DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGIONAL MAINTENANCE CENTER
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NORFOLK, VA 23511-2325

CNRMCINST 4790.3B
Code 300
25 Feb 14

CNRMC INSTRUCTION 4790.3B

From: Commander, Navy Regional Maintenance Center

Subj: SURFACE SHIP MAINTENANCE ASSIST TEAMS

Encl: (1) Sample *DMAT* Memorandum of Agreement
(2) Sample *DMAT* Visit Departure Report
(3) MAT Job Qualification Requirements (JQR)

1. Purpose. To define requirements and guidance for implementation of Surface Ship Maintenance Assist Teams (MAT) in the Regional Maintenance Centers (RMC) and Intermediate Maintenance Facilities (IMF). The IMFs, located in Pearl Harbor, HI (HRMC) and Everett, WA (NWRMC), are currently limited in MAT capability and capacity. Stand-up of MATs at these facilities will mature with arrival of Sailors.

2. Cancellation. This instruction cancels CNRMCINST 4790.3A.

3. Background. The MAT concept was designed to focus RMC hands-on instruction on troubled or high failure shipboard systems to:

a. Establish a “Shop to Ship, Find-Fix-Document” support effort to the shipboard level by utilizing RMC expertise in critical systems.

b. Coach Ship’s Force (S/F) on how to better self-assess the materiel condition of critical systems and equipment.

c. Review maintenance documentation with S/F for completeness and accuracy, including preventive maintenance schedules and software, Current Ship’s Maintenance Project (CSMP) entries, materiel history, technical manuals, weight test data, and other maintenance documentation used to document and maintain ship materiel readiness.

d. Assist S/F in the accomplishment of PMS at both the organizational and intermediate level.

e. Repair all deficiencies within S/F capability during the system evaluation and PMS phase unless long lead time materials are required

f. Provide hands-on instruction to S/F personnel on shipboard equipment and systems.

4. Action

a. Each RMC will establish the following MATs:

(1) Auxiliaries (AMAT) – Targets Air Conditioning, Refrigeration, Steering, and Anchor Windlass.

(2) Deck (DMAT) – Targets Boat Davits, J-Bar Davits, Sliding Pad-eyes, and Life lines.

(3) Valve (VMAT) – Targets Main Drain valves, Secondary Drain valves and their remote valve operators.

(4) Gas Turbines (GTMAT) – Targets all Gas Turbines, their control systems and auxiliary support equipment.

(5) Electrical (ELMAT) – Targets motor-controllers and circuit breakers.

(6) Gunnery (GMAT) – Targets CIWS, 20MM Chain Guns, and 5-Inch Guns.

(7) Rigid Hull Inflatable Boat (RHIBMAT) – Targets 7-Meter RHIBs and their support equipment.

(8) Watertight Door (WTDMAT) – Targets standard Navy Watertight doors and fittings.

(9) Compressed Air Systems (AIRMAT) – Targets Low Pressure Air Systems, flasks, and supporting components.

(10) Galley and Laundry Equipment (GLMAT) – Targets Galley and Laundry Equipment.

b. Additional MATs in service and/or in piloting/planning include:

(1) Pollution Abatement (OWSMAT) – Targets Oil-Water Separators and support equipment.

(2) Antenna (ANTMAT) – Targets antenna and external communications equipment.

(3) Ventilation (VENTMAT) – Targets installed fans, ducting, and filters in Berthing and Head areas.

(4) Flight Deck-Nets (NETMAT) – Targets CRES Flight-Deck Nets and frames.

c. Each RMC will develop a local instruction for each MAT that outlines the provisions of this instruction and provides standard operating procedures that ensure the effectiveness of this program by emphasizing:

(1) Continuous involvement and mentoring of S/F with the MAT. This is intended to maximize the hands-on instruction value of the MAT visit.

(2) Targeting of systems and equipment that are challenging to S/F to maintain. Local RMC instructions will specify additional systems to be addressed by each MAT. These systems should be those that previous experience or other assessments (Board of Inspection and Survey (INSURV), Total Ship Readiness Assessment (TSRA), Afloat Training Group (ATG), etc.) have shown to be troubled systems.

(3) The RMC Production Department Head, Uniformed O-5 and above, or GS14 and above, to coordinate, attend and lead a formal in-brief onboard the ship with the Commanding Officer and/or his or her designated representatives. Along with S/F and the MAT lead; the Immediate Superior in Command (ISIC), Type Commander (TYCOM) Representative, and the Port Engineer (PE) will be invited and encouraged to attend.

d. Each MAT will be comprised of 5 to 12 Job Qualification Requirement (JQR) qualified RMC personnel. Per enclosure (3), RMC Sailors, combined with S/F operators and maintainers shall comprise the MAT. An RMC civilian technical expert may be assigned to the MAT to provide continuity. The teams include Petty Officers (applicable to the targeted systems), with Chief Petty Officers normally as Team Leads. MATs will provide hands-on instruction to S/F personnel on equipment materiel readiness, and corrective and preventive maintenance, while working alongside S/F to accomplish specific equipment PMS on the targeted systems.

e. The conduct of all MAT visits will be governed by a Memorandum of Agreement (MOA) (enclosure 1) between the RMC Production Officer and the ship's Commanding Officer. The MOA will specify RMC and Ship responsibilities, the assist visit schedule, and required reports. The MOA will be reviewed during the MAT In-Brief.

f. When MAT visits accomplish Class Maintenance Plan (CMP) tasks, the completion of these CMP tasks shall be specifically documented to document completion and reset the periodicity requirement in the CMP.

