

CHAPTER 1

FIRE CONTROLMAN SUPERVISOR RESPONSIBILITIES

LEARNING OBJECTIVES

Upon completing this chapter, you should be able to do the following:

1. Discuss the responsibilities of an FC supervisor.
2. Describe the basic requirements for effective communications as a supervisor.
3. Identify the supervisor's role in enforcing performance and equipment standards.
4. Identify the sources of information available for use by supervisory personnel.

INTRODUCTION

This training manual (TRAMAN) is designed to help you understand your work in the division as a Fire Controlman (FC) supervisor. It will also assist you in meeting the requirements for advancement to Fire Controlman first class and chief.

This manual is not the only publication you will need to prepare for advancement, as you will need to study other publications to prepare for the advancement-in-rate examination. Since this manual provides only background information on subjects, you will need to study the indicated references to learn each topic in depth.

Although you will be a supervisor in the FC rating, you may also have to supervise personnel from other ratings. The ratings you deal with daily will depend on your command's organization. Most of the information given in this TRAMAN is based on the assumption that you are familiar with volumes 1 through 4 of *FC2*, NAVEDTRA 10277.

This first chapter includes topics on supervisory responsibilities, effective communications, professional updates, performance and equipment standards, technical materials, and a brief bibliography for information and advancement study.

SUPERVISORY RESPONSIBILITIES

By becoming an FC supervisor, you will have taken a big step in your career. Previous advancement brought increased responsibilities, which also brought increased rewards. The responsibilities of an FC supervisor are even greater, as your work will be important to the successful management of the division and the department. For general information on the advancement system and on the increased responsibilities of a supervisor, review *Military Requirements for Petty Officer First Class*, NAVEDTRA 12046.

By this time in your career, you are valuable as a technical specialist. You are also valuable as a supervisor, leader, and trainer of others. You can, there-

fore, make far-reaching and long-lasting contributions to the Navy. The extent of your contribution to the Navy depends on your willingness and ability to accept increased responsibility for military matters and for the professional requirements of a Fire Controlman. It also depends on your skill in getting other people to work for you.

You will find that your responsibilities for military leadership are much the same as those of petty officers in other ratings. Every petty officer is a military person as well as a technical specialist.

Your responsibilities for technical leadership are directly related to the nature of your work. Operating and maintaining the ship's combat systems equipment is a vital job. It is a teamwork job requiring a special kind of leadership ability. This leadership ability can be developed only by personnel who have a high degree of technical competence and a deep sense of personal responsibility.

RESPONSIBILITIES WITHIN THE COMBAT SYSTEM/WEAPONS DEPARTMENT CHAIN

You will be expected to translate the general orders given by officers into detailed, practical, on-the-job language that even relatively inexperienced personnel can understand and follow. In dealing with your juniors, you must see that they perform their work properly. You must also be able to explain to officers what your juniors may need or any problems they may experience.

RESPONSIBILITIES FOR TRAINING

Training is essential. Even if you are blessed with a highly skilled and well-trained electronics force, you will still find training necessary. For example, some of your best workers may be transferred and replaced by inexperienced or poorly trained personnel. Often, a job may call for skills that your assigned personnel do not have, especially if your division must maintain new equipment.

These and similar problems require you to be a training specialist who can conduct both formal and informal training programs. You must train individuals and groups to work safely, neatly, and accurately, and in a spirit of cooperation.

RESPONSIBILITIES TO SUBORDINATES

Any discussion of responsibilities must include the responsibility that you, as a supervisor, have toward your subordinates. You are responsible for developing their professional and general military skills.

You must also help them to become mature, competent technicians who are prepared to assume supervisory responsibilities. You must teach them and encourage them to use their skills and knowledge to make decisions. You must then support those decisions when they are correct and fair.

However, you must also advise or counsel your subordinates when their decisions may cause harm to themselves, others, or equipment. Use the "learn-by-mistakes" theory to teach your subordinates. But be constantly aware of what is happening to ensure that the lessons taught are worth the consequences if any problems develop.

As a supervisor, you have an overriding responsibility to take care of your people before caring for yourself. This responsibility requires steadfast devotion to your subordinates. Gaining the loyalty of subordinates requires unselfish actions on the part of seniors.

*TAKE CARE OF YOUR PEOPLE
AND THEY WILL TAKE CARE OF YOU!*

RESPONSIBILITIES TO OTHER RATINGS

As you advance to FC1 and then to FCC, you will find that your plans and decisions may affect many people. Some of these people may not be in your division or even in the combat systems/weapons.

