

ADMINISTRATION AND TRAINING

As you have already discovered, there is much more to being an LPO or LCPO than just telling people what to do. As you advance, you become more knowledgeable about the way your command operates on a daily basis. You also become more involved in the administrative aspects of the management process. This process, of course, goes far beyond 3-M reporting or logging daily magazine temperatures. In this chapter we will acquaint you with some of the more important administrative procedures you may become involved with as a senior Gunner's Mate.

CORRECTIVE MAINTENANCE MANAGEMENT

LEARNING OBJECTIVES: Describe the cause and effect of corrective maintenance.

Many people operate under the philosophy "If it's broke—fix it; if it works—leave it alone." However, this attitude defeats the purpose of discrepancy trend analysis. In other words, you should closely monitor the documented histories of your equipment. You should then be able to predict potential problems or breakdowns based upon your knowledge and familiarity of that equipment. This practice could enable you to spot recurring equipment tendencies and prevent discrepancies before they occur. You are then accomplishing the purpose of performing preventive maintenance.

CURRENT SHIP'S MAINTENANCE PROJECT

One of the best aids in identifying material discrepancy trends is through the use of the Current Ship's Maintenance Project (CSMP). All levels of management can use the CSMP. The work center supervisor, up through the type commander, can use it for such purposes as operational scheduling, overhaul work packages, and availabilities. Above all, they can use it as a means of identifying trouble areas within a particular unit, system, or even component. We will not show you how to maintain a CSMP; you should already

know how to do that. A properly maintained historical record of the equipment you are responsible for may prove to be a highly invaluable tool in its upkeep.

3-M SYSTEMS' CENTRAL DATA BANK

Did you ever wonder where all that data you submit on an OPNAV 4790.2K ends up? One important destination for this information is the 3-M Systems' Central Data Bank located in Mechanicsburg, Pennsylvania. The Naval Maintenance Support Office (NAMSO), which is a subordinate department of the Naval Sea Logistics Center (NAVSEALOGCEN), maintains this data bank. Fleet personnel submit MDS reports, such as work requests, deferrals, configuration changes, and failed-parts reports. They are then entered into this data bank. This data is then made available to whomever requests the information. This bank is the source of most of the 3-M reports that are sent to ships, other levels of naval management, and authorized defense contractors. However, these reports are also available to any requesting naval activity. Figure 13-1 shows a completed request form used to obtain 3-M reports from the central data bank. Detailed instructions on how to fill out this request form, as well as a summary and explanation of what reports are available, are located in chapter 4 of the *Ships' 3-M Manual*, OPNAVINST 4790.4.

SYSTEM LOGS AND RECORDS

Another important tool in heading off equipment problems before they happen is through the review of the various system logs and records. It is impractical to list them here because they are covered in some detail in other training manuals. Instead, two examples are provided here to show how a log or record may aid in the trend analysis process.

While performing bore erosion checks, you notice what you consider an unusual amount of erosion. In checking the fire control smooth log, you verify that this is true—you have more than the usual amount of bore erosion for a given time period and a given amount of rounds fired through the gun. At this point, you may

NAVSUP 2002

NAVSUP 2002 is a master set of microfiche, issued quarterly, that lists most Navy publications and forms. Each edition supersedes and replaces the previous edition in its entirety. The NAVSUP 2002 contains three major sections:

- Forms
- Publications
- Naval technical directives

This microfiche set provides data, such as canceled, canceled-no superseding stock numbers, canceled-incorporated in basic stock number, "replace by" information, and effective dates.

SHIPS TECHNICAL PUBLICATIONS SYSTEM (STEPS)

The Ships Technical Publications System (STEPS) is also a master set of microfiche. Several STEPS data products are distributed that contain information concerning technical documentation supporting the following general documents:

- Ships selected records
- Ships electronics
- Hull, mechanical, and electrical (HM&E) and ordnance systems
- Equipment under the cognizance of Naval Sea Systems Command (NAVSEA)
- Equipment under the cognizance of Space and Naval Warfare Systems Command (SPAWAR)

PUBLICATION APPLICABILITY LIST (PAL)

The Publication Applicability List (PAL) is one of the products of STEPS. This microfiche set is intended to assist in determining the publication needs of the ship or shore station to which it applies. It is an important tool in identifying the technical manual that you need. The PAL applies to NAVSEA and NAVLEX (SPAWAR) technical manuals for systems and equipments reported to be installed on your ship. It is not a list of publications required for your ship but is a list of publications that apply to your ship. The PAL lists technical manuals two ways—by equipment name and by publication number. If you know one, you can get the other, as well as the publication title of the technical manual. The PAL is organized into four

separate volumes, matching the categories of technical manuals aboard ship. These volumes/categories are as follows:

- Vol. 1. *General Publications*
- Vol. 2. *Electronics*
- Vol. 3. *Hull, Mechanical, and Electrical*
- Vol. 4. *Weapons*

Volume 1 is not equipment oriented and is in publication number sequence only. Volumes 2, 3, and 4 have two parts so that you can lookup technical manuals either by equipment name or by technical manual publication number.

TECHNICAL MANUAL MANAGEMENT PROGRAM (TMMP)

The *Guide for User Maintenance of NAVSEA Technical Manuals, S0005-AA-GYD-030/TMMP*, has been developed to assist technical manual users in interfacing with the NAVSEA Technical Manual Management Program (TMMP). It also provides specific information in the following areas:

- How to identify what technical manuals are needed
- How and from what activity to request technical manuals
- How technical manual deficiencies are reported
- How technical manual deficiency reports are processed
- How to update (through changes or new publication) technical manuals
- How to determine whether technical manuals are current
- What must be done upon receipt of technical manuals in hard copy or microfiche form

TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM (TMINS)

Another publication you will need for operating a technical library is the *Technical Manual Identification Numbering System (TMINS) Application Guide and Index, M0000-00-IDX-000/TMINS*. This publication serves as the sole reference handbook for all component commands involved with the composition, construction, interpretation, or assignment of technical manuals or

associated technical document identification numbers. This guide will help you understand how the TMINS numbers apply to the new publication numbering system.

COMBAT SYSTEMS READINESS

LEARNING OBJECTIVES: Discuss the importance of a Combat System Readiness Review (CSRR).

Before deployment, a ship undergoes several different evolutions in preparation for that deployment. One of the more important processes is the performance of a Combat Systems Readiness Review (CSRR) or a Combat Systems Readiness Test (CSRT). As directed by the appropriate type commander, a CSRR is conducted aboard surface ships in the Atlantic Fleet, while Pacific Fleet surface ships receive a CSRT. Basically, the two programs are the same with only minor technical and administrative differences. For the purpose of explanation, the COMNAVSURFLANT CSRR procedures will be described in this text.

Primarily, the CSRR is conducted to assist ship's force in achieving the maximum level of combat systems readiness and efficiency attainable immediately before deployment. Additionally, the CSRR should assist ship's force personnel in correcting material problems and provide on-the-job training to improve mission self-sufficiency. The systems and subsystems evaluated (tested) during CSRR are listed in table 13-1. A CSRR is conducted approximately 60 to 120 days before a ship's deployment, and depending upon the class of ship being tested, requires 5 to 10 working days to complete. A CSRR on a Naval Reserve Force ship is conducted approximately 30 to 60 days before Refresher 'Mining (REFTRA).

An important part of the CSRR is the software review portion of the test. "Software," for the purposes of the CSRR, is defined as test equipment, technical documentation, and supply documentation. The software review phase may include performance of the following:

- **GPETESAT.** A review of the ship's general- and special-purpose electronic test equipment, including calibration status.

Table 13-1.—Equipment Evaluated During CSRR

SYSTEMS

Surface Missile (and associated Fire Control Equipment)
Gun (and associated Fire Control Equipment)
Antisubmarine Warfare Batteries (and associated Fire Control Equipment)
Navy Tactical Data System
Electronic Warfare
Search Radar
Target Interrogator (IFF)
Communications
Navigation Aids

SUBSYSTEMS

Interior Communications
Dry Air
400 Hz Power
Radar Cooling
Antennas
Sonar Dome Pressurization

- **PUBSAT.** A comparison of the ship's publication inventory (including the latest changes and revisions) with the Publication Applicability List (PAL).
- **LOGSAT.** A review of the ship's COSAL, APLs/AELs, and selected repair parts.
- **A review** of configuration and field changes applicable to the equipment necessary to support performance of the required operability tests.

The software review is conducted by the appropriate NAVSEACEN before the functional equipment testing phase of the CSRR.

The operational testing portion of the CSRR is accomplished using current equipment PMS checks as well as any other existing equipment level tests that may be necessary.

At the conclusion of the CSRR, the type commander and any applicable addressees are notified of test results via the "Quick Look" message format. Additionally, all

COMBAT SYSTEMS READINESS REVIEW			
SUMMARY REPORT			
SHIP USS _____	SYSTEM / EQUIPMENT _____	DATE _____	
SHIP LOCATION _____	TEST ENGINEER / TECHNICIAN _____	OF _____	
<hr/>			
DEFICIENCIES DISCOVERED: YES _____ NO _____			
NO. OF MAJOR _____	NO. CORRECTED _____	NO. OF MINOR _____	NO. CORRECTED _____
CURRENT STATUS: FULLY OPERATIONAL _____ MARGINALLY OPERATIONAL (EXPLAIN) _____			
NON-OPERATIONAL (EXPLAIN BELOW) _____		CASREPT (DATE/TIME GROUP) _____	CASREPT (SER. NO.) _____
MAJOR DEFICIENCIES REMAINING:			
(LIST CASUALTY AND RESULTING SYSTEM LIMITATIONS)			
TEST PLAN ADEQUACY: SAT. <input type="checkbox"/> UNSAT <input type="checkbox"/> (EXPLAIN)			
			GMNP0509

Figure 13-4.—CSRR Summary Report.

data base at each FLTCINC site, and follow-up messages are forwarded to the CNO database.

As CASREPs are submitted, managers are able to monitor the current status of each outstanding casualty. Through the use of high-speed computers, managers are able to collect data concerning the history of malfunctions and effects on readiness. This data is essential to the maintenance and support of units dispersed throughout the world.

Unit commanders should be aware that alerting seniors to their unit's operational limitations, brought about by equipment casualties, is important in expediting receipt of replacement parts and in obtaining technical assistance. Both of these functions of CASREP are necessary to provide the information needed in the realm of command and control of U.S. Navy Forces and to maintain the units in a truly combat ready status. Unit commanders should not delay or withhold reports to maintain the unit's readiness rating artificially at a higher than actual level. Support from every level, including intermediate and unit commanders, is essential to maintaining the highest level of combat readiness throughout the Navy.

A "casualty" is defined as an equipment malfunction or deficiency that cannot be corrected within 48 hours and falls into one or more of the following categories:

1. Reduce the unit's ability to perform a primary mission.
2. Reduce the unit's ability to perform a secondary mission (casualties affecting secondary mission areas are limited to Casualty Category 2).
3. Reduce a training command's ability to provide a major segment of its program and cannot be corrected relatively quickly by local action alone.

TYPES OF CASREPS

The CASREP system contains four different types of reports: **INITIAL**, **UPDATE**, **CORRECT**, and **CANCEL**. These reports of equipment casualties are submitted using a combination of two or more messages, depending on the situation and contributing factors. These four types of reports are described in the following paragraphs,

P 151744ZAPR82

FM USS KITTY HAWK
TO COMSECONDFLT
CTG TWO ZERO PT TWO
COMNAVAIRLANT NORFOLK VA
NAVSSSES PHILADELPHIA PA
INFO AIG SIX EIGHT FOUR THREE
NAVSEADET NORFOLK VA
NUSC NEWPORT RI
COMNAVELEXSYSCOM WASHINGTON DC
NAVSHIPWPNSYSENGSTA PORT HUENEME CA

BT

C O N F I D E N T I A L

MSGID/CASREP/CV 63 KITTY HAWK/27//

POSIT/4530N2-04645W9/15615ZAPR82//

CASUALTY/INITIAL-82012/NO 1 OXYGEN ANAL/EIC:F300/CAT:2//

ESTIMATE/302359ZMAY82/RECEIPT OF PARTS NLT 28MAY82//

ASSIST/OTHER/PHILADELPHIA//

AMPN/REQUEST ASSISTANCE FROM NAVSSSES PHILA//

PARTSID/APL:490002/-/JCN:N03363-EB01-0802//

TECHPUB/NAVSEA 0956-LP-023-0810//

1PARTS

/DL NATIONAL STOCK NO.	ROD	COSAL	ONBD	CIRCUIT
/01 9H5930-01-050-6624	001	000	000	-
/02 9H6630-01-049-0947	001	000	000	-//

AMPX/REASON ITEM NOT ON BOARD-NO ALLOWANCE ALL PARTS LISTED IN PARTSID APL//

1STRIP

/DL DOCUMENT ID	QTY	PRI	RDD	ACTIVITY	REQUISITION STATUS
/01 V03363-0094-W400	001	05	149	NNZ	131601ZAPR82
/02 V03363-0094-W401	001	05	149	NNZ	131601ZAPR82

RMKS/ANALYZER FAILS TO GIVE ACCURATE CONTINUOUS READOUTS.