5. Scheduling. One to three week MAT visits should be scheduled by the Type Commander (TYCOM) and entered into Tech Assist, Assessments and Scheduling Information (TAAS-INFO). MAT visits will commence with an in-brief conducted by the RMC Production leadership prior to the visit start date.

a. Maintenance Assist Team Requests. Surface Ships shall submit their requests for MAT visits through the cognizant Squadron Commander/Immediate Superior in Command (ISIC) for approval by the TYCOM.

b. Ships should request MAT visits when it is expected that the systems and cognizant shipboard personnel will be able to fully support the visit. Ships should not request MAT visits during CNO availabilities.

6. Responsibilities. The purpose of the Memorandum of Agreement (MOA) is to establish the mutual framework governing the relationships and responsibilities between the RMC MAT and S/F. The following paragraphs identify responsibilities between the MAT and S/F personnel:

a. Maintenance Assist Teams

(1) Assist S/F with a comprehensive review of materiel condition by identifying, documenting, and correcting discrepancies on the targeted systems.

(2) Engage S/F personnel in how to properly perform corrective and preventive maintenance on the targeted critical equipment/systems.

(3) Provide a schedule of events for each day of the visit.

(4) Provide the necessary support, including repair parts for all preventive and corrective maintenance with the exception of hazardous material (HAZMAT), i.e. greases, oils, and solvents.

b. Ship's Force (S/F)

(1) Submit one 2-kilo for each MAT being requested. Enclosure (1) provides MAT sample Block 35 entries.

(2) Obtain an authorized material lay-down area for use by the MATs.

(3) Be responsible for all tag-outs, and operational permission that may apply per PMS and Command/Base Instructions, or standing orders.

(4) Provide all required Hazardous Material (HAZMAT) per approved PMS cards and applicable Naval Ships Technical Manuals (NSTMs).

(5) Provide 3M 301 Maintenance Person qualified Sailors in the rates specified within the MOA to conduct maintenance and document completion of maintenance actions.

7. Maintenance Assist Team Reporting. The RMC Production Officer will use enclosure (2) to document maintenance accomplished by the MAT to the ship's Commanding Officer. The report will be posted on the CNRMC Portal of the iNAVSEA website. Ensure the report includes items (a.) through (e.) below. Separately, an automated After Action Report (AAR) email will be sent to the ship's PE, and the Type Commander. The Report will include the following required data points:

a. Ship's Name; Hull number; MAT Type; MAT Start and End Dates.

b. Material condition of the systems and equipment assessed; maintenance actions completed; and maintenance actions outstanding.

c. A list of discrepancies found; the discrepancies corrected, and actions taken.

d. The amount of S/F man-hours, RMC man-hours, and material dollars expended.

e. The names and rates of S/F personnel who received hands-on instruction during the visit.

W. J. GALINIS

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Electronic only, via NRMC intranet
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(Sample) MEMORANDUM OF AGREEMENT
BETWEEN
(_RMC_) Production Department
and
USS (_Ship Name_) (_hull number_)

1. Purpose. The purpose of this Memorandum of Agreement (MOA) is to establish the mutual framework governing the relationships and responsibilities, between (*RMC*) Production Department and (*SHIP NAME*) while conducting the (type of MAT) Maintenance Assist Team (MAT) visit from ____ to ____. The areas of responsibility and relationships presented herein provide the concept under which the program will be executed.

2. Background. (*RMC*) was tasked by **(_TYCOM_)** to establish a comprehensive materiel and maintenance review of (name) equipment/system, specifically on (List some components). The focus objective is to increase the overall level of materiel readiness and ship's force (S/F) knowledge.

3. Responsibilities. The following paragraphs identify responsibilities between MAT and (*SHIP NAME*).

a. MAT responsibilities: (Find-Fix-document)

(1) Assist Ship's Force (S/F) with comprehensive review of materiel condition by identifying, documenting and correcting materiel discrepancies on the (List some components). The team will also instruct S/F personnel on how to properly perform preventive and corrective maintenance.

(2) Provide the necessary materiel support for all preventive and corrective maintenance with the exception of HAZMAT materiel, i.e. greases, oils, and solvents.

(3) Provide a schedule of events to include:

Day One

- Inspect designated equipment.
- Verify the S/F work logs and CSMP.
- Verify Work Center 3M requirements (43P1).
- Verify weight test data, blue prints and tech manuals.

- Review placards (lubrication charts, operation procedures, hoisting-lower procedures, emergency operation procedures, load data, etc.).
- Energize and verify the illumination of Underway Replenishment and Davit Floodlights.
- Verify locking devices, power panel condition, wiring and crew prelims for the systems.
- Verify structural conditions, limit switch markings (if required), stowage gripes, quick release hooks, manropes and shackles.
- Visually inspect all lubrication fittings.
- Check tools, materials and HAZMAT.
- Begin researching repair parts and technical documentation (NSTM, drawings, PMS and Safety Manual (5100 Series)) to prepare for maintenance and repairs.

Day Two (No System Tag-out)

- Perform operational testing (no load) with S/F in accordance with PMS cards; identify operational limitations.
- Complete non Tag-out related PMS MRCs for STBD Davit and STBD Sliding Padeye.
- Perform PMS and maintenance requirements with S/F on J-Bar Davits, Sockets and Lifelines per PMS and technical data.
- Annotate and correct discrepancies as required per PMS.
- Order repair parts as necessary.

