used throughout the standard.

PQS is designed to follow the Law of Primacy. The trainee will best learn and understand the watchstation by first understanding the fundamentals associated with it.

Because the safety of personnel is of great concern navywide, the first fundamental section of each PQS addresses the safety precautions that must be mastered by every individual prior to performing the watchstation/aircrew evolution requirements. Specific or unique safety precautions, which apply to a particular piece of equipment or system, are addressed in the systems (200 section) of each PQS.

THE 200 SECTION - SYSTEMS

In this section, each qualification standard breaks down the subject equipment or duties into smaller, more easily understood sections called systems. When the equipment/ duties are broken down, many small functional systems are revealed for in-depth study. The simpler systems can be identified and covered quickly, permitting greater emphasis on a more significant or complex system.

A system is arranged for learning in two levels, Components and Component Parts. The user of the qualification standard need only master those to be able to analyze and understand the organization of the equipment or duties. A qualification standard will list only those items, which must be understood for the proper operation and/or maintenance of that particular system. It will not include every item appearing on a parts list in the technical manuals.

THE 300 SECTION - WATCHSTATION/AIRCREW EVOLUTION

This section tests the trainee's readiness to perform a designated task. The terminology in the PQS considers a sailor to be "on watch" whenever he is operating the equipment whether "on shift", "on call", or "in the shop". The goal of the watchstation/aircrew evolution section is to guide the trainee in categorizing, analyzing, and performing the step-by-step procedures required to attain qualification.

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), Combat Systems Operational Sequencing System (CSOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) System, 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. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

DISCUSSION ITEMS

Though actual performance of evolutions is always preferable, some items listed in each watchstation/aircrew evolution may be too hazardous or time-consuming to simulate. Therefore, the PQS trainee may be required to observe or discuss such designated items with a qualified supervisor.

REFERENCE MATERIAL

References are selected for their proven credibility and availability. They are listed at the beginning of each fundamentals and systems section. By using the listed references, each trainee should be able to answer all the questions in that section.

PREREQUISITES

A prerequisite is an item that must be completed prior to beginning an assigned task area. It may include:

Unit Coordinator's Guide

1. Schools.
2. Fundamentals, systems, and watchstation qualifications from other PQS booklets.
3. Fundamentals, systems, and watchstation qualifications from the same standard.
4. Other unique items such as medical examinations.

CHAPTER 8 - JOB QUALIFICATION REQUIREMENTS (JQR)

Locally produced PQS-type booklets are to be titled "Job Qualification Requirements (JQR)" to distinguish them from the fleetwide mandatory PQS and to allow the developing organization greater flexibility in tailoring the format, content, use, and revision to the particular needs of the user.

INTRODUCTION

You may be confronted with a situation where a PQS doesn't exist but you need a method for qualifying operations or maintenance personnel. One method for solving the problem is to request development of a PQS. The second and most expedient method is to develop a JQR. Naval units are permitted to develop local qualification standards modeled after PQS in those instances where qualified operators are required and no PQS exists (JQR is not assigned a NAVEDTRA number). The unit's Subject Matter Experts (SMEs) will develop the JQR. The JQR can be converted to a PQS if the appropriate Type Commander determines the necessity.

DEVELOPMENT

There is no set procedure for developing a JQR. However, the following guidelines should be followed to ensure a thorough qualification is produced:

The first step is to conduct a task analysis for each required watchstation. A task analysis is simply a procedure designed to identify all the important elements of a task or job. This analysis may be accomplished in one of two ways:

- a. Have on-watch personnel record all the tasks performed while standing the particular watchstation.
- b. Assemble a group of SMEs and brainstorm the tasks required of that particular watchstation.

The second step is to begin writing the JQR, and we recommend using any PQS as a guide. The 300 section (watchstations) should be written first, followed by the 200 section (systems) and the 100 section (fundamentals) last.

300 SECTION (WATCHSTATIONS/AIRCREW EVOLUTIONS)

All the required watchstations should first be identified and then listed on a chalkboard or a large tablet in order of precedence. With each qualification, the watchstations/aircrew evolutions with the simplest tasks should be written first, with the supervisory watchstation(s) written last. As each task is developed, keep a record of the systems and fundamentals required to support it.

There are seven point areas that should be covered in watchstations.