CAUSING COMPLETE LOSS OF OXYGEN MONITORING CAPABILITY. CAUSES DELIEVED TO BE COMBINED ENVIRONMENT {HEAT AND HUMIDITY OF FIREROOMS} AND PARTS FAILURE. OXYGEN MONITORS HAVE NOT WORKED PROPERLY SINCE INSTALLATION DURING ROH 80. NAVSSSES PROVIDED TECH ASSISTANCE IN JULY 1980. SHIP'S FORCE INSPECTION HAS NOW REVEALED HOLES IN BOTH TEFLON MEMBRANCES.

SHIPS SCHEDULE: INPORT PHILADELPHIA 14 MAY-12 JUN. CONSIDER 28-30 MAY IDEAL TIME TO OBSERVE UNITS IN OPERATION DUE TO INTENDED LIGHTOFF 28 MAY AFTER IMAV//

DWNGRADE/DECL 30NOV82//

BT

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Figure 13-5.—Example of an INITIAL CASREP message.

The INITIAL CASREP

The **INITIAL CASREP** (fig. 13-5) identifies, to an appropriate level of detail, the status of the casualty, repair parts (if any are required), and whatever assistance may be necessary. This information is essential to allow operational and staff authorities to apply the proper priority to necessary resources. Each Initial CASREP should contain a **CASUALTY** set, followed by one or more sets that convey information concerning that casualty. Further explanation of the message sets is provided later in this chapter. An Initial CASREP should be submitted using the following criteria:

1. An Initial CASREP may be submitted if a unit is in need of outside assistance only; that is, no parts are required to correct an equipment casualty.

2. When a casualty results from inadequate general-purpose electronic test equipment (GPETE) or preventive maintenance (PMS). The affected system should be the subject of the Initial CASREP with GPETE or PMS reported as the cause in an **AMPN** set.

3. An **ASSIST** set should be used to report whether or not a unit requires outside assistance to repair an equipment casualty.

4. When a unit requires assistance and/or parts to repair a casualty, scheduling information should be reported in the **RMKS** set for a full 30-day period, commencing on the earliest date that the unit can receive the assistance and/or parts. In addition to the scheduling information, the unit commander may also report any effect the casualty is expected to have on the unit's employment during the 30-day period.

5. An Initial CASREP is used to report the occurrence of a significant equipment casualty and provides specific information concerning repair of the casualty.

6. Only one initial casualty should be submitted in the Initial CASREP; best estimates for unavailable data should be included in the Initial CASREP and corrected as soon as possible in an Update CASREP.

The UPDATE CASREP

An **UPDATE CASREP** (fig. 13-6) is used to report information similar to that in the Initial CASREP. With

```
P 201234ZAPR82
FM      USS SARATOGA
TO      COMSECONDFLT
        CTG TWO ONE PT ONE
        COMNAVAIRLANT NORFOLK VA
INFO    AIG SIX EIGHT FOUR THREE
        NAVSEC NORFOLK VA
        NUSC NEWPORT RI
        COMNAVELEXSYSCOM WASHINGTON DC
        NAVSHIPWPNSYSENGSTA PORT HUENEME CA

BT
C O N F I D E N T I A L
MSGID/CASREP/CV 60 SARATOGA/69//
POSIT/MAYPORT/201130ZAPR82//
REF/CASREP/SARATOGA/191130ZAPR82//
CASUALTY/UPDATE-03-82061/AN-SPN-43A RADAR SET/EIC:PD04/CAT:4//
ESTIMATE/212200ZAPR82//
AMPN/ALL PARTS RECEIVE 201000ZAPR82 REPAIRS IN PROGRESS//
REF/CASREP/SARATOGA/191330ZAPR82//
CASUALTY/UPDATE-01-82062/AN-URC-35 RADIO SET/EIC:QDB5/CAT:3//
ESTIMATE/261200ZAPR82//
REF/CASREP/SARATOGA/201800ZAPR82//
CASUALTY/UPDATE-01-82065/AN-SPA-25 RADAR REPEATER/EIC:P704/CAT:3//
DWNGRADE/DECL 20OCT82//
BT

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Figure 13-6.—Example of an UPDATE CASREP message.

the exception of the **CASUALTY** and **ESTIMATE** sets, only previously unreported casualty information or information that has changed (or was reported in error) need be reported. Information in a previously reported data set may be changed by merely submitting the same data set again with the corrected information except for the **ASSIST**, **1PARTS**, and **1STRIP** sets. An Update

CASREP should be submitted using the following criteria

1. There is a need to complete any information reporting requirements or to revise previously submitted information.
2. The casualty situation changes; that is, the estimated repair date has changed, parts status has

```

P 141735Z MAY 82
FM      USS KITTY HAWK
TO      COMSECONDFLT
        CTG TWO ZERO PT TWO
        COMNAVAIRLANT NORFOLK VA
        NAVSSES PHILADELPHIA PA
INFO    AIG SIX EIGHT FOUR THREE
        NAVSEC NORFOLK VA
        COMNAVELEXSYSCOM WASHINGTON DC
        NAVSHIPWPNSYSENGSTA PORT HUENEME CA
BT
C O N F I D E N T I A L
MSGID/CASREP/CV 63 KITTY HAWK/28//
POSIT/PHILADELPHIA/141715ZMAY82//
REF/CASREP/KITTY HAWK/151744ZAPR82//
CASUALTY/UPDATE-01-82012/NO 1 OXYGEN ANAL/EIC:F300/CAT:2//
ESTIMATE/302359ZMAY82/RECEIPT OF PARTS NLT 28MAY82//
AMPN/PARTS ORDERED PREVIOUSLY HAVE BEEN RECEIVED. REPAIRS CANNOT BE COMPLETED
UNTIL ADDITIONAL PARTS ARE RECEIVED//
CHANGE/1PARTS
/DL NATIONAL STOCK NO.      ROD      COSAL      ONBD      CIRCUIT
/03 UNKNOWN                 002      000      000      -
/04 UNKNOWN                 00L      000      000      -//
AMPN/DL03-DL04 REASON ITEMS NOT ON BOARD-NO ALLOWANCE. PARTS NUMBERS
PROVIDED BY NAVSSES PHILA. DL03 PART NO. 098-022, DL04 PART NO. 098-008 APL DL03 49001
DL04 49002//
CHANGE/1STRIP
/DL DOCUMENT ID      QTY      PRI      RDD      ACTIVITY  REQUISITION STATUS
/03 V03363-0094-W402  002      05      149      NNZ      131403ZMAY82
/04 V03363-0094-W403  001      05      149      NNZ      13L404ZMAY82
RMKS/NAVSSES TECH REP IDENTIFIED ADDITIONAL PARTS REQUIRED. NL
CHANGE IN REPAIR SCHEDULE AT THIS TIME//
DWNGRADE/DECL 14DEC82//
BT
{CLASSIFIED FOR ILLUSTRATIVE PURPOSES ONLY}

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Figure 13-7.—Example of a multiple UPDATE CASREP message.

changed significantly, additional assistance is required, and so forth.

3. Additional malfunctions are discovered in the same equipment.
4. All parts ordered to repair the equipment have been received.
5. Upon receipt of any significant part or equipment, inclusion of the date of receipt is required in the message.

There should only be one outstanding CASREP for each item of equipment. Additional problems or malfunctions on the same item should be reported using an Update CASREP and do not require the submission of a new Initial CASREP.

Each casualty being updated in an Update CASREP should begin with a **CASUALTY** set, followed by one or more sets that convey information concerning that casualty. An **AMPN** set should be used (immediately following the **ESTIMATE** set) to report the receipt of parts previously reported as being required to repair a casualty.

Figure 13-7 shows an example of a multiple Update CASREP message. This type of update maybe used when a number of outstanding CASREPs remain uncorrected for various reasons.

The CORRECT CASREP

A **CORRECT CASREP** (fig. 13-8) is submitted when equipment that has been the subject of a casualty report is repaired and back in operational condition. CASREPs that report the correction of a casualty situation should include the following information in an **AMPN** set:

1. The delay, expressed in hours, in correcting the casualty because of parts unavailability caused by the supply system
2. A final parts status, including a list of all parts requested and the dates they were received
3. The number of man-hours expended in correcting the casualty

```
P 010914ZJUN82
FM      USS KITTY HAWK
TO      COMSECONDFLT
        CTG TWO ZERO PT TWO
        COMNAVAIRLANT NORFOLK VA
INFO    AIG SIX EIGHT FOUR THREE
        NUSC NEWPORT RI
        COMNAVELEXSYSCOM WASHINGTON DC
        NAVSHIPWPNSYSENGSTA PORT HUENEME CA

BT
C O N F I D E N T I A L
MSGID/CASREP/CV 63 KITTY HAWK/29//
POSIT/PHILADELPHIA/010800ZJUN82//
REF/CASUALTY/KITTY HAWK/151744ZAPR82//
CASUALTY/CORRECT-82012/NO 1 OXYGEN ANAL/EIC:F300/CAT:2//
AMPN/TEN HOUR DELAY IN RECEIPT OF PARTS. 138 MANHOURS EXPENDED TO CORRECT.
PARTS RECEIVED
LIST:   DL01 132044ZMAY82          DL02 132044ZMAY82
        DL03 142230ZMAY82          DL04 142230ZMAY82//
DWNGRADE/DECL 01DEC82//
BT

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Figure 13-8.—Example of a CORRECT CASREP message.

The CANCEL CASREP

A **CANCEL CASREP** (fig. 13-9) is submitted when equipment that has been the subject of casualty reporting is scheduled to be repaired during an overhaul period or other scheduled availability. Outstanding casualties that are not to be repaired during such availability should not be canceled and remain subject to normal follow-up procedures. The reason for cancellation (i.e., the scheduled availability, including location and date during which a casualty is expected to be repaired) should be identified in an **AMPN** set immediately following the **CASUALTY** set.

As you can see by the example CASREP messages, the addressees listed are commands and activities that are concerned with your unit's casualty. They may be the commands or activities that will expedite any assistance or support required. These addressees will vary with major geographical locations (Pacific, Atlantic, Mediterranean, etc.). The senior operational commander, immediate operational commander, and cognizant type commander should be the action addressees on all CASREPs. The appropriate aviation type commander should be included as an information addressee on all CASREPs from naval air stations and facilities. Certain other addressees are required to be included as information addressees when the CASREP

deals with specific equipment types. These addressees are identified in NWP 10-1-10.

You should use the appropriate AIG (address indicating group) for information addressees. Other special action addressees and information addressees dictated by fleet commanders, type, or other operational commanders will be included. The communications and operations officers of your unit can provide you with the required addressees you will need when submitting a CASREP.

CASUALTY CATEGORIES

A casualty category is associated with each reported equipment casualty. Categories 2,3, and 4 (category 1 is not used) reflect the operational urgency or priority of the casualty. The casualty category, although not a readiness rating, is directly related to the unit's equipment readiness (this information is explained in OPNAVINST C3501.66, UNITREP) in those primary and/or secondary missions that are affected by the casualty.

The casualty category (2, 3, or 4) is based upon the specific casualty situation being reported and may not necessarily agree with the unit's overall readiness status. The casualty category is reported in the **CASUALTY** set and is required in all CASREPs.