Day Three (No System Tag-out)

- Perform operational testing (no load) with S/F in accordance with PMS cards; identify operational limitations.
- Complete non Tag-out related PMS MRCs with S/F for Port Sliding Padeye.
- Perform PMS and maintenance requirements with S/F on J-Bar Davits, Sockets, and Lifelines per PMS and technical data.
- Annotate and correct discrepancies as required per PMS.
- Order parts for repairs as necessary.

Day Four (System Tag-out Required)

- Perform Tag-out related PMS MRCs with S/F for STBD Davit and PORT and STBD Sliding Padeye.
- Verify oil levels, oil condition and brake condition per PMS and NSTM.
- Perform PMS and maintenance requirements for J-Bar Davits, Sockets and Lifelines per PMS and Technical data.
- Annotate and correct discrepancies as required per PMS.
- Order parts for repairs as necessary.

Day Five (System Tag-out Required)

- Perform remaining Tag-out related PMS MRCs with S/F for STBD Davit and PORT and STBD Sliding Padeye.
- Annotate and correct discrepancies as required per PMS.
- Order parts for repairs as necessary.
- Restore and operationally test remaining systems under repair.
- Provide a status brief to the 1st LT and Maintenance Team (MT) covering noted system conditions, corrections, accomplishments, and the maintenance that remains outstanding.
- Provide applicable upkeep suggestions or recommendations as required.
- Assist S/F in generating 2-Kilos for actions unable to be completed due time frame or scope of work beyond the *DMAT* capability.

b. Ship Force responsibilities:

(1) Obtain an authorized lay-down area during the DMAT Assist Visit for stowage of the inboard boat.

(2) Ensure prior to the Assist Visit that the ship’s position along the pier allows for performing operational no load test of the inboard Boat Davit.

(3) Generate 2-Kilo requesting the DMAT.

(4) S/F will be responsible for all tag-outs and operational permissions necessary in accordance with PMS, Command/Base Instructions, and/or Standing Orders.

(5) Provide required HAZMAT in accordance with PMS MRCs and NSTMs and have HAZMAT ready for use throughout the visit.

(6) Participate in all assessments, maintenance actions, and repairs on targeted equipment.

(7) Operate all shipboard systems and equipment in support of the *DMAT* visit.

(8) Provide (1) EM, (2) BM, and (1) EN (preferably E-5 or above personnel), who are normally responsible for preventive and corrective maintenance on specified equipment.

_____	_____
Commanding Officer USS UNDERWAY (DDG XXX)	Production Officer NSSA-RMC, Code 900

Sample *DMAT* Visit Departure Report

4790
Ser 900/
Date

From: Commanding Officer, (***RMC***)
To: Commanding Officer, USS _____

Subj: *DECK* MAINTENANCE ASSIST TEAM VISIT DEPARTURE REPORT FOR USS (***SHIP NAME***) (***HULL NUMBER***)

Ref: (a) CNRMCINST 4790.3B

Encl: (1) *Deck* Maintenance Assist Team (*DMAT*) Visit Summary for USS (***SHIP NAME &*** **hull** #) ***Date*** (***Day Month Year)***

1. This Departure Report is submitted per reference (a) and covers the *Deck* Maintenance Assist Team (*DMAT*) visit onboard (***SHIP NAME***) from (***Day Month Year), to (Day Month Year)***. The materiel condition of the following equipment was assessed:

a. Boat Davit (Port and STBD)

b. Sliding Padeyes (Port and STBD)

c. J-Bar Davits

2. Enclosure (1) of this report lists the discrepancies noted and actions taken. Additionally, 2-Kilos were generated for entry into the CSMP to document all completed Integrated Class Maintenance Plan (ICMP) tasks.

3. S/F expended (**XXX** man-hours), the MAT expended (**XXX** man-hours), and $xx,xxx in Repair Of Vessels (ROV) material costs.

4. Hands-on instruction was provided to the following ship's force personnel:

EM2 *Motivator*	BMSN *Bullseye*
BMSN *Onthespot*	SN *Precise*

(***COMMANDING OFFICER***)

Copy to:

CNSL (N43A, N432, N4332, N43311, N47A)
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NSSA (100, 100B, 300, 300A)
USFFC (N43, N431, N435)

(Sample) FMR *Deck* Maintenance Team (*DMAT*) Visit Summary for USS (*SHIP NAME*) (*hull #*) *Date (Day Month Year)*

Equipment: Port and STBD Boat davits, Port and STBD Sliding Padeye, and all J-Bar Davits.

Port Davit

1. PMS Accomplished: MIP 5831 Boat Handling and Stowage System, Boat Davit MRCs: M-2, Q-2, Q-3, S-1, S-3, S-8, S-9, S-10, A-1, A-3, A-4, A-6, A-10, A-12, A-18, 24M-1 and R-2.

2. Lens of Maximum Displacement gauge was cracked and required replacement. **(Corrected)**

3. Lens of Minimum Displacement gauge was cracked and required replacement. **(Corrected)**

4. Lens of Main Pressure gauge was cracked and required replacement. **(Corrected)**

5. Tension Control Valve “L” Block was corroded beyond repair. **(Corrected)**

6. Tension Regulator was corroded beyond repair. **(Corrected)**

7. Operating and Lubricating placards were missing. **(Corrected)**

8. All floodlights were inoperable. **(Corrected)**

9. Belly Bands were weathered and **deteriorated beyond repair. (Corrected)**

10. Boat Gripes were weathered and **deteriorated beyond repair. (Corrected)**

11. Winch Motor was heavily corroded. **(Ship’s Force Action Item)**

STBD Davit

1. PMS Accomplished: MIP 5831 Boat Handling and Stowage System, Boat Davit MRCs: S-1, S-3, S-4, S-5, S-10, S-15, A-1, A-2, A-3, A-4, A-5, A-6, A-8, A-10, A-11, A-12, A-13, A-18 and R-2.