1. Prerequisites - such as schools, other PQS, medical clearances, other qualifications, watchstations, systems, or fundamentals from the PQS being developed, etc.
2. Tasks - routine tasks to be performed by an individual standing the watch.
3. Infrequent Tasks - tasks which are performed under casualty conditions or are not done as a regular part of watchstation routine.
4. Abnormal Conditions - recognition of trouble symptoms or situations that will require special attention or handling.
5. Emergencies - recognize and prompt an automatic response to an emergency condition. An emergency is an event or series of events in progress that will cause damage to equipment and/or injury to personnel unless corrective steps are immediately taken.
6. Watches - specifies name, level of supervision required, and number of watches, which need to be stood to be considered qualified.
7. Examinations - a required section to mention that an examination is optional except as required by the TYCOM, ISIC, etc.

Unit Coordinator's Guide

There are five point areas that should be covered in aircrew evolutions.

1. Prerequisites - such as schools, other PQS, medical clearances, other qualifications, aircrew evolutions, systems, or fundamentals from the PQS being developed, etc.
2. Normal Procedures - broad grouping of tasks or procedures to be performed by an individual operating an aircraft system or at a specific aircrew position in an aircraft.
3. Discrepancies/Malfunctions - equipment or system failures that may occur or may have an impact on performance of the tasks identified in the .5 section.
4. Emergencies - conditions that may occur in, on, or around the aircraft, or in the performance of aircrew duties, which may cause injury to personnel, damage to equipment or the aircraft, or loss of an aircraft.
5. Tasks - identifies performance of tasks or procedures specific to a particular type of mission or mission profile. Each task item will be individually graded. Verbiage for grading criterion may vary, but will, at minimum, reflect grades for unsatisfactory, marginal, and acceptable performance.

200 SECTION (SYSTEMS)

This section supports the 300 section. Stress thinking about systems as functional. Compile tentative lists of systems including all systems and equipment identified in the 300 section tasks, and write the names on a chalkboard or a large tablet.

Each system is disassembled, for learning, into two levels. systems have components and components have parts. Don't feel you must include every item appearing on the parts list in the technical manual; list only those items which must be understood for operation.

There are five point areas that should be covered.

1. System Component and Component Parts - Components refer to major units that make up a system when properly connected. Evaluate all components to determine if they require a breakdown into component parts (major parts of a component). Identification of system and its specific application.
2. Principles of Operation - How the components and component parts interact to produce the desired result within the system.
3. Parameter/Operating Limits - Variables which must be indicated, monitored, checked, or sensed in any way during operation or testing.
4. System Interface - Significant effects of outside influences on the system under discussion, such as operation or failure of other equipment or systems.
5. Safety Precautions - Safety precautions that are unique to this system.

100 SECTION (FUNDAMENTALS)

This is the last section to be written and contains the basic knowledge and principles needed to understand the equipment to be operated and duties to be performed. References for this section should be selected according to their credibility and availability. Because safety is of paramount consideration, the first fundamental should describe the safety precautions that apply throughout the JQR.

The 100 section should cover such topics as: references used, drawings, symbols, terminology, relevant laws, potential hazards, first aid, protective devices, terms and definitions, equipment and devices, and publications.

APPROVAL PROCESS

JQRs shall be forwarded through the chain of command to the Type Commander who will determine their application for similar units under his authority, verify accuracy, and approve subject JQR for use. Type Commanders may forward the JQR with endorsements to the PQS Manager and the appropriate FLTCOM for determination of fleetwide applicability.

CHAPTER 9 - PERSONNEL QUALIFICATION STANDARD
DEVELOPMENT

PQSS are developed during workshops convened by the PQS Model Managers, with coordination through Naval Education and Training Command (NETC). Fleet Commanders and the Training Command normally will provide Subject Matter Experts (SMEs) to support PQS workshops and the number of SMEs will be the minimum essential to develop a quality PQS package.

PQS WORKSHOP

Workshops are convened utilizing SMEs from Fleet and Type Commanders, shore-based schools, technical activities, various ships, and aircraft squadrons. During the course of a workshop, a preliminary PQS for a particular subject is developed. Workshops are facilitated by Workshop Supervisors by PQS Model Managers designation.

ACTION

Upon arrival, the SMEs will perform a detailed task analysis of all watchstations to be covered. SMEs must be experienced in the technical and operational aspects of their assigned areas and be able to provide necessary reference material for workshop support. SMEs may include military, DOD civilian, or contractor personnel.

FLEET REVIEW PROCESS

After conclusion of the workshop and editing process monitored by the PQS Manager, a preliminary standard is sent to the NETC PQS Program Manager for distribution to the user community for review and comment. Recommended modifications to the standard are consolidated and reviewed by the PQS Model Manager and incorporates the changes. Once final changes have been made, the PQS is forwarded to NETC PQS Program Manager and the final PQS is electronically distributed via the NKO website.