```
R 281923ZSEP82
FM      USS KITTY HAWK
TO      COMTHIRDFLT
        COMNAVAIRPAC SAN DIEGO CA
INFO    AIG SIX EIGHT FOUR TWO
        COMNAVSEACENPAC SAN DIEGO CA
        NAVSEC PHILADELPHIA PA
BT
C O N F I D E N T I A L
MSGID/CASREP/CV 63 KITTY HAWK/34//
POSIT/SAN DIEGO/281815ZSEP82//
REF/CASREP/KITTY HAWK/201923ZSEP82//
CASUALTY/CANCEL-82022/NO 18 MAIN FEED PUMP/EIC:P162/CAT:2//
AMPN/REPAIRS TO BE COMPLETED BY SHIPYARD WORKERS DURING RESTRICTED
AVAILABILITY SCHEDULED FROM 15OCT82 TO 10JAN83//
DWNGRADE/DECL 28MAR83//
BT
```

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Figure 13-9.—Example of a CANCEL CASREP message.

The selected casualty category should never be worse than a mission area M-rating reported through UNITREP for the primary missions affected by the casualty. Table 13-2 shows the criteria for determining the casualty category.

CASREP MESSAGE FORMAT

A CASREP message consists of one or more data sets that convey sufficient information, to satisfy the requirements of a particular casualty reporting situation. These data sets are preceded by a standard Navy message header consisting of precedence, addressees, and classification. Specific guidelines for both the message header and data sets to be used are contained in NWP-10-1-10, Operational Reports. This publication also provides detailed information for typing each kind of casualty report (INITIAL, UPDATE, CORRECT, or CANCEL) with examples of different CASREP situations and how to submit the applicable report for each.

A CASREP message will always be serialized. This serialization will be the **MSGID** (message identification) set, which appears immediately after the message classification line. The serial numbers are sequential from 1 through 999 for every CASREP originated by a unit. These serial numbers should never be repeated until a new sequence of 1 through 999 has

begun. A new sequence of numbers starts after the unit has submitted CASREP message number 999.

The date-time-group (DTG) of the message transmission is the effective time ("as of" time) of the CASREP. Follow-up CASREP messages (UPDATE, CORRECT, or CANCEL) should reference the INITIAL CASREP message DTG.

Because of the importance and priority of CASREP message transmission, these messages should be transmitted even under communications MINIMIZE conditions. The standard naval telecommunications systems (NTS) service procedures are used in correcting any messages having transmission errors.

Refer again to the example messages shown in figures 13-5 through 13-9. Notice that many data sets (such as **MSGID**, **POSIT**, and **REF**) are used in the CASREP messages. The following is a list of authorized data sets as they are used in submitting CASREP messages:

<u>DATA SET</u>	<u>BRIEF DESCRIPTION</u>
AMPN	Provide amplifying information concerning the immediately preceding set.
ASSIST	Report the requirement for outside assistance.

Table 13-2.—Casualty Categories and Criteria

CASUALTY CATEGORY	EQUIPMENT CRITERIA
2	a. A deficiency exists in mission essential equipment which causes a minor degradation in any primary mission, or a major degradation or total loss of a secondary mission. b. The unit must have reported an Equipment Readiness Resource-Specific Rating of 2, 3, or 4 in primary missions affected by this casualty.
3	a. A deficiency exists in mission essential equipment which causes a major degradation but not the loss of a primary mission. b. The unit must have reported an Equipment Readiness Resource-Specific Rating of 3 or 4 for a primary mission affected by this casualty.
4	a. A deficiency exists in mission essential equipment that is worse than casualty category 3, and causes a loss of at least one primary mission. b. The unit must have reported an Equipment Readiness Resource-Specific Rating of 4 for a primary mission affected by this casualty.
*Casualties affecting a secondary mission will always have a Casualty Category of 2.	

CASUALTY	Identify the type of casualty and the equipment suffering the casualty.
CHANGE	Report changed information in columnar data sets (1PARTS and 1STRIP) only.
DELETE	Remove selected CASREP data from the unit's record. DELETE may be used only with the ASSIST , 1PARTS , and 1STRIP sets.
DWNGRADE	Provide declassification and/or downgrading instructions for classified messages.
ESTIMATE	Report the estimated time of casualty correction and factors that might affect the estimate.
MSGID	Report identifying information for all Navy reporting structure (NRS) messages.
1PARTS	Report parts required to repair an equipment casualty.
PARTSID	Provide equipment identification information.
POSIT	Report a unit's present location and effective date and time.
REF	Identify the Initial CASREP date-time-group.
RMKS	Provide amplifying information concerning all or a part of the message. Also, training commands report percentage of lost training and affected courses.
1STRIP	Report equipment MILSTRIP information.
TECHPUB	Identify the technical manual that pertains to a casualty item.

As you can see, a working knowledge of CASREP procedures is an important tool in the maintenance of your unit's material and operational readiness. A lot of care and effort should be made to ensure that CASREP messages are correctly submitted. You may be the one who has to draft and submit these reports, so it is essential that you become familiar with the CASREP system.

ORDNANCE MANAGEMENT AND ADMINISTRATION

LEARNING OBJECTIVES: Discuss the importance of ordnance management and administration procedures.

You know that there is more to ordnance accountability than maintaining the ammunition ledger. You may find yourself in charge of several different types of ordnance, both ashore and at sea. Because of budgetary restraints or material availability and security, the Navy has to maintain very strict accountability on all ordnance material.

CAIMS REPORTING

The Conventional Ammunition Integrated Management System (CAIMS) is the automated data processing management information system for conventional ammunition. CAIMS is composed of large files that contain the various elements of data required for the worldwide management of the Navy's expendable non-nuclear ordnance. The data in these files is processed into reports and other outputs that are required by various ammunition logistic managers on Navy staffs and commands throughout the world. CAIMS is the single point of reference within the U.S. Navy for the worldwide status and visibility of the Navy's expendable non-nuclear ordnance data regardless of inventory management or ownership responsibilities.

Conventional ammunition includes bullets, projectiles, rockets, grenades, torpedoes, bombs, guided missiles, propellants, primers, fuses, detonators, charges of conventional explosives, and chemical or other materials excluding nuclear material. All component parts thereof must also be considered conventional ammunition.

The ordnance material specifically included by CAIMS is listed by the ordnance management cognizance symbols shown in table 13-3.

Worldwide ammunition asset and expenditure recording is accomplished through CAIMS by the use of a computer located at SPCC, Mechanicsburg, Pennsylvania. The computer uses a series of remote terminals via a secure network to disseminate data rapidly. Expansion of this telecommunications network is constantly ongoing. CAIMS users have continuously updated worldwide ammunition asset information

Table 13-3.—Ordnance Management Cognizant Symbols and Materials

<u>COGNIZANCE</u>	<u>MATERIAL</u>	<u>INVENTORY CONTROL RESPONSIBILITY</u>	<u>TECHNICAL RESPONSIBILITY</u>
ØT	USMC-Owned Conventional Ammunition	USMC	USMC
2E	Conventional Air Ammunition	SPCC	NAVAIR
2T	Conventional Surface and Underwater Ammunition	SPCC	NAVSEA
4E	ALM (Air Launched Missile) Material	SPCC	NAVAIR
4T	Torpedoes, Torpedo Components, and ASROC (Antisubmarine Rockets)	SPCC	NAVSEA
6T	Underwater Mines and Components	NAVMINENGRFAC	NAVSEA
8E	Air Launched Guided Missiles and Components	NAVAIR	NAVAIR
8S	SUBROC (Submarine Rocket) Material	NAVSEA	NAVSEA
8T	Surface Launched Guided Missiles and Components	NAVSEA	NAVSEA
8U	Sonobuoys	SPCC	NAVAIR

available to them. If a ship anywhere in the world is ordered on a mission, CAIMS can be queried by remote terminal to determine the status of the ship's ammunition load out.

CAIMS data distribution is not limited to activities having a CAIMS terminal. Hard-cover listings, computer tapes, and microfiche reports are furnished to hundreds of activities having a need for this information.

Reporting into CAIMS is accomplished by two means: (1) TIR (Transaction Item Reporting) by AUTODIN (Automatic Digital Network) for CONUS activities according to SPCCINST P8010.12, *Policy, Procedures, Responsibilities for Supply Management of Conventional Ammunition*; and (2) message reporting for fleet activities according to CINCLANTFLTINST 8010.4/COMNAVLOGPACINST 8015.1. The validity of CAIMS data is directly related to the care and accuracy with which the various ships and activities report their data to SPCC.

SPCCINST P8010.12, as inferred by the title, provides policy, procedural, and responsibility guidelines for the supply management of conventional

ordnance. While portions of this instruction apply primarily to CONUS shore activities, it also provides a considerable amount of information valuable to fleet users, such as ammunition definitions and codes, procedures for fleet retrograde of ammunition, requisitioning procedures, allowance list information, and procedures for manual stock recording for nonautomated activities.

Ammunition support received by the fleet is directly related to the Navy's ability to justify its ammunition budget requests. Since CAIMS data provides the basis for this justification, it should be noted that fleet support is related to the timeliness and accuracy of fleet transactions reported into the CAIMS. It should also be emphasized that the need for coordination and close cooperation between weapons and supply department personnel in ammunition management is a necessity if the CAIMS is to operate efficiently and correctly.

Activities report in the fleet format report on an "as occurring" basis via naval message. The data reported includes receipts, issues, combat expenditures, training expenditures, losses and gains by inventory, transfers out of the system, test and evaluation expenditures, and disposal. These activities also report

serial and lot data for maintenance of the Master Serial/Lot Item File (MSF). Document numbers are reported for receipts from major shore activities to maintain the "in transit" files.

Naval weapon stations, naval air stations, and other ordnance activities ashore report by TIR on a daily basis. These activities use the full range of TIR transactions.

Ammunition Transaction Reporting

The most important file maintenance function of the CAIMS is performed by the asset reporters. This function is accomplished through the submission of Ammunition Transaction Reports (ATRs). An ATR should be submitted for any action that affects the on-hand quantity of conventional ammunition (e.g., issues, receipts, expenditures, and inventory gains or losses). Any stock adjustment exceeding 1 percent of assets should be justified with an appropriate explanation.

To minimize the reporting burden of the fleet, you should submit ammunition transaction reports only to SPCC, which will serve as the central repository for this information. All requests for Navy ammunition data will be fulfilled by SPCC (based upon CNO approval). Information addressees on fleet ATRs will be held to the minimum required for operational reasons, except that fleet commanders will be information addressees on all transaction reports,

Each reporting activity is responsible for the accuracy of CAIMS data for its particular unit. Inventory managers have a responsibility for ensuring the accuracy of CONUS assets listed in the CAIMS. Fleet logistic agents have a responsibility for ensuring the accuracy of listed fleet assets. All CAIMS users have an obligation to pursue apparent errors in the CAIMS database and ensure their correction whenever possible.

It is important to recognize that fleet support for ammunition is directly related to the timeliness and accuracy of fleet transaction reporting into the CAIMS. Accuracy in this reporting process cannot be overemphasized.

The CAIMS data base is updated daily. Insofar as possible, transaction reports must be submitted on an as-occurring basis within 24 hours of the transaction. A report should not be delayed several days to justify or correct discrepancies. Prompt reporting should be accomplished and followed by a corrected report, if required.

A simple checkbook procedure is used for fleet reporting in an effort to minimize errors. Each transaction begins by reporting the opening balance, which must agree with the last reported closing balance. If it does not, an error message is sent to the reporting activity. Reconciliations are accomplished by message on an exception basis. Reconciliation procedures provide that a reconciliation transaction report, to confirm on-hand balances, should be submitted by the ship or unit for items having no activity in a 6-month period. All asset balances in CAIMS should be reconciled at least every 6 months.

As described before, reports of ammunition transactions form the basis for the maintenance of the CAIMS data file, which, in turn, is the sole source of asset and expenditure information for ammunition logistics management. The high cost and limited availability of many munitions create a need at all levels of command for continuous, intensive, and careful management of ammunition. This can only be accomplished if the CAIMS data file is current and reliable. Therefore, it is extremely important for individual ATRs to be accurately prepared and forwarded in a timely manner. ATRs are normally forwarded by routine message—NOT by NAVGRAM or naval letter.