2. Belly Bands were weathered and **deteriorated beyond repair. (Corrected)**

3. Floodlights were inoperable and required replacement. *DMAT* corrected all but three. **(Ship's Force Action Item)**

4. Winch Motor was corroded and required preservation. **(Ship's Force Action Item)**

5. Securing pendants were missing cotter pins. **(Corrected)**

6. Power panel was missing label for On and Off positions. **(Corrected)**

7. Ratchet for emergency operation was missing. **(Corrected)**

8. Pump handle for emergency operation was missing. **(Corrected)**

PORT Sliding Padeye

1. PMS Accomplished: MIP 5713 Replenishment at Sea System, Sliding Padeye MRCs: Q-4R, S-2, S-3, A-2, A-4, 18M-5 and 18M-6.

2. Electrical connection box conduit and fittings on motor were beyond repair and required replacement. **(Corrected)**

3. Conduit from bulkhead to electrical connection box cracked and deteriorated. **(Corrected)**

4. Red and Yellow UNREP markings were missing. **(Ship's Force Action Item)**

5. All of the placards were missing. **(Corrected)**

STBD Sliding Padeye

1. PMS Accomplished: MIP 5713 Replenishment at Sea System, Sliding Padeye: Q-4R, S-2, S-3, A-2, A-4, 18M-5 and 18M-6.

2. Electrical Connection Box conduit and fittings on motor were beyond repair and require replacement. **(Corrected)**

3. Red and Yellow UNREP markings were missing. **(Ship's Force Action Item)**

4. All of the placards were missing. **(Corrected)**

J-Bar Davits

1. PMS Accomplished: MIP 5821/55-60 Portable Davit, MRC: S-1.

2. On the STBD Quarterdeck, one of four J-bar Davits was frozen in place. **(Corrected)**

Training and Pre-Deployment Inspection

1. Provided training to Ship's Force on the following: The importance of PMS and proper procedure using PMS card in accordance with the technical manual, using the correct HAZMAT , parts and tools, verifying correct grease fittings.

2. Provided "Hands–on" training to EM2 *Motivator*, BMSN *Bullseye*, BMSN *Onthespot*, and SN *Precise*.

3. *DMAT* Assisted Ship's Force with pre-deployment inspection of the following equipment: 4 UNREP Stations, Accommodation Ladder, Lifelines, Anchor Chain and accessories, Life Rings and Distress Markers, Deck Stanchions and Fittings, Night Lights, Scuppers, Placards on different stations, and FWD and AFT Roller bearings.

DMAT Expenditures: ## man-days and $ xx,xxx.

Material List

1. Limit Switch (2 ea)
2. Conduit (35 ft)

PROGRAM MANAGER – COMMANDER, NAVY REGIONAL MAINTENANCE CENTER (CNRMC)
JQR LIFE CYCLE MANAGER (LCM) – COMMANDER, NAVY REGIONAL MAINTENANCE CENTER (CNRMC)

JOB QUALIFICATION REQUIREMENT

FOR

Regional Maintenance Center Qualification

MAINTENANCE ASSIST TEAM

THIS DOCUMENT IS AVAILABLE AT https://navsea.portal.navy.mil/field/CNRMC/Operations/default.aspx

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_____ 2014

MAINTENANCE ASSIST TEAM
CHANGE RECORD

CHANGE NO	DATE OF CHANGE ISSUE	BRIEF DESCRIPTION	QUALIFICATION OBLIGATION	ENTERED BY
O	XX/14	Original Issue		CNRMC

TABLE OF CONTENTS

ACKNOWLEDGEMENTS

The JQR Development Group gratefully acknowledges the assistance of the following personnel in writing this JQR:

Mr. Kip Parquet Crystal .....SWRMC MAT Coordinator
BMC (SW) Palma .....SWRMC DMAT Team Leader
GSM1 (SW) Trujillo.....SWRMC 3M Coordinator

INTRODUCTION

JQR PROGRAM

This JQR program is a qualification system for personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A JQR is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to perform specific routine duties necessary for Maintenance Assist Team's (MAT's). The objective of the JQR is to standardize and facilitate these qualifications.

APPLICABILITY

This JQR is applicable to those personnel assigned to a Regional Maintenance Center, (RMC) Maintenance Assist Team.

REVISIONS/TAILORING

To command tailor this package, all changes must first be generated by the MAT Coordinator, ensuring compliance with CNRMCINST. 4790.3 Series "Surface Ship Maintenance Assist Teams (MATs) instruction, then forwarded to the cognizant Department Head for review and routed to the Commanding Officer for approval.

QUALIFIER

The JQR Qualifier is designated in writing by the Department Head to sign off individual watch stations. Qualifiers will normally be E-6 or above and, as a minimum, must have completed the JQR they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of JQR Qualifiers, see the PQS Unit Coordinator's Guide.

CONTENTS

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

REFERENCES

The references used during the writing of this JQR package were the latest available to the team; however, the most current references available should be used when qualifying with this JQR.

NOTES

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

TRAINEE

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

JQR Change Record Pages identify changes to a JQR's content. They include the change number, the date of change issue, a brief description of the change, the qualification obligation, and the activity that entered the change.

ACRONYMS USED IN THIS JQR

Not all acronyms or abbreviations used in this JQR are defined here. The Subject Matter Experts (SME's) from the Fleet who wrote this JQR determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page or anywhere else in the JQR, use the references listed on the line item containing the acronym or abbreviation in question.