PQS DEVELOPMENT ANNUAL REVISION/SCHEDULE

Each year, usually in June, NETC PQS Program Manager sends a Revision/Schedule requirements request to PQS Managers. This message asks Model Managers to review their cognizant PQS and to determine if a sufficient number of validated PQS Feedback Forms or Change Submissions exist to necessitate a PQS revision Workshop for the upcoming FY.

PQS DEVELOPMENT REQUESTS

Requests to develop a new PQS to cover a particular piece of equipment or duty being delivered or implemented in the fleet are usually submitted by the Principal Development Agency Acquisition Project Office. However, if your community has had a new watchstation or significant equipment installation for over one year, you should submit a PQS Revision/ Development request form found in the PQS Manager and PQS Model Manager's Guide, NAVEDTRA 43100-2, explaining the circumstances that require qualification standard development. Contact NETC PQS Program Manager for more information (NETC PQS Program Manager assigns NAVEDTRA numbers for PQS).

To revise a current PQS, contact the PQS Model Manager or NETC PQS Program Manager.

INFORMATION FEEDBACK PROCESS

The PQS Feedback Form, the last page in the standard, is preaddressed for mailing to the appropriate PQS Manager. This direct-line response from each standard user assures that the booklet will continue to meet the Navy's current needs. This information is communicated to the PQS Model Manager of the specific PQS. Each suggestion is discussed at the PQS workshop during the revision process.

Feedback can also be sent to NETC PQS Program Manager via e-mail (frank.topf@navy.mil). Feedback form is available on the NKO web site: (<https://wwa.nko.navy.mil/portal/home/>).

CHAPTER 10 - PQS MANAGERS

Each PQS has a PQS Manger and a designated PQS Model Manager. The PQS Model Manager is responsible for the content, accuracy, and currency of the PQS under his/her cognizance. As a Unit Coordinator, you should have a working knowledge of the duties and responsibilities of the PQS Manager and PQS Model Manager. These are:

- Designating a PQS Manager, or if appropriate, establishing a PQS Model Manager or Team and identifying members
- Administering the PQS Model Manager Program within the assigned community
- Identifying the following to support the PQS system:
 - Applicable PQS currently in existence
 - New PQS requirements
 - Soliciting, reviewing, and compiling recommended PQS changes from all activities on a continuing basis
 - Conducting an annual, in-depth, technical review of all PQS materials using input from the assigned community
 - Recommending revision of PQS materials to NETC PQS Program Manager.
 - Assisting PQS Managers in convening workshops to revise or develop PQS
 - Consolidating feedback resulting from fleet review of preliminary PQS and updating applicable PQS with recommended changes
 - Establishing and maintaining close liaison with appropriate schools in order to align the PQS system and the training track

Contact the NETC PQS Program Manager for more information on the duties of a PQS Manager or PQS Model Manager. A handbook is available to Model Managers that provides specific guidance.

**** PQS MANAGER – DESIGNATED REPRESENTATIVE AT A LEARNING CENTER OR FUNCTIONAL AUTHORITY (ENTERPRISE) RESPONSIBLE FOR ALL THEIR PQS.**

***** PQS MODEL MANAGER – INDIVIDUAL ASSIGNED FUNCTIONAL RESPONSIBILITY OF ONE OR SEVERAL PQS WITHIN THAT LEARNING CENTER OR FUNCTIONAL AUTHORITY (ENETRPRISE).**

DESIGNATED PQS MANAGERS

NETC PQS Program Manager publishes a listing of all PQS Managers in the PQS Catalog (NAVEDTRA 43100-6).

CHAPTER 11 - CONTACT INFORMATION

NETC PQS Program Manager is located onboard Norfolk Naval base, in Norfolk, Virginia. The NETC PQS Program Manager can be contacted as follows:

Naval Message: NETC NORFOLK VA//N7//

Mail: NETC PQS Program Manager
NETC N74
9549 Bainbridge Ave
Norfolk, VA 23511

TELEPHONE: DSN: 262-9880
COMM: (757) 322-9880

FAX: (757)445-0892
DSN: 564-0893

INTERNET: (<https://wwa.nko.navy.mil/portal/home/>)

NETC PQS Program Manager and all the PQS Model Managers are always ready to assist you and answer questions. We are as close as your telephone or computer and we welcome any opportunity to discuss your PQS requirements.