The ATR is prepared in a prescribed message format and transmitted electrically. The message report consists of 7 paragraphs, Paragraphs 1 through 5 identify the number of transactions being reported, the serial number of the report, the UIC of the reporting activity, the action class code (ACT) of the reporting activity, and the date of the transaction, respectively. Paragraph 6 provides specific information on the type of transaction, type of material, quantity of material involved in the transaction(s), on-hand assets of the material, and other data pertinent to the transaction. This section may contain one or more lines. Each line corresponds to a single transaction involving one type of material. All reportable transactions should be included in this paragraph whether or not the items are included in paragraph 7 of the report. Paragraph 7 is for remarks concerning weapon serial numbers and other explanatory data, as required. Figure 13-10 shows a typical ART, reporting the receipt of ammunition from a shore activity.

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R 152332Z JUN 84
FROM:      USS NIMITZ
TO:        SPCC MECHANICSBURG PA
INFO:      CINCLANTFLT NORFOLK VA
UNCLAS    //N08010//
SUBJ:      AMMO TRANS RPT CINCLANTFLT 8010-4
1.  ITEMS TWO
2.  SER EIGHT FOUR
3.  UIC 03368/0
4.  ACT CLASS DELTA
5.  DATE 84166/5
6.  A      B      C      L      N
     H542/1  220/4  200/2  420/6  V03368/3280/8634/4
     J421/7   0/0    400/4  400/4  V03368/3280/8635/5
7.  REMARKS: RCVD FM WPNSTA YORKTOWN.

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Figure 13-10.—ATR showing receipt from a shore activity.

Again, detailed reporting procedures, report format, and requisitioning procedures are provided in CINCLANTFLTINST 8010.4 and COMNAV-LOGPACINST 8015.1. Dependent upon which fleet you are operating with, these instructions are the primary directives used in submitting ATRs.

CALIBRATION AND REPAIR OF TEST/MEASURING EQUIPMENT

LEARNING OBJECTIVES: Discuss the calibration and repair of test/measuring equipment.

Serial/Lot Item Tracking

Serial/Lot Item Tracking (SLIT) is required for air- and surface-launch missiles and boosters. SLIT provides for the complete tracking of certain items from birth to death by their unique serial or lot number.

Fleet units must SLIT-report on-loads from or off-loads to CONUS shore activities. They must also report intership transfers, expenditures, and condition code changes of all-up-rounds (AURs) and their components. SLIT reporting is required of both the receiving and issuing ships when an intership transfer is involved. The receiving/issuing ship must address each other for information on ATR message submissions. This requirement enables each ship to verify the transfers, correct any discrepancies, and submit the appropriate modified ATRs to SPCC.

All items that require SLIT reporting are contained in publication TW010-AA-ORD-010/NAVAIR 11-1-116A.

In the typical weapon system work center, there are several different devices (tools, test sets, and gauges) that are used to measure some component or function to a required standard. If these measuring devices are not maintained within the designed operating parameters, it only follows that your equipment will not function within its designed specifications. Three types of test, measuring, and diagnostic equipment (TMDE) are used with which you will be concerned:

1. **Electronic Test Equipment (ETE).** Electronic test equipment is broken down into two categories:

a. **General-Purpose Electronic Test Equipment (GPETE).** General-purpose electronic test equipment has the capability, without modification, to generate, modify, or measure a range of parameters of electronic functions required to test two or more equipments or systems of basically different designs. An oscilloscope would be classified as GPETE.

b. **Special-Purpose Electronic Test Equipment (SPETE).** Special-purpose electronic test

equipment is specifically designed to generate, modify, or measure a range of parameters of electronic functions of a specific or peculiar nature required to test a single prime equipment or system. An example of a SPETE is the Mk 363 Missile Electrical System Test Set (MESTS) used with the ASROC launcher.

2. Electrical Test Equipment. Electrical test equipment is any device that is specifically designed and primarily used to measure the basic parameters of current, voltage, resistance, and frequency of electrical power distribution equipment or systems. An example of electrical test equipment is a multimeter.

3. Mechanical Test Instrument (MTI). A mechanical test instrument is any device that is used to test, inspect, or diagnose a range of parameters in the measurement areas of pressure, temperature, flow, linear, optical, torque, weight, mass, and vibration. Torque wrenches, flow control metering valves, pressure gauges, and thermometers are just a few of the devices that are classified as MTIs.

TEST/MEASURING EQUIPMENT CALIBRATION

The Navy Metrology and Calibration (METCAL) Program was instituted to help provide calibration facilities so that sophisticated equipment, precise standards, and laboratory conditions would be available. Various echelons of calibration activities were established to meet these calibration requirements. These echelons are integrated so that each level activity has traceable standards tied to the highest standards available for calibration. We will describe the following calibration echelons:

- National Bureau of Standards (NBS)
- Metrology Engineering Center (MEC)
- Navy Standards Laboratory—Type I
- Navy Standards Laboratory—Type II
- Navy Calibration Laboratory (NCL)
- Fleet Calibration Laboratory (FCL)
- Field Calibration Activity (FCA)

National Bureau of Standards (NBS)

The National Bureau of Standards (NBS) is the chartered agency of the federal government having custody of the nation's basic physical standards (national standards). It provides the common reference for all measurements made within the scope of the Navy calibration program and certifies the Navy standards

submitted by the Navy Type I Standards Laboratories according to an approved schedule.

Metrology Engineering Center (MEC)

The Metrology Engineering Center (MEC) is an engineering group responsible for the technical coordination of the Navy calibration program. It is under the management control and technical guidance of the Naval Sea Systems Command (NAVSEASYS COM). The Metrology Engineering Center is located at the Naval Industrial Reserve Ordnance Plant, Pomona, California, and is under the military command of the Naval Plant Representative Office, Pomona, California.

Navy Standards Laboratory—Type I

The Type I laboratories maintain the highest standards within the Navy calibration program. They maintain and disseminate measurements of the highest accuracy within the program. They obtain calibration services from NBS and provide calibration of laboratory standards and associated measuring equipment received from Type II standards laboratories and calibration laboratories.

Navy Standards Laboratory—Type II

The Type II laboratories furnish the second highest calibration services to assigned geographic areas within the naval establishment. They obtain standard calibration services from the cognizant Type I Navy Standards Laboratory and calibrate laboratory standards and associated measurement equipment received from lower echelon laboratories.

Navy Calibration Laboratory (NCL)

NCLs are located in shipyards, ship repair facilities, and at various NAVEXLEX field activities. An NCL is usually made up of a Reference Standards Laboratory (RSL) and one or more Local Standards Laboratories (LSLs). The RSL is a Type II laboratory. The LSL normally receives calibration from the RSL.

Field Calibration Laboratory (FCL)

The FCLs are established aboard tenders and repair ships and at selected shore activities. They provide calibration for fleet-held and selected shore-based activities' test equipment. The equipment submitted for calibration by ships will be funded by the shore activity or its sponsor.

Field Calibration Activity (FCA)

The Field Calibration Activity (FCA) segment of the Navy calibration program was established to extend

calibration-support capability to selected ships and shore activities to ensure the accuracy and reliability of electronic test and measuring equipment. It also permits users to calibrate certain items of their own low-accuracy, high-volume electronic test equipment.

A complete FCA consists of suitable working spaces, field calibration packages, trained personnel, and the necessary support documentation, such as the *Metrology Requirements List (METRL)* and instrument calibration procedures (ICPs). The ICPs are provided as maintenance requirement cards and as NAVAIR 17-20 VQ series procedures.

METROLOGY AUTOMATED SYSTEM FOR UNIFORM RECALL AND REPORTING (MEASURE)

The preceding section explained the calibration echelons established for calibration of test equipment. Now let's take a look at an important calibration program called the Metrology Automated System for Uniform Recall and Reporting (MEASURE) Program.

The MEASURE Program is an automated data processing system designed to provide a standardized system for the recall and scheduling of test equipment into calibration facilities. It was developed to support the Department of the Navy's Metrology and Calibration (METCAL) Program in an effort to ensure that all equipment requiring calibration and servicing is submitted to a calibration activity on a timely basis and thus is maintained to a maximum level of efficiency and dependability. In addition, the system provides documentation of actions performed by the calibration activity.

The initial cycle of MEASURE begins with the completion of the inventory forms for equipment held by an activity (fig. 13-11). These forms are forwarded to the cognizant MEASURE data processing facility (DPF) to establish the data base. The activity holding the test equipment is then provided a printed inventory and a set of preprinted Metrology Equipment Recall and Report (METER) cards (fig. 13-12). The MEASURE cycle is completed when the cognizant METCAL representative provides recall schedules to the activity holding the test equipment and to the concerned calibration activities. As equipment is gained or lost, more inventory forms and METER cards are processed or deleted, the database is kept current, and the system continues to cycle,

Through the submission of METER cards, each activity must promptly update its recorded inventory; that is, the inventory data maintained in the computer

data base by the MEASURE Operational Control Center (MOCC) and the Control Data Base Facility (CDBF), Concord, California. In this manner, calibration requirements can be projected in enough time to permit their incorporation into the next recall schedule. If the inventory is not updated promptly, new activity items will have to be rescheduled or be submitted to a calibration activity for unscheduled calibration upon prior approval of the cognizant METCAL authority.

The MEASURE Program provides management personnel with a wide variety of valuable information on fleet readiness, budget and funding information, and calibration problems.

MEASURE products and formats have been designed to meet the information requirements of several levels of management. Many MEASURE formats are forwarded automatically by the MOCC or CDBF to the activities on a regular basis. Such distribution is based upon the type and level of those activities and upon established requirements. Others, however, are available only upon the receipt of an approved request from the cognizant METCAL authority. Accordingly, activities needing a particular format that is not being received automatically should forward the requirement to the cognizant METCAL authority for approval. Any such request should include a justification of the need for the format and a statement indicating the frequency at which the format is required.

Just as the 3-M Systems generate automated data and reports, so also does the MEASURE Program. The following MEASURE products are distributed automatically to activities by the MOCC and/or CDBF at the intervals shown below:

Format 215	Unmatched Listing	As required
Format 310	Test Equipment Inventory	Monthly
Format 350	Test Equipment Inventory in Subcustodian Order	Monthly
Format 802	Recall Schedule and "On-Site" Equipment	Monthly
Format 802	Recall Schedule and "Equipment due in Laboratory"	Monthly
	Replenishment preprinted METER cards	As required
	Blank METER cards	Initial issue

MODEL/PART NO. 260-6XLP	(1) PART OF:	(2) MFR. CODE 55026	(3) SERIAL NUMBER OE14	(4) CUSTOMER ACTY. CVN68	(5) SUB CUSTODIAN OE06	(6) SCHEDULED LAB CODE (7) MNQ	(8) UIC	(9) ITEM CONTROL NO. Q 97960
MODEL/PART NO. (CHANGE)	(14) PART OF: (CHANGE)	(2A) MFR. CODE (CHANGE)	(3A) SERIAL NUMBER (CHANGE)	(4A) CUSTOMER ACTY. (CHANGE)	(5A) SUB CUSTODIAN (CHANGE)	(6A) LAB CODE (CHANGE) (7A)	(8A)	(9A) EQUIPMENT CONTROL NO. 94
NOMENCLATURE MULTIMETER		(11) A/R CATEGORY/TYPE	(12) NATIONAL STOCK NUMBER	(13) PLANT ACCOUNT NO.	(16) QTY.	(15) SERVICING ON SITE (18) NO	DATE LAST SVCD. (17) 04 18 95	CALIBRATION DUE (18) 01 18 95
INVENTORY / RECALL INSTRUCTIONS (19)						FOR LABORATORY USE ONLY		
1	RESCHEDULE DATE TO:	MO.	DAY	YR.		SERVICING LAB (19) CODE 67A	SHOP NO. (22)	DATE RECEIVED (23)
2	ADD TO INVENTORY					LAB SITE (20) TYPE 4	VALUE F FREQ STD (21)	DATE INDUCTED (23A)
3	TRANSFER CUSTODY TO: ACTIVITY IN BLOCK 5A					STANDARD HOURS (24) METAL CYCLE (25) 36		DATE COMPLETED (24)
4	DELETE FROM INVENTORY					CLASS STD (26)	APPROVED PROCEDURE (27)	PHASE / LEVEL / PROCEDURE USED (28) A1
5	RECORD MAN HOURS ONLY					MAN HOUR CALIB. (30)	CALIB. JOB ORDER NO. (31)	MAN HOUR REPAIR (32)
ENTER OUT OF TOLERANCE VALUES ONLY						MAN HOUR REPAIR (32)		
PROCEDURE NUMBER						REPAIR JOB ORDER NO. (33)		
FUNCTION TESTED						MODIF. HOURS (34)		
NOMINAL VALUE						USE REWORK NO. (36)		
TOLERANCE						SEC NUMBER (37)		
TOLERANCE						1ST TECHNICIAN (38)		
TOLERANCE						2ND TECHNICIAN (39)		
TOLERANCE						SUPERVISOR (40)		