3M	Maintenance and Material Management
3MC	3M Coordinator
ASA	Afloat Self-Assessment
ATG	Afloat Training Group
AAR	After Action Report
ACF	Accomplishment Confidence Factor
AER	Alteration Equivalent to Repair
AVAIL	Availability
CMAV	Continuous Maintenance Availability
CMC	Command Master Chief
CO	Commanding Officer
COMNAVSURFLANT	Commander Naval Surface Force Atlantic
COMNAVSURFPAC	Commander Naval Surface Force Pacific
COMUSFLTFORCOMINST	Commander United States Fleet Forces Command Instruction
CNRMCINST	Commander Navy Regional Maintenance Centers Instruction
CPR	Cardio Pulmonary Resuscitation
CSMP	Current Ship's Maintenance Project
DH	Department Head
DIVO	Division Officer
EGL	Equipment Guide List
EOSS	Engineering Operating Sequencing System
FBR	Feedback Report
FR	Force Revision
HAZMAT, (HM)	Hazardous Material
HMUG	Hazardous Material User's Guide
HW	Hazardous Waste
INSURV	Board of Inspection and Survey
JQR	Job Qualification Requirement
JFMM	Joint Fleet maintenance Manual
LCPO	Leading Chief Petty Officer
LGL	Location Guide List
LOEP	List of Effective Pages
MAT	Maintenance Assist Team
MIP	Maintenance Index Page
MOA	Memorandum of Agreement
MRC	Maintenance Requirement Card
MSDS	Material Safety Data Sheet
MU	Maintenance University
NATOPS	Naval Air Training and Operating Procedures Standardization
NAVEDTRA	Naval Education and Training
NAVSEA	Naval Sea Systems Command
NAVSEAINST	Naval Sea Systems Command Instruction
NAVOSH	Navy Occupational Safety and Health
NSTM	Naval Ship's Technical Manual
OMMS-NG	Organizational Maintenance Management System- Next Generation
OPNAVINST	Office of the Chief of Naval Operations Instruction
ORM	Operational Risk Management
PC	Production Controller Product
PFM	Product Family Manager

ACRONYMS USED IN THIS JQR (*Cont.)*

PMS	Planned Maintenance System
PQS	Personnel Qualification Standard
QA	Quality Assurance
RMC	Regional Maintenance Center
SDI	Ship's Drawing Index
SHIP SUP	Ship's Superintendent
SKED	PMS Scheduler
SMMO	Ship's Material Maintenance Manager
SOP	Standard Operating Procedure
SORM	Ship's Organization and Regulations Manual
SPMIG	Standard PMS Material Identification Guide
SYSCOM	Systems Command
SWRMC	Southwest Regional Maintenance Center
TA	Technical Assist
TDMIS	Technical Data Management Information System
WC	Work Center
WCS	Work Center Supervisor
XO	Executive Officer

100 INTRODUCTION TO FUNDAMENTALS SECTION

DESCRIPTION

This JQR begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. The references listed at the beginning of each fundamental will aid you in self-study program. All references cited for study are selected according to their credibility and availability. 100 Section identifies knowledge needed to properly perform maintenance. This knowledge may be elementary or more advanced.

HOW TO COMPLETE

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

100 QUALIFICATION SIGNATURE CARD, FUNDAMENTALS

NAME_____RATE_____

Upon satisfactory completion of each fundamental, the qualifier will sign (using full legible signature) and date the appropriate line item below.

It is highly recommended that all candidates and qualifiers read the JQR Introduction and the How To Qualify section prior to the start of this section.

	FUNDAMENTAL	SIGNATURE	DATE
CORE			
100.1	GENERAL SAFETY		
100.2	HEARING CONSERVATION PROGRAM		
100.3	HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M)		
100.4	RESPIRATORY PROTECTION PROGRAM		
100.5	SIGHT CONSERVATION PROGRAM		
101.0	SHIPBOARD FUNDAMENTALS		
102.0	MAINTENANCE ASSIST TEAM FUNDAMENTALS		
103.0	TAG OUT FUNDAMENTALS		

100.1 GENERAL SAFETY

REFERENCES:

a. OPNAVINST 3500.39C, Operational Risk Management
b. NAVSEA S9086-WK-STM-020, NSTM, Chapter 670, Vol. II, Afloat Hazardous Material Control and Management Guidelines (HMUG)
c. NAVSEA S9086-KC-STM-010, NSTM, Chapter 300, Electric Plant General
d. Material Safety Data Sheet (as applicable)
e. NAVEDTRA 14167F, Naval Safety Supervisor
f. OPNAVINST 5100.19E Navy Safety and Occupational Health (NAVOSH) Program Manual for Forces Afloat
g. OPNAVINST 5100.23G, Navy Safety and Occupational Health (NAVOSH) Program

	Objective	Applicable References
.1	Provide a definition of first aid.	Ref (f)
.2	State the first aid procedures for treatment of corrosive material on skin or in the eye.	Ref (b), (d)
.3	State the procedures for removing a victim from an energized circuit.	Ref (f)
.4	Explain the steps for administering CPR to an electric shock victim.	Ref (c)
.5	What are the symptoms and steps for providing immediate help to a victim of the following heat stress related conditions: A. Heat Exhaustion B. Heat Stroke	Ref (e)
.6	Discuss the purpose of wearing a hard hat.	Ref (a)
.7	Discuss the concept of ORM.	Ref (a)
.8	Explain the following as they apply to ORM: a. Identify & Assessing hazards b. Calculating Risk c. Implementing Controls d. Supervising	Ref (a)
.9	Describe the purpose of wearing appropriate footwear.	Ref (f)
.10	Describe the different types of safety gloves and their uses.	Ref (f)
.11	Describe what Personal Fall Protection Equipment is and when it is used.	Ref (a), (e), (f), (g)
.12	Discuss when the use of a life preserver is required.	Ref (f), (g)