Therefore, it becomes more and more important for you to understand the duties and responsibilities of personnel in other ratings. Every petty officer in the Navy is a technical specialist in a particular field.

Learn as much as you can about the work of other ratings. Plan your own work to fit in with the overall mission of the organization.

EFFECTIVE COMMUNICATIONS

The basic requirements for effective communications are knowledge of your own language, knowledge of standard naval terminology, and precise use of technical terms.

● Language: Knowledge of your own language includes using correct English when you speak and write. Remember, the basic purpose of all communications is understanding. To lead, supervise, and train others, you must be able to speak and write so that they understand exactly what you mean.

● Naval Terminology: Standard naval terminology consists of words that express ideas that are usually understood or procedures used only by naval personnel. When a situation calls for standard Navy terminology, use it.

● Technical Terms: Use technical terms with precision. A command of the technical language of the Fire Controlman rating will help you receive and pass along information accurately. It will also help you exchange ideas with other technicians. If you don't understand the precise meaning of the terms used in your rating, you may not be able to understand the content of technical publications. Although the correct use of technical terms is always important, it is particularly important when you are dealing with lower-rated personnel. If you are sloppy in your use of technical terms, you will likely confuse them. This may cause them to work in an improper or unsafe manner.

Just as you ensure accuracy and clarity in communicating with your juniors, you must also remember to communicate effectively with your superiors. You must be aware of what technical knowledge, if any,

your superiors have. Many times, you will be called on to work for junior officers who have had no prior experience in the electronics or combat systems fields. Therefore, you are responsible for keeping them aware of all matters concerning the systems and the personnel under your control.

PROFESSIONAL UPDATES

Practically everything in the Navy—policies, procedures, equipment, systems, publications—is always in various stages of development and revision. As an FC supervisor, you must stay informed of all changes and developments that might affect your work.

Some changes will be called directly to your attention; others you must look for. Try to develop a special alertness for new information, especially technical information on electronics and associated equipment and systems. New types of equipment and systems are constantly being designed and tested. Existing types of equipment are modified.

If you follow the history of weapons systems since the end of World War II, you will find that several important changes have occurred. Designers of new electronic equipment have incorporated several functions into a single piece of equipment as a self-contained system. This approach replaces combining several pieces of single-function equipment into one system.

The size of weapons systems has decreased as electron tubes have given way to transistors. Smaller and more-reliable electronic components have been developed (such as capacitors, resistors, transformers, and coils). Microcircuits are common. In addition, computers have become more prominent. As an FC supervisor, you must be aware of all changes that are occurring in the electronics field.

PERFORMANCE AND EQUIPMENT STANDARDS

How do performance and equipment standards apply to you as a supervisor? Let's start with a definition. A *standard* is set up by either custom or au-

thority to measure quality, quantity, performance, or service. As a supervisor, you must ensure that the standards are met that are set by the Navy, your ship and division, and you. The standards that you will deal with on a continuing basis are performance standards and equipment standards, as described in the following subsections. Use these standards to develop a training program for your division to encompass all aspects of your subordinates' rating.

PERFORMANCE STANDARDS

Performance standards include naval standards (NAVSTDs), occupational standards (OCCSTDs), and personnel qualification standards (PQSs). The *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068 (commonly called the *Occupational Standards Manual*) lists the minimum skills requirements for each rate within each rating. You are probably already familiar with much of this information.

Naval Standards

Naval standards (NAVSTDs) are task statements that are not rating specific. They are the basis on which the military requirements training manuals are developed.

Section I of NAVPERS 18068 lists the naval standards (NAVSTDs) for each paygrade. These are the skills and knowledges essential to the overall effectiveness of the enlisted personnel in the performance of their duties.

Naval standards encompass

- military requirements,
- essential virtues of professionalism,
- pride of service in support of the oath of enlistment.
- maintenance of good order and discipline, and

- basic skills and knowledges concerning the well-being of Navy personnel.

An example of an E-6 naval standard is:

“NAVSTD 944601— Write enlisted performance evaluations.”

NAVSTDs are also used for curriculum development at basic training commands and apprentice training facilities.

Occupational Standards

Occupational standards (OCCSTDs) are rating-specific skills and knowledges. They are listed in NAVPERS 18068 for each rating. (Since OCCSTDs are rating specific, they cannot be performed by all Navy personnel advancing to chief petty officer. They apply only to personnel in a specific rating.)