TOLERANCE						SERVICING LAB (41) TYPE OF EQUIP. (42)		
TOLERANCE						1 CALIBRATED		
TOLERANCE						2 SPECIAL CALIBRATION		
TOLERANCE						3 REJECTED		
TOLERANCE						4 CALIBRATION NOT REQ		
TOLERANCE						5 INACTIVE		
TOLERANCE						6 REPAIR (NO LABEL)		
TOLERANCE						7		
TOLERANCE						8		
TOLERANCE						9		
TOLERANCE						10		
TOLERANCE						11		
TOLERANCE						12		
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TOLERANCE						100		

Figure 13-12.—OPNAV Form 4790/58, MEASURE METER Card.

33NP0001

For detailed information on the "MEASURE program (including the above listed formats), refer to the *Metrology Automated System for Uniform Recall and Reporting (MEASURE) User's Manual*, OPNAV 43P6A, commonly called the MEASURE User's Manual.

Equipment Calibration Status

The Navy calibration program has a series of distinctive labels and tags for indicating the calibration or serviceability status of all Navy test and measuring equipment. All calibration personnel and equipment users should be familiar with each label and tag and its meaning. Labels of different nomenclature, color combinations, and shapes have been designed to help users identify the calibration status. These labels and tags should be used by all participants in the Navy METCAL Program and should be affixed to all Navy standards and test/measuring equipment. NAVAIR 17-35MTL-1/NAVELEX 0969-LP-133-2101/NAVSEA OD 45845, *Metrology Requirements List (METRL)*, lists Navy calibration procedures and intervals for all laboratory standards and test/measuring equipment. Only equipment actually used for quantitative measurements requires calibration. The *Department of the Navy Metrology and Calibration (METCAL) Program* (NAVELEX Instruction 4355.2) permits the custodians of test and measuring equipment to obtain and affix **CALIBRATION NOT REQUIRED** and **INACTIVE** labels to test/measuring equipment. The METRL also identifies test and measuring equipments that are known to require calibration. Assistance in identifying other test/measuring equipment in this category is available from the respective METCAL group, from the systems commands' designated representatives, or from the Metrology Engineering Center (MEC). Examples of all labels and tags used in the METCAL Program are described and illustrated in the following paragraphs.

CALIBRATED.— The CALIBRATED label (fig. 13-13, black lettering with a white background) comes in two different sizes and is the most commonly used

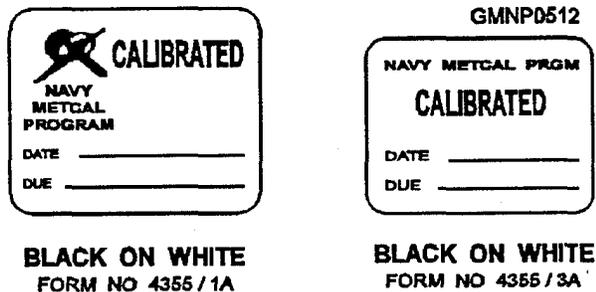
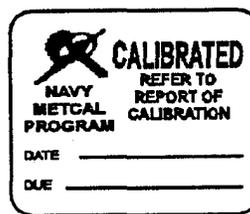
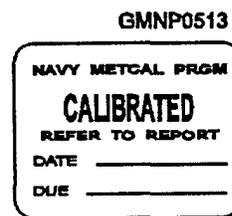


Figure 13-13.—CALIBRATED labels.



BLACK ON WHITE
FORM NO 4355/2A



BLACK ON WHITE
FORM NO 4355/34A

Figure 13-14.—CALIBRATED-REFER TO REPORT labels.

label in the Navy METCAL Program. It indicates that the instrument to which it is affixed is within its applicable tolerance on all parameters. If there are any qualifying conditions for use of the instrument, one of the other labels should be used.

CALIBRATED-REFER TO REPORT.— The CALIBRATED-REFER TO REPORT label (fig. 13-14, red lettering with a white background) also comes in two sizes. It is used when you must know actual measurement values and associated uncertainties to use the instrument.

SPECIAL CALIBRATION.— There are two SPECIAL CALIBRATION labels (fig. 13-15, black lettering with a yellow background), differing in size and content. There is also a SPECIAL CALIBRATION tag, which is used with the smaller of the two labels. The SPECIAL CALIBRATION label is to be used whenever there is some unusual or special condition in the calibration that should be drawn to the attention of the user and/or calibrating activity. Examples of special conditions are deviations from usual calibration tolerances, multiple calibration intervals, or a requirement for in-place calibration. The special condition that resulted in the special calibration should



Figure 13-15.—SPECIAL CALIBRATION labels and tag.

be described directly on the large label where sufficient space is available to mount the label on the instrument. When there is only enough space for the small label on the instrument, this condition should be described on the tag. The following paragraphs briefly describe the situations that may require the use of the SPECIAL CALIBRATION label.

Deviation from Specifications.— In cases where the user does not require full-instrument capability, the calibration could be performed to reduce tolerances or cover less than all ranges and parameters. This approach is often used when the instrument does not meet MI-calibration tolerances on certain ranges or parameters but can still meet user requirements. On the other hand, the special calibration may be for higher accuracy than usual on a short-term basis upon the specific request of the user. In many cases, users should be requesting special calibration because of deviation from specifications. For example, the user sends an instrument in for full calibration but will **never** use it over its full range. The user should have requested special calibration of the instrument to cover only the ranges needed. If this is accomplished Navywide, thousands of calibration hours and dollars could be saved.

Multiple Calibration Intervals.— Some instruments have components that require calibration less frequently than the rest of the instrument. For example, the attenuator in a signal generator may require calibration every 12 months, whereas the rest of the instrument parameters should be calibrated every 4 months. Since the attenuator calibration is time-consuming and may require unavailable standards, use of the multiple-interval approach can save many man-hours and can permit the more frequent calibration to be performed at a lower level laboratory. When a specific instrument has been designated for multiple calibration intervals, such information is provided in the applicable calibration procedure. The SPECIAL CALIBRATION label or tag should be annotated as Multiple Interval, and the type of calibration performed should be indicated (i.e., partial 1 of 2, 2 of 2, or complete calibration). The calibration due date reflects the due date of the next partial or complete calibration, as the case may be.

Calibrated in Place.— Some instruments should be calibrated in place. Annotation on the SPECIAL CALIBRATION label or tag and MEASURE format should alert both the user and the calibration activity that the instrument should not be removed but should be calibrated where it is actually installed.

GMNP0515



**USER
CALIBRATION**

CALIB. EACH USE

CALIB. EVERY

OTHER _____

LOG ACTION

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FORM NO 4355 / 24

Figure 13-16.—USER CALIBRATION label.

USER CALIBRATION.— The user should calibrate some test/measuring equipments instead of referring the instruments to a calibration facility. For example, some instruments, such as hardness testers and densitometers, are provided with their own standards and should be calibrated each time they are used or at least on a frequent basis. Instruments, such as oscillographic recorders, may require calibration before, during, and after each use. Some automatic instruments have self-calibration tests that should be performed each time they are used. Still other instruments may require calibration as part of check-out procedures performed daily or weekly. These calibrations should be recorded in maintenance logs. Whenever recognized, the requirement for calibration by the user and the calibration interval are indicated in the METRL. The USER CALIBRATION label (fig. 13-16, black lettering with a white background) is affixed when the calibration is performed by the user. This label is not replaced at each calibration. When the label is first affixed to the instrument, it is annotated as to the appropriate calibration intervals. Records of calibrations performed (when calibration is performed other than each time the instrument is used) should be by normal maintenance practices, such as maintenance logs and maintenance action forms.

INACTIVE.— If an individual instrument due for recalibration will not be used for sometime in the future, the user may indefinitely postpone the recalibration by affixing an INACTIVE label (fig. 13-17, green lettering

GMNP0518



INACTIVE
CALIBRATE
BEFORE USE

DATE _____

GREEN ON WHITE
FORM NO 4355 / 11A

Figure 13-17.—INACTIVE label.

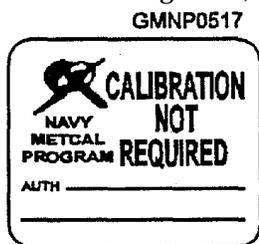
with a white background) to the instrument. The INACTIVE label remains on the instrument until it is recalibrated. The instrument should not be used while it is bearing an INACTIVE label. The inactivation of test equipment occurs most commonly when a ship is in an overhaul status and the test equipment has been removed from the ship and stored in an environmentally safe location.

CALIBRATION NOT REQUIRED.— Standards and test/measuring instruments not requiring calibration are shown as NCR in the *Metrology Requirements List (METRL)*. The CALIBRATION NOT REQUIRED label (fig. 13-18, orange letters with a white background) is affixed on the instrument and should remain there indefinitely unless its calibration requirements are changed. If an instrument is not listed in the METRL, you should use the following criteria (as listed in the METRL) to decide if the instrument should be placed in the CALIBRATION NOT REQUIRED CATEGORY:

- The instrument does not make quantitative measurements nor does it provide quantified outputs.
- The instrument is “fail-safe” in that any operation beyond the specified tolerances will be apparent to the user.
- All measurement circuits are monitored during use by calibrated instruments or are dependent on external known or calibrated sources of performance within required limits.

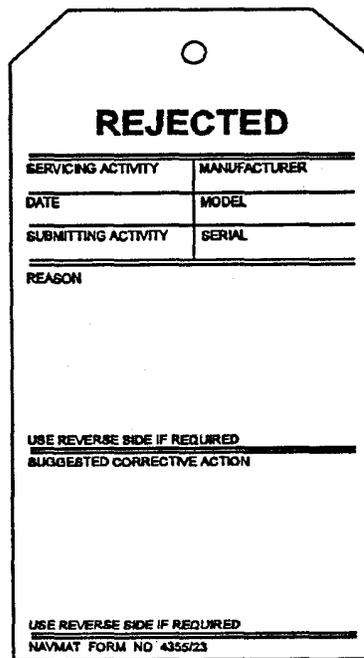
When you determine that an instrument falls into the CALIBRATION NOT REQUIRED category, you should annotate the label as to the authority for the decision, such as METRL, the applicable technical manual, and letters or messages from higher authority.

REJECTED.— If an instrument fails to meet the acceptance criteria during calibration and cannot be adequately repaired, a REJECTED label (fig. 13-19, black letters with a red background) is placed on the



ORANGE ON WHITE
FORM NO 4355 / 10A

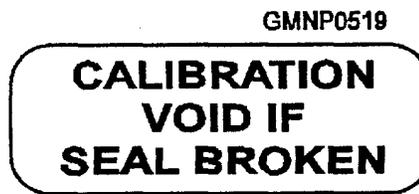
Figure 13-18.—CALIBRATION NOT REQUIRED label.



BLACK ON RED
Figure 13-19.—REJECTED label and tag.

instrument and all other servicing labels are removed. In addition to the REJECTED label, a REJECTED tag, giving the reason for rejection, is attached to the instrument. This rejection is also entered onto the MEASURE format of the instrument. The REJECTED label and tag remain on the instrument until it is repaired and recalibrated. The instrument should not be used while bearing a REJECTED label.

CALIBRATION VOID IF SEAL BROKEN.— The CALIBRATION VOID IF SEAL BROKEN label (fig. 13-20, black letters with a white background) is placed over readily accessible (usually exterior) adjustments to prevent tampering by the user when such tampering could affect the calibration. The label should not be used to cover adjustments or controls that are part of the normal use or operation of the instrument. This label may also be used to prevent removal and/or interchange of plug-ins, modules, and subassemblies when such removal or interchange will affect the calibration.



BLACK ON WHITE
FORM NO. 4355/14

Figure 13-20.—CALIBRATION VOID IF SEAL BROKEN label.

Repair of Test/Measuring Equipment

Test equipment corrective maintenance is the correction of test equipment troubles, including the repair of an item after a complete breakdown, finding of faults during preventive maintenance, or the tuning and adjustment of an item to restore it to operating condition.

Many fleet activities are reluctant to repair electronic test equipment. However, the Navy expects fleet personnel to perform a certain amount of maintenance and repair of their own test equipment whenever possible. The parts needed to make repairs may already be aboard the ship. It will often be your responsibility to decide when a piece of test equipment should be repaired and who should repair it. You will need to consider the following factors.

Much of the test equipment now being used by naval activities is expensive and is built and calibrated to a high degree of precision. Repair often requires special laboratory facilities and skill. Although each activity should accomplish all repairs within its capabilities, the lack of qualified personnel or adequate facilities limits the kinds of repairs each activity should attempt. Repairs attempted by unqualified maintenance personnel or personnel working in inadequate facilities could result in extensive damage to equipment. Therefore, you should evaluate each piece of test equipment to determine if your personnel should make the repairs, especially when maintenance of test equipment requires repair of critical calibration or frequency-determining circuits. When repairs are accomplished locally, technical manual procedures should be followed carefully; **the repair and assembly of parts should be meticulous.** When your personnel cannot make the repairs or when the necessary post verification is beyond the capabilities and facilities of repair personnel, the equipment should be forwarded to the nearest maintenance activity that has the proper facilities.

Calibration laboratories are authorized to make only incidental repairs, defined as those found necessary during calibration to bring the item within specified tolerances. Before submitting an inoperative item of test/measuring equipment for repair to the maintenance activity, you should note all faults, symptoms, and any other malfunction characteristics on an OPNAV Form 4790/2K and submit the 2K through the proper channels for repair-action screening.

PHYSICAL SECURITY OF CLASSIFIED MATERIAL

LEARNING OBJECTIVE: Discuss the aspects of physical security of GM spaces and classified material.