100.2 HEARING CONSERVATION PROGRAM

REFERENCES:

a. OPNAVINST 5100.23G CH-1, Navy Safety and Occupational Health (SOH) Program Manual
b. OPNAVINST 5100.19E, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
c. Hearing Conservation Program (Local Instruction)

	Objective	Applicable References
.1	State the goal of the Hearing Conservation Program.	Ref (a), (b), (c)
.2	State who is covered under the Hearing Conservation Program.	Ref (a), (b), (c)
.3	State when wearing of hearing protective devices is mandatory.	Ref (a), (b), (c)
.4	State at what intervals hearing tests are required.	Ref (a), (b), (c)
.5	State when double hearing protection is required.	Ref (a), (b), (c)
.6	State when single hearing protection is required.	Ref (a), (b), (c)
.7	State the purpose of monitoring hearing tests.	Ref (b), (c)
.8	State the action to be taken should a Significant Threshold Shift (STS) be identified.	Ref (a), (b), (c)
.9	Identify the noise hazardous areas in your work center.	Ref (c)
.10	State where Hazardous Noise Warning Decals are required.	Ref (a), (b), (c)

100.3 HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M)

REFERENCES:

a. OPNAVINST 5100.19E, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
b. OPNAVINST 5100.23G CH-1, Navy Safety and Occupational Health (SOH) Program Manual
c. OPNAVINST 5090.1C, Environmental Readiness Program Manual

	Objective	Applicable References
.1	List the elements of the HMC&M Program.	Ref (a), (b), (c)
.2	Define Hazardous Material (HM).	Ref (a), (c)
.3	Define Hazardous Waste (HW).	Ref (c)
.4	Define used or excess HM.	Ref (a), (c)
.5	Describe the procedures for receipt/issue of HM.	Ref (a)
.6	State the purpose and information contained on the Material Safety Data Sheet (MSDS). Where are they maintained?	Ref (a), (b), (c)
.7	Define the following terms:	
	A. HAZMINCEN	Ref (a), (b), (c)
	B. CHRIMP	Ref (a), (b), (c)
	C. HICS	Ref (a), (b)
	D. AUL	Ref (b), (c)
	E. SHML	Ref (a), (c)
.8	Explain the general procedures to be followed when Hazardous Material/Hazardous Waste (HM/HW) spill is discovered.	Ref (a), (c)

100.4 RESPIRATORY PROTECTION PROGRAM

REFERENCES:

a. OPNAVINST 5100.23G CH-1, Navy Safety and Occupational Health (SOH) Program Manual
b. OPNAVINST 5100.19E, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat

	Objective	Applicable References
.1	Describe the following categories of respirators: A. Air-Purifying Respirators B. Supplied Air Respirators C. Self-Contained Breathing Apparatus (SCBA)	Ref (a), (b)
.2	Prior to each use of a tight-fitting respirator a positive and negative user seal check is to be performed. Explain this procedure.	Ref (b)
.3	State the requirements to be met before using a respirator.	Ref (a), (b)
.4	Describe the respirators selection considerations and the protection factors for various types respirators.	Ref (a), (b)

100.5 SIGHT CONSERVATION PROGRAM

REFERENCES:

a. OPNAVINST 5100.23G CH-1, Navy Safety and Occupational Health (SOH) Program Manual
b. OPNAVINST 5100.19E, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
c. Sight Conservation Program (local instruction)

	Objective	Applicable References
.1	State when eye protection must be worn.	Ref (a), (b), (c)
.2	State the procedures for determination of an eye-hazardous area/processes.	Ref (b), (c)
.3	State the designation requirements for eye hazard areas.	Ref (b), (c)
.4	Describe the procedure for maintenance of protective eyewear.	Ref (b)
.5	State the location requirements for installed eye/face wash units on afloat units.	Ref (a), (b)
.6	State the location of the nearest emergency eyewash stations to your present work area.	Ref (c)
.7	State the marking requirements for an emergency eyewash stations on afloat units.	Ref (b)

101.0 SHIPBOARD FUNDAMENTALS

REFERENCES:

a. COMNAVSURFPAC/COMNAVSURFLANTINST 4790.1F, 3M
b. OPNAVINST 3120.32C, Ship's Organization and Regulations Manual

Objective	Applicable References
.1 Understand the shipboard organizational structure, the duties, and the responsibilities of:	Ref (a), (b)

A. Commanding Officer (CO)
B. Executive Officer (XO)
C. Command Master Chief (CMC)
D. Ship's Maintenance Material Officer (SMMO)
E. 3M Coordinator (3MC)
F. Department Head (DH)
G. Division Officer (DIVO)
H. Leading Chief Petty Officer (LCPO)
I. Ship Superintendent (SHIP SUP)

102.0 MAINTENANCE ASSIST TEAM FUNDAMENTALS

REFERENCES:

a. CNRMCINST 4790.3B, Surface Ship Maintenance Assist Teams
b. COMNAVSURFPAC/COMNAVSURFLANTINST 4790.1F, 3M
c. Local Maintenance Assist Team SOP