These OCCSTDs are only the minimum requirements for enlisted occupational skills. The content of the training manual you are now reading is based on the OCCSTDs for FC1 and FCC.

OCCSTDs are used in the development of training manuals and rating advancement exams. They are also used in the development of class A and class C school curricula, formal shipboard training, on-the-job training (OJT), and general rating training for divisions.

NAVPERS 18068 is kept current by numbered changes. However, these changes are issued more frequently than most training manuals can be revised. Therefore, the training manuals may not always reflect the latest OCCSTDs.

Since the advancement examinations are also based on Navy OCCSTDs, you should always check the latest changes to ensure that your personnel know the current requirements for advancement in the rating.

An example of an FCC occupational standard is:

“OCCSTD K464— Modify weapons and target pairing. ”

Personnel Qualification Standards

Personnel qualification standards (PQSs) are minimum skills and knowledges necessary to qualify for a specific watch station, maintain specific equipment, or perform as a team member within a unit. They are used to certify that officer and enlisted personnel can perform certain duties. The PQS program is not designed as a training program, but it does provide many training goals. Therefore, you should use PQSs as key elements to ensure that your training program is well-structured and dynamic. A complete listing of available PQS manuals is published in the *Personnel Qualification Standards Catalog*, NAVEDTRA 43100-5.

Depending on your command, you may be responsible for any or all of the following duties within your division's PQS program:

- Supervising divisional PQSs.
- Supervising the qualification of petty officers.
- Recommending to the department head the assignment of division qualification of petty officers.
- Recommending to the department head the entry level of newly assigned personnel.
- Recommending to the department head any required tailoring that the division may need.
- Recommending to the department head final qualification of personnel.
- Ensuring that PQS documentation is entered on page 4 of the individual's service record.
- Assigning requirements and PQS goals to individual trainees according to departmental guidance.
- Checking, weekly, the progress of division personnel toward PQS goals as shown in the progress records.

- Briefing the department head, monthly, on the status of division personnel and adjusting goals accordingly.
- Integrating PQS status with the routine administration of special requests, early liberty approvals, etc.
- Ensuring that enlisted evaluations reflect PQS qualification accomplishments.

EQUIPMENT STANDARDS

Not all standards pertain to the development of your personnel. Equipment standards fall into this category. Equipment standards, or operational parameters, are standards that are set for individual equipments to ensure that they operate at maximum performance. These standards may be determined by the equipment's manufacturer, the Navy's planned maintenance system (PMS), or another authority.

An equipment standard for a radar
may be stated as:

"Transmitter Frequency: 9375 ±30MHz."

This standard gives the operational parameters within which this specific radar transmitter should operate. If the transmitter were to begin operating outside the prescribed standards, you would need to perform corrective maintenance.

TECHNICAL MATERIALS

As a supervisor, you have three major responsibilities concerning technical materials:

1. Ensure that appropriate technical materials are available. Your division cannot operate properly or professionally without the necessary technical materials.
2. Keep your technical materials current. Out-of-date technical materials, in addition to causing in-

conveniences, may result in harm to equipment or personnel.

3. Require your subordinates to use their technical materials, both on the job and to prepare for advancement.

Observing your responsibilities toward technical materials will not just make you a better professional; it will also demonstrate to your subordinates proper professional and supervisory attitudes.

INFORMATION SOURCES AND ADVANCEMENT STUDY BIBLIOGRAPHY

You and your subordinates should know which references to consult for detailed, authoritative, current information on all subjects related to both NAVSTDs and FC OCCSTDs. Most of the publications mentioned here are subject to change or revision from time to time—some at regular intervals, others as the need arises. When using any publication that is kept current by changes, ensure that you have a copy in which all official changes have been entered.

Official publications and directives carry abbreviations and numbers that identify the source and the subject matter of each document. For instance, the identification number for this training manual is NAVEDTRA 12409.

The term *NAVEDTRA* refers to a publication that is published by the Chief of Naval Education and Training (CNET). The term *NAVPERS* refers to a publication that is published by the Chief of Naval Personnel (CHNAVPERS).

Some of the NAVEDTRA and NAVPERS publications described here are essential to personnel learning to perform the duties of their rating or seeking advancement. The others, although not essential, are very helpful. (For a complete list of NAVEDTRA TRAMANs, consult the current *Catalog of Nonresident Training Courses*, NAVEDTRA 12061.)