It is the responsibility of all personnel in the Navy to safeguard military information. Since you may often require the use of classified matter in your work, an understanding of the proper safeguards and control of such matter is essential.

The Department of the Navy Information Security Program Regulations, OPNAVINST 5510.1 (latest revision), is the controlling guide in safeguarding classified information. There is no adequate substitute for continuous day-to-day practice in the proper methods of handling classified material.

Classified information or material may be used only where the proper control facilities are available or under conditions adequate to prevent unauthorized persons from gaining access to it. The exact nature of security requirements depends on a thorough security evaluation of local conditions and circumstances. Security requirements must permit the accomplishment of essential functions while affording classified information appropriate security. The requirements that follow represent the minimum acceptable standards.

RESPONSIBILITIES OF CUSTODIANS

Custodians of classified material should be responsible for safeguarding the material at all times, and particularly, for locking classified material in appropriate security containers whenever it is not in use or under the direct supervision of authorized persons. Custodians should follow procedures which ensure that unauthorized persons do not gain access to classified information or material by sight or sound or other means. Classified information should not be discussed with, or in the presence of, unauthorized persons.

Classified information or material should not be removed from an officially designated office or working area for the purpose of working on such material during off-duty hours. Holding classified material for purposes involving personal convenience is not authorized unless specifically approved by the commanding officer or his or her designee. Prior to approval being granted, it must be determined that

- a compelling necessity exists,
- the required physical security can be provided, and
- a complete list of the removed material will be left with the command.

CARE OF WORKING SPACES

Buildings and spaces containing classified information must be afforded the security measures necessary to prevent unauthorized personnel from gaining access to it. This includes the security measures necessary to prevent persons outside the building or spaces from viewing or hearing classified information.

CARE DURING WORKING HOURS

During working hours, you should take precautions to prevent access to classified information by unauthorized persons. Among the necessary precautions are the following:

1. Classified documents, when removed from storage for working purposes, will be kept under constant surveillance and facedown or covered when not in use. Classified material cover sheets, such as OPNAV Form 5216/96, maybe used for this purpose.

2. Classified information will be discussed only when unauthorized persons cannot overhear the discussion.

3. Preliminary drafts, carbon sheets, plates, stencils, stenographic notes, work sheets., and all similar material containing classified information either should be destroyed by an approved method for destroying classified material immediately after they have served their purposes or will be given the same classification and safeguarded in the same manner as the classified material they produced.

4. Typewriter ribbons used in typing classified material should be protected in the same manner as required for the highest level of classification for which they have been used. Also, they must be destroyed as classified waste. The following are exceptions:

- a. After the upper and lower sections have been cycled through the machine five times in the course of regular typing, all fabric ribbons may be treated as unclassified regardless of their classified use thereafter.

- b. Any typewriter ribbon that remains substantially stationary in the typewriter until it has

received at least five consecutive impressions may be treated as unclassified.

SECURING CLASSIFIED MATERIAL

Your command should require a security check at the end of each working day to ensure that all classified material is properly secured. The security check should determine the following:

1. All classified material is stored in the manner prescribed.

2. Burn bags are properly stored or destroyed.

3. The contents of wastebaskets that contain classified material have been properly stored or destroyed.

4. Classified shorthand notes, carbon paper, carbon and plastic typewriter ribbons, rough drafts, and similar papers have been properly stored or destroyed.

5. Security containers have been locked by the responsible custodians. The dial of the combination locks should be rotated at least four complete times in the same direction when securing safes, files, or cabinets.

The security check should be made a matter of record with the record retained at least until the next security check is conducted. Optional Form 62 may be used for this purpose.

STORAGE OF CLASSIFIED MATERIAL

Commanding officers are responsible for safeguarding all classified material within their commands and for ensuring that classified material not in actual use by appropriately cleared personnel, or under their direct personal observation, is stored in the manner prescribed for that material.

As a leading Gunner's Mate, you should ensure that any weakness or deficiency found in containers being used for the protection of classified material is reported to the proper authority.

Because they increase the risk of theft, valuables should not be stored with classified material.

Containers should not have external markings that indicate the level of classified information stored within. For identification purposes, however, the exterior of each container should bear an assigned number or symbol.

COMBINATIONS AND KEYS

Combinations to security containers should be changed only by individuals cleared for the highest level of classified material in the container. Combinations should be changed under any of the following circumstances:

1. When the container is first placed in use after procurement.

2. Whenever an individual knowing the combination no longer requires access.

3. When the combination has been compromised or the security container has been discovered unlocked and unattended.

4. At least annually, unless a more frequent change is dictated by the type of material stored therein.

5. When the container is taken out of service. Built-in combination locks should be reset to the standard combination 50-25-50. Combination padlocks will be reset to the standard combination 10-20-30.

In selecting combination numbers, multiples of 5, simple ascending or descending arithmetical series, personal data, such as birth dates, and serial numbers should be avoided. The same combination should not be used for more than one container in any one component of the command.

The combination of a vault or container used for the storage of classified material should be assigned a security classification equal to the highest category of the classified material authorized to be stored in it.

Knowledge of, or access to, the combination of a vault or container used for the storage of classified material should be given only to those appropriately cleared persons who are authorized access to the classified information stored therein and have an operational use for it.

Records of combinations should be sealed in an envelope (OPNAV Form 55 11/2 maybe used) and kept on file by the security manager, duty officer, communications officer, or other person designated by the command.

When key-operated high-security padlocks are used, the keys should be controlled as classified material of a classification equal to the classification of the material being protected and should be safeguarded as follows:

1. A key and lock custodian should be appointed to ensure proper custody and handling of keys and locks used for protecting classified material.

2. A key and lock control register should be maintained to identify keys for each lock and their current location and custodian.

3. Keys and locks should be audited each month.

4. Keys should be inventoried with each change of custodian.

5. Keys should not be removed from the premises.

6. Keys and spare locks should be protected in a security container.

7. Locks should be changed or rotated at least annually, and should be replaced upon loss or compromise of their keys.

8. Master key is prohibited.

A record should be maintained for each vault, secure room, or container used for storing classified material. This record should show the location, and the names, home address, and home telephone numbers of persons having knowledge of the combination to the storage facility. GSA Optional Form 63 or OPNAV Form 5511/30 may be attached to the container to identify the custodian. When Optional Form 63 is used, a privacy act statement should be provided to those listed and their consent obtained before any prominent display is allowed.

Electrically actuated locks (e.g., cipher and magnetic strip card locks) do not afford the degree of protection required for classified information and should not be used as the locking device on security containers.

REPRODUCTION OF CLASSIFIED INFORMATION

Classified information is normally prepared, printed, and reproduced by Department of the Navy or Department of Defense facilities. When this is not possible, the preparation, the printing, and the reproduction of classified information is authorized by the following:

1. For Top Secret material:

a. Only as specifically approved by the Director, Navy Publications and Printing Service.

2. For Secret and Confidential material:

a. Government Printing Office

b. In commercial facilities having an active facility clearance at least as high as the classified information to be processed and obtained according to the requirements of the Department of Defense industrial security regulation and when specifically approved by the Director, Navy Publications and Printing Service.

Printing, Duplication, and Reproduction of Classified Material

The Director, Navy Publications and Printing Service, is responsible to the Commander, Naval Supply Systems Command, for the technical guidance and distribution of all Navy classified publications.

From a security viewpoint, the printing, the duplication, or the reproduction of classified material poses many problems: (1) it contributes to the increasing volume of classified material; (2) it permits quick and easy production of uncontrolled material containing classified information; (3) the equipment or processes require care or special procedures to prevent or eliminate latent impressions or offset versions of the classified information; and (4) a quantity of excess and waste material is produced, which can contribute to compromise of the classified information. Therefore, local commands must require close supervision and careful control of all reproduction facilities under their jurisdiction. Of particular importance is the need to control and supervise the use of office copying machines for the printing, the duplication, or the reproduction of classified material and to assure the proper recording and safeguarding of the classified material reproduced by such means. In no event, however, should classified material be reproduced without the approval of competent authority.

Destruction of Classified Material

For instructions regarding the destruction of classified material, refer to OPNAVINST 5510.1 (latest revision).

LEARNING OBJECTIVES: Discuss the different types of training available to GMs and the importance of each.

Because of the mission of the Navy, warships and aircraft are equipped with highly complicated devices used for the detection, engagement, and destruction of the enemy. To achieve the designed degree of effectiveness, highly skilled personnel are needed to maintain and operate this equipment. Naturally, these skills are obtained through the various training programs provided by the Navy. The basis of all training is the development of these skills within the individual. Group training can only be accomplished if all individuals involved have been trained to the basic level of knowledge of the required skills. For example, before a damage control party can perform efficiently, each member should be qualified at his or her assigned position within that party. These qualified individuals can now be trained to work together as a team, performing a procedure based on several independent functions.

As a supervisor, you are going to be very heavily involved in the process of training personnel. Your involvement may include any number of procedures—from the planning of these training programs to the actual training of personnel. Generally, training is considered to be one of two types—formal or informal.

FORMAL TRAINING

The best definition of formal training is training that is conducted off the ship or out of your unit. A Sailor's first exposure to formal training is recruit training. Once he or she leaves boot camp, training really begins in earnest. The first duty assignment may be to a class A school to get initial rate training. This is followed by an assignment to a new command, which may or may not involve assignment to other rate or duty-related training. For example, a person could possibly attend a class C school directly after graduating from an A school. He or she could be assigned to a precommissioning school or a damage control school. Other formal training is provided by such activities as fleet training groups (FTGs), mobile technical units (MOTUs), or nuclear weapons training groups (NWTGs).

Naval commands frequently send their personnel to TAD to formal schools to upgrade their skills in all areas of performance including military, in-rate, and administration. The *Catalog of Navy Training Courses (CANTRAC)*, NAVEDTRA 10500, lists all formal courses of instruction offered to naval personnel. This catalog is published in microfiche form and contains the following information about each of the courses listed:

Course location

Course length

Class school (A, C, or P)

How frequently the course convenes

Purpose of the course

Scope of the course

Prerequisites for personnel attending the course

Quota control information

Reporting destination

The CANTRAC is normally maintained by the educational services officer (ESO).

INFORMAL TRAINING

For all practical purposes, informal training can also be called shipboard training because it is conducted within the working environment. Many different types of informal training can be conducted, but to describe them all here would be impractical. Instead, some of the more frequently used types are identified in the following paragraphs to make you aware of how extensive informal training really is.

Navy Correspondence Courses

In most cases, Navy correspondence courses are a prerequisite to taking an advancement examination. You are working on one right now. They can be completed at your leisure and at a pace that is comfortable for you. Remember that correspondence courses are not limited to training in a particular rate/rating. Several hundred courses are available, covering a large number of technical, administrative, and scholastic skills. A complete list of correspondence courses available is contained in the *Catalog of Nonresident Training Courses*, NAVEDTRA 12061.

Assist Visits

Traditionally, an assist visit is viewed as a working inspection; but this is far from true. The real purpose of an assist team is to observe your operations or performance and provide instruction to correct any problem areas observed. These assist visits are conducted by activities, such as MOTU, NAVSEA, FTG, or even by factory representatives investigating equipment problems. As a rule, an assist visit is not a graded evolution; it is provided to help you in preparing for an operational evolution.

On-the-Job Training (OJT)

On-the-job training is the most common form of informal training available. It is also the easiest, because, in most cases, it is provided while performing in the working environment. Although the basics of most tasks can be provided in the classroom, nothing can replace the hands-on experience gained in learning about any particular task, watch station, or a piece of equipment. OJT is usually provided during drills, watches, and actual operational evolutions. Ships' crews are largely made up of experienced technicians. As one of those senior technicians, it is your responsibility to pass on your skills and expertise to those you work with to maintain and improve the maximum efficiency of your unit. One of the better aspects of OJT is that while a person is being trained on the job, he or she is also undergoing other forms of informal training at the same time. For example, if a person is standing a watch under your instruction, he or she is also learning and demonstrating the required PQS skills for that watch station. He or she may also be receiving instructions or information that may be provided through general military training.

General Navy Training (GNT)

General Navy training is conducted at every unit for virtually everyone in the Navy. GNT is used to make personnel aware of all the knowledges and skills necessary to function from day to day within the Navy environment. In other words, information is passed that should become general knowledge to all naval personnel. A wide variety of subjects are covered through GNT and to list them all would be nearly impossible. You should know, however, that each command is responsible for maintaining a GNT program. Guidelines governing the organization and implementation of the GNT program are provided in the

unit's *Standard Organization and Regulations Manual* (SORM).

Personnel Qualification Standards (PQS)

The PQS Program is a qualification system for officer and enlisted personnel to perform certain duties. A PQS is a compilation of minimum knowledge and skills necessary to qualify for a specific watch station, maintain specific equipment, or perform as a team member within a unit.

Watch stations refer to those watches normally assigned by a watch bill, and in the majority of cases, are operator oriented. Maintenance standards are tasks pertaining to technical upkeep of systems of units of equipment, such as a 5"/54 Mk 45 group maintenance supervisor. Performance of a team member can best be described as standards that refer to the knowledge and skills appropriate for standardized qualifications that are not peculiar to a specific watch station or piece of equipment but apply more broadly within the unit, such as a member of a damage control party.

A complete list of all PQS materials currently available in the Navy supply system is contained in the *PQS Catalog*, NAVEDTRA 43100-5, which is updated quarterly. For further information describing the implementation, logistics, and management of the PQS program, refer to the *Personnel Qualification Standards (PQS) Management Guide*, NAVEDTRA 43100-1.

The PQS program is not designed as a training program but provides many training objectives. PQS should be used as a key element of a well structured and dynamic unit training program. Training, especially at the informal (or shipboard) level, is a constantly ongoing process. These are not all of the training processes in existence, but the ones you will encounter most frequently.

EFFECTIVE TRAINING

LEARNING OBJECTIVES: Discuss how you can make available training effective.

Since we have identified the importance of training, we must also point out the importance of the ability to conduct this training; in other words, the ability to be an effective teacher. Any time you show someone how to do something, you have performed the function of being

a teacher. As a supervisor, you are going to be called upon more and more to fill this role. You are expected to impart your accumulated skills and experience to your personnel as necessary to make them efficient in the performance of their duties. You should be able to teach by both the formal and the informal methods. The majority of the instruction you will provide is going to be informal. You maybe required to teach personnel in a number of areas, ranging from general military information and skills to the performance of a specialized technical operation.

To be an effective teacher, you should have some specific skills as well as being adequately prepared. First, you should be well versed and very knowledgeable in the material that you are teaching. It is virtually impossible to impart a level of knowledge to someone if you do not understand what you are teaching in the first place.

No matter what you are trying to teach, you should take a personal interest in the preparation and presentation of the material involved. If you stand up in front of a group of people and speak in a monotone, displaying an attitude of obvious boredom, you have failed as an instructor and wasted a lot of valuable time. This type of attitude tells whoever you are trying to teach you do not believe what you are telling them is important or worth knowing about. Consequently, they are not going to pay attention to what you say or do, because they also are going to become bored and disinterested. When preparing your instruction or lesson plan, you should look for ways to make the material you plan to present as interesting as possible. Repetition should only be done to emphasize the importance of the material being presented.

One of the most important attributes of a supervisor (an instructor) is **self-confidence**. A person's confidence is based upon one's knowledge of the job, and most importantly, one's own personal belief in his or her abilities. Confidence begets confidence. A weak or unsure supervisor will not inspire confidence in the people around him or her. A supervisor who demonstrates his or her knowledge, and the confidence to use that knowledge, will usually inspire others to attempt to gain and use the same knowledge.

Just as is true in most other operations, training also includes a certain degree of quality control. This is accomplished through such media as testing, questionnaires, and demonstration of the skills acquired from the training. What you are doing is determining whether or not the training you conduct is actually successful

All training should be conducted with the maximum technical support available. This technical support may be available in the form of publications, procedural guides, information handouts, safety precautions, and even hands-on operations. The more you can reinforce the subject matter being taught with examples, the more likely the material you are teaching will be retained by the students.

MANAGEMENT OF SHIPBOARD TRAINING

Because of the enormous amount of training involved at the shipboard level, close attention should be paid to ensure that a workable training plan is instituted aboard your ship. Depending upon such variables as the size of your ship, the number of personnel in the crew, and the ship's mission, the methods of training are going to vary. But no matter what the size of the ship and crew, you are going to be involved in the planning and implementation of the on-board training program. A typical table for the organization of shipboard training is shown in figure 13-21.

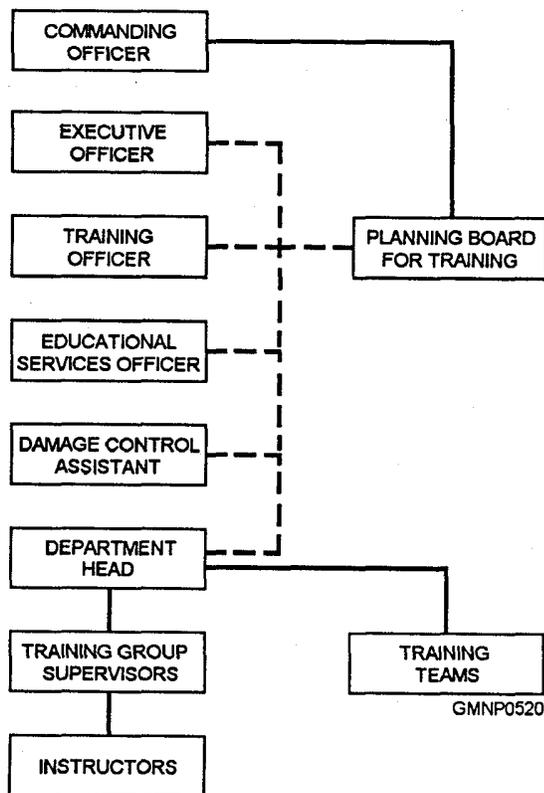


Figure 13-21.—Shipboard training organization.

PLANNING BOARD FOR TRAINING

The Planning Board for Training (PB4T) is responsible for developing and maintaining an ongoing unit training program. This board reports to the commanding officer, and, as a minimum, should be comprised of the following personnel:

Executive officer (also designated as the chairperson)

Department heads

Damage control assistant

Educational services officer

Training officer

Command master chief

3M coordinator

Medical officer (or senior corpsman)

Safety officer

Other personnel may be assigned to the planning board as required by specific training evolutions. Although you should be familiar with most of the personnel in the above list, it should be pointed out that the training officer is a separate (or collateral) billet as required by the size of the command. The training officer is designated by the commanding officer to assist the executive officer in the execution of the command training programs. He or she has specific duties within the scope of the training mission of the command that should not be confused with the duties of the educational services officer (ESO).

The Planning Board for Training meets at least on a monthly basis and primarily performs the following general functions:

1. Assist the commanding officer in the establishment of command training policies.
2. Establish the training program for the command and periodically reviews schedules within the training program to evaluate training effectiveness and progress.
3. Establish a training syllabus for officers and another for enlisted personnel.

This is by no means the extent of the responsibilities of the PB4T. The board can meet as often as deemed necessary by the chairman and may include whatever personnel required to perform the specific training functions. Guidelines for the Planning Board for Training are located in *Standard Organization and Regulations of the U.S. Navy (SORM)*, *OPNAVINST*

3120.32. These guidelines are also provided in the individual SORM of the command.

TRAINING PLANS

LEARNING OBJECTIVES: Discuss ship or station training plans and how they impact on readiness.

Now that your ship's training organization has been established, the next step of the training process is to determine what training is necessary and get it scheduled. If you look at the amount and variety of training for your particular ship's crew, you should realize what a large undertaking this can be. Training has to be scheduled and accomplished for virtually every member of the ship's company. It is required in all areas—from every day shipboard routine to specifics in rate skills necessary for an individual to perform his or her duties within the work center. As you can see, training plans are important tools in the control of training programs at all levels aboard ship. Shipboard training plans (or schedules) are of two types—long-range and short-range. These plans should be developed by taking into account the ship's operating schedule, daily routine, availability of required personnel, and any evolution that may affect scheduling.

LONG-RANGE TRAINING PLAN

The long-range training plan is the basic instrument for the planning and recording of all training schedules and is used to keep all personnel informed of projected training goals and operating schedules. This schedule is initially developed and maintained by the department head and training officer. The department head is responsible for consolidating the training information for his or her department. He or she will forward it to the training officer. The training officer then consolidates the long-range plans received from all the department heads, adds all unit level training requirements (e.g., GNT, indoctrination training), and presents it to the executive officer for review. The plan then goes to the commanding officer for approval. Once approved, this package becomes the unit's long-range training plan. A copy of applicable portions is provided to each training group (work center, team, etc.). This plan provides the framework for the preparation of the quarterly and monthly training plans, which contain more detailed information about each of the training requirements. The long-range training plan should be

prepared using an OPNAV Form 3120/1A (fig. 13-22), and training events should be prioritized in the following sequence:

- Schedule fleet exercises, trials, inspections, and any other major evolutions that may be required by the type or fleet commanders.