	Objective	Applicable References
.1	Describe under whose authority the Maintenance Assist Team (MAT) concept was implemented.	Ref (a), (b)
.2	Describe the purpose of the MATs.	Ref (a), (b)
.3	Explain the purpose of MATs use of the following: A. MRC's B. Technical Manuals C. SDI's D. ATG/INSURV ASA Check Sheets E. CSMP Shore File	Ref (a), (b)
.4	Describe the process of locating and retrieving updated MRC's.	Ref (b)
.5	Describe where to locate updated equipment Tech Manuals.	Ref (b), (c)
.6	Describe how to locate, print, and read ship specific SDI's.	Ref (b), (c)
.7	Describe how to locate updated ASA Check Sheets MATs may utilize.	Ref (c)
.8	Describe how to locate and download CSMP Shore Files.	Ref (b), (c)

103.0 TAG-OUT FUNDAMENTALS

REFERENCES:

a. NAVSEA S0400-AD-URM-010/Tag-Out User's Manual

	Objective	Applicable References
.1	Define the following terms as they apply to the Preventive Maintenance System (PMS) tag-out procedures: A. Danger tag B. Tag Guide List C. Work Center PMS Red Tag Record	Ref (a)
.2	Describe the responsibility of the following personnel in the tag-out process: A. Commanding Officer B. Department Head C. Watch Supervisor D. Authorizing Officer E. Assistant Authorizing Officer F. Person attaching tag G. Person checking tag H. Repair Activity	Ref (a)
.3	State the information required on a Tag Guide List.	Ref (a)
.4	State the information required on a Work Center PMS Red Tag Record.	Ref (a)
.5	Describe the following sections of a Danger Tag: A. Serial Number B. System/Component Identification C. Position or Condition of Item Tagged D. Signature of Person Attaching Tag E. Signature of Person Checking Tag F. Signature of Authorizing Officer G. Signature of Repair Activity Witness	Ref (a)
.6	Describe the following sections of a Caution Tag: A. Serial Number B. System/Component Identification C. Special Instructions D. Signature of Person Attaching Tag E. Signature of Person Checking Tag F. Signature of Authorizing Officer G. Signature of Repair Activity Witness	Ref (a)

	Objective	Applicable References
.7	Explain the following sections of the tag out record sheet: A. System or Component B. Log Serial Number C. Amplifying Instructions D. Reason For Tag out and Applicable Documentation E. Tag Numbers Used F. Clearance Position/Condition	Ref (a)
.8	State the purpose / information contained in a Tag Out Log.	Ref (a)
.9	Describe the step-by-step procedures to properly initiate a caution/danger tag out to conduct a maintenance action.	Ref (a)
.10	Describe the step-by-step procedure to properly clear a caution/danger tag out to complete a maintenance action.	Ref (a)
.11	State the proper procedures for tagging out the following: A. Locking Valves B. Manual Valves C. Control Valves D. Fuses E. Electrical Switches F. Electrical Breakers G. Electrical Connectors	Ref (a)
.12	State the purpose of the Instrument Log.	Ref (a)
.13	Describe the following instrument log procedures: A. Preparation B. Review and Authorization C. Label Attachment D. Label Removal E. Completion	Ref (a)
.14	Describe the proper procedure for conducting a tag out audit.	Ref (a)

200 INTRODUCTION TO TECHNICAL TRAINING

BASIC BUILDING BLOCKS

In this section, the equipment is broken down into smaller, more comprehensible, functional systems as basic building blocks in the learning process. Each system is written to reflect specific requirements by identifying the training most relevant to one or more designated watch stations. The less complex systems may be identified and covered quickly or relegated to a lower priority to permit greater emphasis on more significant or complex systems.

HOW TO COMPLETE

The systems you must complete are listed in the Prerequisites section of each watch station. When you have mastered one or more systems, contact your Qualifier. The Qualifier will give you an oral examination on each system and, if satisfied you have sufficient knowledge on the system, will sign the appropriate system line items. You may be expected to demonstrate through oral or written examination a thorough understanding of each system required for you watch station.

200 QUALIFICATION SIGNATURE CARD, TECHNICAL TRAINING

NAME_____RATE_____

Upon satisfactory completion of each fundamental, the qualifier will sign (using full legible signature) and date the appropriate line item below.

It is highly recommended that all candidates and qualifiers read the JQR Introduction and the How To Qualify section prior to the start of this section.

	TECHNICAL TRAINING	SIGNATURE	DATE
CORE			
200.1	BASIC PLANNED MAINTENANCE SYSTEM (PMS)		
200.2	ADVANCED PLANNED MAINTENANCE SYSTEM		
201.1	BASIC OMMS-NG		
201.2	ADVANCED OMMS-NG		
202.1	BASIC SKED		
202.2	ADVANCED SKED		
203.0	MAT BRIEFINGS		

200.1 BASIC PLANNED MAINTENANCE SYSTEM (PMS)

REFERENCES:

a. OPNAVINST 4790.4E, Ship's Maintenance and Material Management (3M) System
b. NAVSEAINST 4790.8B, Ship's Maintenance and Material Management (3M) System
c. OPNAVINST 5100.19E, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat

	Objective	Applicable References
.1	State the purpose of the 3M system.	Ref (a), (b), (c)
.2	Define preventative and corrective maintenance.	Ref (a), (b)
.3	Describe the effects conducting/not conducting PMS has on equipment.	Ref (a), (b)
.4	Explain the action which must be taken when unsafe conditions are found in the performance of PMS.	Ref (a), (b), (c)
.5	Explain the actions which must be taken when the performance of PMS cannot be conducted as written.	Ref (a), (b)
.6	State the purpose of the following: A. MRC B. EGL/LGL C. MIP D. LOEP E. FBR F. WC PMS Manual	Ref (a), (b)
.7	Describe the following instrument log procedures: A. PMS Schedule B. 13 Week Accountability Log C. SPMIG D. HMUG	Ref (a), (b)