The following subsections include OCCSTD-based publications, NAVSTD-based publications, and gen-

eral information publications. These publications and their nonresident training courses are usually required for advancement.

OCCSTD-BASED PUBLICATIONS

OCCSTD-based publications are rating specific. There are two types: (1) TRAMANs, and (2) advancement handbooks.

OCCSTD-based TRAMANs

OCCSTD-based TRAMANs are written for a specific rating. Most TRAMANs have two purposes: (1) they are written to help personnel perform the duties of their rating, and (2) they may be used to help personnel study for advancement.

The following TRAMANs are based on OCCSTDs for the FC rating:

- *Fire Controlman Third Class*,
NAVEDTRA 10276-1
- *Fire Controlman Second Class*,
NAVEDTRA 10277
- *Fire Controlman First Class*,
NAVEDTRA 10278
- *Fire Controlman Chief*,
NAVEDTRA 10279

Advancement Handbooks

The *Advancement Handbook for Petty Officers* series is published yearly by the Naval Education and Training Program Management Support Activity (NETPMSA), Pensacola, Florida, and should be available from your educational services officer (ESO).

This is a very useful set of booklets with information taken from the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068; and the *Bibliography for Advancement Study*, NAVEDTRA 10052. Each rating has its own booklet that lists requirements specifically for that rating.

Besides listing the OCCSTDs and the source materials related to those standards, the booklets also contain general information on advancement. Personnel studying for advancement should read and study all sources listed in the bibliography.

Examination questions are based on all sources listed, whether they are required or are only recommended. Ensure that your division personnel receive copies to use as they study for advancement.

NAVSTD-BASED PUBLICATIONS

NAVSTD-based publications are specifically prepared to present information based on NAVSTDs. Study of the following TRAMANs is required for taking advancement-in-rate examinations:

- *Basic Military Requirements*, NAVEDTRA 12043
- *Military Requirements for Petty Officer Third Class*, NAVEDTRA 12044
- *Military Requirements for Petty Officer Second Class*, NAVEDTRA 12045
- *Military Requirements for Petty Officer First Class*, NAVEDTRA 12046
- *Military Requirements for Chief Petty Officer*, NAVEDTRA 12047
- *Military Requirements for Senior and Master Chief Petty Officer*, NAVEDTRA 12048

GENERAL PUBLICATIONS

Some TRAMANs are general in nature and are intended for use by more than one rating. The fol-

lowing publications are recommended for basic information and advancement study:

- *Navy Electricity and Electronics Training Series (NEETS)* consists of many volumes, including officer-enlisted correspondence course assignment booklets and modules (texts) that present electrical and electronic subjects on a basic, introductory level. They may be studied sequentially from the beginning or as individual units on specific subjects, such as radar or microelectronics.

- *Use and Care of Hand Tools and Measuring Tools*, NAVPERS 12085, covers general uses and approved safety procedures for Navy hand tools. It also includes safety precautions, operating practices, and care of common power tools; operating principles of measuring instruments and measuring techniques; and types of fastening devices and procedures for using them. It discusses sharpening cutting tools; metal cutting operations and procedures; and techniques of miscellaneous tasks, such as flaring metal tubing, removing broken bolts, stripping insulated wire, soldering, and lubricating.

- *Blueprint Reading and Sketching*, NAVEDTRA 12014, discusses blueprint uses, types, and language; technical sketching procedures; and electrical and electronic prints. In addition, it discusses piping, machine, sheet metal, structural, and architectural prints.

- *Electronics Information Maintenance Books (EIMB)* series includes installation standards, electronic circuits, test methods and practices, reference data, electromagnetic interference reduction, and general maintenance. From time to time, you should review this series, especially the general information handbooks, paying special attention to appendixes and other portions of the books you may have overlooked.

RECOMMENDED READING LIST

NOTE: Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to ensure that you are studying the latest revision.

PQS Management Guide, NAVEDTRA 43100-1D, Naval Education and Training Support Center, Pacific, San Diego, CA, 1991.

Requirements for Petty Officer First Class, NAVEDTRA 12046, Naval Education and Training Program Management Support Activity, Pensacola, FL, 1991.

Requirements for Senior and Master Chief Petty Officer, NAVEDTRA 12048, Naval Education and Training Program Management Support Activity, Pensacola, FL, 1991.