- Schedule all required exercises required by the type commander to maintain a state of C1 readiness.
- Schedule any other applicable unit exercises.
- Schedule all other unit training. Some examples of unit training are damage control lectures, security force training, general Navy training (GNT), and telephone talker/lookout training.

Once the long-range plan has been developed and implemented, then the short-range training plan is setup and put into operation.

SHORT-RANGE TRAINING PLAN

Because of the complexity of the day-to-day operations of a ship, you should pay careful attention to the scheduling of training evolutions. A short-range training plan enables your unit to anticipate how much training can actually be accomplished, based upon the planning for short periods of time in the future. Initially, the short-range training is developed at PB4T, but the plan is carried out at all levels of training within the unit. Basically, the short-range training plan encompasses the quarterly, monthly, and weekly training plans.

Quarterly Training Plan

During the Planning Board for Training of the last month of a quarter, the training officer should distribute copies of the Quarterly Employment Schedule to all of the board members. This schedule provides information about the ship's operational commitments, such as deployments and overhaul periods. Using it as a planning guide, the PB4T develops broad unit training plans for the upcoming quarter. The purpose of this quarterly training plan is to inform the individual training groups of any unit plans that may affect the scheduling of training group evolutions. Once the quarterly plan has been developed for the whole unit, department heads then insert any additional departmental plans or evolutions and distribute the plan to the groups within their respective departments. The scheduling of any training during periods of less than a quarter in length should be accomplished at the

LONG RANGE TRAINING PLAN

FIRST QUARTER AFTER REGULAR OVERTHAUL JULY (CALENDAR YEAR) - SEPTEMBER (CALENDAR YEAR)

EMPLOYMENT	JULY							AUGUST							SEPTEMBER							OCT																																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Regular Overhaul	LEASING																																																												
Major Maintenance Projects, Tools and Tests	See Tech on 14th																																																												
Inspection	Tech on 14th																																																												
Open Ended Excesses (Complete)	Tech on 14th																																																												
Team Training Admin	Tech on 14th																																																												
School (Including Admin)	Tech on 14th																																																												
General and Overhaul Data	Tech on 14th																																																												
Professional Training	Tech on 14th																																																												
General Military Training	Tech on 14th																																																												
Officer Training	Tech on 14th																																																												
Maintenance Services	Tech on 14th																																																												

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GMNPO521

Figure 13-22.—Long-Range Training Plan.

QUARTERLY TRAINING PLAN 2ND QUARTER, FISCAL YEAR 1994

	JANUARY					FEBRUARY					MARCH				
	6	13	20	27	3	10	17	24	3	10	17	24	31		
FIRST AID LECTURES	1ST-DIV 2ND-DIV	B-DIV R-DIV	A-DIV E-DIV	H-DIV SI-DIV	S1-DIV S3-DIV	OE-DIV OC-DIV	OE-DIV OC-DIV	Q-DIV 4TH-DIV	1ST-DIV 2ND-DIV	B-DIV R-DIV	A-DIV E-DIV	H-DIV SI-DIV	S1-DIV S3-DIV		
ALL HANDS LECTURES (OCTV)	CARRIAGE CALL					COMBINED FIRE-FIGHT (CARRIAGE)					STEEL STRUCTURE (CARRIAGE) / ELECTRICAL SAFETY				
GENERAL MILITARY TRAINING (OCTV)	MID OCEANIC PROBLEMS					CARRIAGE CONSTRUCTION					CARRIAGE CONSTRUCTION / CODE OF CONDUCT / DISCIPLINE RELATIONS				
SHIPWIDE EVOLUTIONS	UNDERWAY FLEETEX					DC OLYMPICS (COS-2)					PERSONAL SMIZ INSPECTION / SAFETY STAND-DOWN / MTT VISIT (UNAW)				
ENGINEERING DEPARTMENT PLANS						A/E/R DIVISION PREPS FOR SMIZ					HM/ST/EM ORAL BOARDS (PREP TO MTT WEEK OF 3/7) / CASUALTY CONTROL DRILLS & EVOLUTIONS				

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Figure 13-23.—Quarterly Training Plan.

MONTHLY TRAINING PLAN							GMNP0523	
MONTH OF <u>MARCH 1994</u>				TRAINING GROUP <u>B-DIVISION</u>				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
		1	2	3	4 B40 - VALVE MAINTENANCE BTCS ALFA	5		
6	7 B9 - 1200* AUX STEAM SYSTEM BT2 HOTEL	8 EMOW ORAL BOARDS	9 B25 - F.O. XFER AND STORAGE BT2 GOLF	10 BT L/L ORAL BOARDS	11 B30 - ABC SYSTEM BT1 DELTA	12		
13	14 B42 EOSS USE LT WILCOX	15 HMOW ORAL BOARDS	16 B46 - COLD/HOT CHECKS BTCS ALFA	17 BTOW ORAL BOARDS	18 B45 MLOC PROCEDURES LT WILCOX	19 LIGHT-OFF UNDERWAY AM 3/17 FOR MTT		
20	21 B50 - HEAT STRESS BT2 FOXTRIT	UNDERWAY ENGINEERING MOBILE TRAINING TEAM VISIT PGS EVOLUTIONS & CASUALTY CONTROL DRILLS					26	
27	28 B52 BOILER LAYOUT BT2 BRAD	29 EOW ORAL BOARDS	30 B48 - EEBD BT1 ECHO	31 HM MESS ORAL BOARDS				

SUBMITTED BY: J. R. Frost, LT, USN
B-DIVISION OFFICER

APPROVED BY: J. A. Doe, LCDR, USN
CHIEF ENGINEER

Figure 13-24.—Monthly Training Plan.

TRAINING RECORDS

LEARNING OBJECTIVES: Discuss the importance of up-to-date and thorough training records.

Try to remember how many different kinds of training you have received during your years in the Navy. Now imagine how your service record would look if all of this training had been entered into it in a hodgepodge manner. It would certainly be a lot of paperwork, to say the least. For this reason, training

records should be kept to an absolute minimum. Usually, your personnel record will contain only the formal schools and training you have received. Certain major PQS accomplishments or watch stations may also be considered significant enough to be recorded in an individual's service record. However, most PQS accomplishments should be treated in the same manner as GNT and placed in the division records accordingly. It is still important to maintain some kind of on-board records to keep track of what training has been conducted, when it was conducted, and what personnel received the training. One of the simplest ways of recording training is by use of the General Record (Type II) (OPNAV Form 1500-31). Figure 13-26 shows the

GENERAL RECORD (Type II) OPNAV FORM 1500-31 (10-80) S/N 0107-LF-791-0000		PERIOD COVERED FROM 3/6/86 TO							
TITLE B-DIVISION TRAINING RECORD									
COLUMN CAPTION	3/10/86 BZ FOOT/ECOC/FOOT LT UNLOCK	3/11/86 ELECT SAFETY CCTV	3/11/86 B-46 INST/CO-ORDINATOR BTCS ALFA	3/12/86 FIRST AID - BURNS LIFT BUILD	3/12/86 BOARD BOARD	3/12/86 B-45 MISC LT UNLOCK			
BTCS A.A. ALFA	X	X	INST.	X	BOARD MEMBER	X			
BTC B.B. BRAVO	X	X	X	X	BOARD MEMBER	X			
BT1 C.C. CHARLIE	X	X	X	X	X	X			
BT1 D.D. DELTA	X	X	X	X	X	X			
BT1 E.E. ECHO	X	X	X	X	X	X			
BT2 F.F. FOXTROT	X	X	X	X	X	X			
BT2 G.G. GOLF	X	X	X	X	X	X			
BT2 H.H. HOTEL	LV	LV	LV	LV	X	X			
BT3 I.I. INDIA	X	X	X	X	NA	X			
BT3 J.J. JULLIET	X	X	X	X	NA	X			
BT3 K.K. KILO	X	X	X	X	NA	X			
BT3 L.L. LIMA	X	X	X	X	NA	X			
BT3 M.M. MIKE	LIB	X	X	X	NA	X			
BT3 N.N. NOVEMBER	X	X	X	X	NA	X			
BT3 O.O. OSCAR	X	X	X	X	NA	X			
BT3 P.P. PAPA	X	X	X	X	NA	X			
BT3 R.R. ROMEO	X	X	X	LIB	NA	X			
BT3 S.S. SIERRA	X	X	X	X	NA	X			
BTFN T.T. TANGO	LIB	X	X	X	NA	X			
BTFA U.U. UNIFORM	X	X	X	X	NA	X			
BTFA V.V. VICTOR	X	W.P.	X	X	NA	X			
FA W.W. WILLIAM	X	X	X	X	NA	X			
FA X.X. XRAY	X	U.A.	U.A.	U.A.	NA	U.A.			
FA Z.Z. ZEBRA	X	X	X	X	NA	X			

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Figure 13-26.—Division Training Record.

use of this form in recording training conducted for an entire division. This form could also be used to record an individual's on-board training. These local records should be maintained by the group supervisor for as long as the individuals listed maybe assigned to the unit.

Another important local record with which you may be concerned is the Division Officer's Personnel Record Form (NAVPERS 1070/6). Although this form is not strictly a training record, it does contain personal, training, and qualification information regarding assigned personnel. This form (figs. 13-27A and 13-27B) is required to be maintained as part of the Division Officer's Notebook. If it is maintained properly, it is an invaluable source of information regarding an individual's training accomplishments while he or she has been aboard. This form, and any other personal record of training the individual has received while aboard, should be given to him or her upon his departure from the command. As stated before, the use of training records should be kept to a minimum, but whatever training records are used should be maintained as correctly and as up-to-date as possible.

SUMMARY

Although this chapter is titled "Administration and Training," its primary purpose is to make you aware of the more complicated administrative and training procedures involved at the management level. Use of the CSMP, PMS reports, local logs, and admin and training records were demonstrated as valuable aids in analyzing equipment and personnel trends. These records can be invaluable to you in the prediction of breakdowns or conditions that might affect your work

center or the operational capabilities of your ship. The need for the organization and maintenance of technical libraries has also been described.

In somewhat more detail, the functions and some procedures have been provided regarding CSRRs/CSRTs, the casualty reporting (CASREP) system, and the management of conventional ammunition (including the basic guidelines for ammunition transaction reporting).

The calibration and repair of test equipment and measuring tools has been described with the emphasis placed on the administrative and follow-up processes of the METCAL Program.

A short segment has been provided to emphasize the importance of effective instruction and supervision of training programs.

Also described in this chapter is a discussion on how shipboard training is organized and administered via the Planning Board for Training, including the development and implementation of long-range and short-range training plans at the unit, department, and division levels of management.

Finally, a brief description of local training records is included to inform you of what is available to you for the documentation of training aboard your unit.

Because it is impractical to provide all the information about these programs in this text, we have noted the reference publications and instructions you will need to assist you in the more important administrative and training functions in which you winy probably become involved.

PRIVACY ACT STATEMENT

Authority to request the information in this form is derived from 5 United States Code 301, Departmental Regulations. Purpose of this form is to provide the Division Officer with readily accessible data concerning personnel in his/her division. The information is used by the Division Officer to manage and administer his/her personnel; to determine training needed; to record training completed; to maintain readily accessible data concerning performance, work assignment, and other personnel data to enable the Division Officer to guide and counsel those assigned to him/her. Disclosure of the following items of information on this form is mandatory: name, rate, SSN, local address and phone number (if applicable), billet space / living space / bunk number (if applicable). Disclosure of the following item of information is voluntary: reenlistment intentions, rate desired, special qualifications, name of wife, names and ages of children. Other items of information may be obtained from member's service record. Failure to provide those required items of information listed above may result in administrative action being taken; no action will be taken if the individual refuses to disclose those voluntary items of information.

NAME		RATE	<input type="checkbox"/> USN <input type="checkbox"/> USNR	SSN	NEC / PRI / SEC			
DIVISION	SECTION	BILLET SPACE		LIVING SPACE	BUNK NUMBER			
DATE OF BIRTH	RELIGION			SECURITY CLEARANCE				
DATE OF FIRST ENLIST.	DATE REPORTED ABOARD	EXPECTED LOSS DATE		REENLISTMENT INTENTIONS				
DATE OF PRESENT RATE	RATE DESIRED	ELIGIBLE NEXT RATE		CONTINUOUS SERVICE				
SPECIAL QUALIFICATIONS OR INTERESTS				GENERAL QUARTERS STATION				
				UNDERWAY WATCH STATION				
PERMANENT HOME ADDRESS AND PHONE NUMBER			LOCAL ADDRESS AND PHONE NUMBER					
MARITAL STATUS	NO. OF DEPENDENTS	NAME OF WIFE						
NAMES AND AGES OF CHILDREN								
NEXT OF KIN			RELATIONSHIP	ADDRESS AND PHONE NUMBER				
PREVIOUS DUTY				LEAVE RECORD				
DATE REPORTED	UNIT	DIVISION	DESCRIPTION OF DUTY	FROM	TO	TYPE	NO. DAYS	BALANCE
SEMI-ANNUAL MARKS								
PERIOD ENDING	PROFESSIONAL PERFORMANCE	MILITARY BEHAVIOR	LEADERSHIP AND SUPERVISORY ABILITY	MILITARY BEARING	ADAPTABILITY			

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Figure 13-27A.—Division Officer's Personnel Record Form (front).

AWARDS AND COMMENDATIONS

DISCIPLINARY RECORD

FORMAL EDUCATION				
HIGH SCHOOL				MAJOR SUBJECTS
9	10	11	12	
COLLEGE				
1	2	3	4	

BASIC BATTERY SCORES							
GCT	ARI	MECH	CLER	ETST	SONAR	RADIO	FLAT

GED					
<input type="checkbox"/> HIGH SCHOOL	PART I SCORE	PART II SCORE	PART III SCORE	PART IV SCORE	PART V SCORE
<input type="checkbox"/> COLLEGE					

NAVAL EDUCATION AND ADVANCEMENT RECORD						
ITEM	TITLE	DATE COMPLETED	MARK	TITLE	DATE COMPLETED	MARK
SERVICE SCHOOLS						
MILITARY CORRESPONDENCE COURSES						
OTHERS						

PRACTICAL FACTORS		SERVICE-WIDE RATING EXAMINATIONS		
RATE	DATE COMPLETED	DATE	RATE	RESULTS

FIRST AID	SWIM	TEL TALKER	FIRE FIGHT'G	DRIVER	TRUCK DRIVER	BUS DRIVER	COX'SN	BOAT ENG.				
-----------	------	------------	--------------	--------	--------------	------------	--------	-----------	--	--	--	--

PROFESSIONAL QUALIFICATION STANDARDS							
WATCH	DATE COMM	% PROGRESS	DATE QUAL	WATCH	DATE COMM	% PROGRESS	DATE QUAL

Figure 13-27B.—Division Officer's Personnel Record Form (back).