200.2 ADVANCED PLANNED MAINTENANCE SYSTEM (PMS)

REFERENCES:

a. OPNAVINST 4790.4E, Ship's Maintenance and Material Management (3M) System
b. NAVSEAINST 4790.8B, Ship's Maintenance and Material Management (3M) System

	Objective	Applicable References
.1	State the purpose of the Force Revision.	Ref (a), (b)
.2	Discuss the methods used to record unaccomplished maintenance.	Ref (a), (b)
.3	Explain which information on the MRC may be changed at the command level without requesting authorization from higher authority.	Ref (a), (b)
.4	Explain the use of MIP Scheduling Aids.	Ref (a), (b)
.5	Explain the purpose and use of Spot Checks	Ref (a), (b)
.6	Discuss the following as they pertain to the MRC: A. MIP B. Periodicity C. Location D. Rates E. Tools, Parts, Materials, Test Equipment F. Maintenance Situations G. SYSCOM Control Number	Ref (a), (b)
.7	Explain the process of MIP line-outs	Ref (a), (b)

201.1 BASIC ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION

REFERENCES:

a. OPNAVINST 4790.4E, Ship's Maintenance and Material Management (3M) System
b. NAVSEAINST 4790.8B, Ship's Maintenance and Material Management (3M) System
c. COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM)
d. OMMS-NG User's Guide

	Objective	Applicable References
.1	Explain the importance of equipment verification and selection related to work candidates.	Ref (a), (b), (d)
.2	Discuss the purpose and use of shipboard CSMP.	Ref (a), (b)
.3	Discuss the purpose and use of CSMP shore file.	Ref (a), (b)
.4	Explain how the MIP corresponds to configuration items.	Ref (a), (b), (c), (d)
.5	Explain the maximum time frame for work candidates to be reviewed, approved, and processed for up-line reporting.	Ref (a), (b), (d)
.6	Explain the importance of the following OMMS-NG work candidate elements: A. Correct Configuration Item B. Correct Completion Codes C. CSMP Summary D. Work Description E. Availability Screening	Ref (a), (b)

201.2 ADVANCED ORGANIZATIONAL MAINTENANCE MANAGEMENT SYSTEM NEXT GENERATION

REFERENCES:

a. COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM)
b. OMMS-NG User's Guide

	Objective	Applicable References
.1	Explain management review procedures for work candidates: A. Approval B. Rejection	Ref (a), (b)
.2	Explain the importance of management approval process of work candidates: A. WCS B. LCPO C. DH D. 3MC	Ref (a), (b)
.3	Explain the following job levels as they pertain to the CSMP: A. TA1 B. TA2 C. TA3 D. TA4	Ref (a), (b)
.4	Describe the extent of time for review of a job written in the ship's CSMP.	Ref (a), (b)

202.1 BASIC SKED

REFERENCES:

a. NAVSEAINST 4790.8B, Ship's Maintenance and Material Management

	Objective	Applicable References
.1	Describe how PMS is scheduled and its completion documented.	Ref (a)
.2	Describe the various SKED components: A. Cycle Board B. Quarterly Board C. Weekly Board D. FBR Wizard E. FBR Manager F. PMS Performance Report G. 13 Week Report H. Flip Page Report I. R-Check Event Editor J. R-Check Event Manager	Ref (a)
.3	Describe how to write a Technical/Routine Feedback Report.	Ref (a)
.4	Explain Force Revision periodicities.	Ref (a)

202.2 ADVANCED SKED

REFERENCES:

a. NAVSEAINST 4790.8B, Ship's Maintenance and Material Management
b. PMS Viewer User's Guide

	Objective	Applicable References
.1	Describe the various schedule views from SKED: A. Backup Work Center i. Internal ii. External B. Restore Work Center C. Trigger R-Check Local Event D. Revision Wizard	Ref (a), (b)
.2	Describe the work flow used to review a revision prior to Finalizing a Revision: A. Work Center Supervisor B. LCPO C. Division Officer D. Department Head	Ref (a), (b)

203.0 MAT BRIEFINGS

REFERENCES:

a. CNRMCINST 4790.3B, Surface Ship Maintenance Assist Teams
b. Leading Petty Officer Leadership Course A-500-0101

	Objective	Applicable References
.1	Describe the importance of eye to eye communication.	Ref (b)
.2	Explain how posture while conducting a brief affects communication.	Ref (b)
.3	Describe how the following body gestures affect interpersonal communication: A. Nervous gestures B. Exaggerated gestures C. Facial expression	Ref (b)
.4	Explain how your dress affects your impression of others.	Ref (b)
.5	Explain how vocal tone is interpreted while conducting a brief.	Ref (b)
.6	Describe non-word language and the affects it has on your brief.	Ref (b)
.7	Describe what you can use to replace non-words and how it can improve your brief.	Ref (b)
.8	Discuss the purpose and content of a proper MAT Memorandum of Agreement (MOA).	Ref (a)
.9	Discuss the outline of a Ship's In-Brief.	Ref (a)
.10	Discuss the outline of a Ship's Debrief.	Ref (a)
.11	Describe the content and purpose of the MAT After Action Report (AAR).	Ref (a)

300 INTRODUCTION TO WATCH STATIONS

INTRODUCTION

The Watch Station Section of your JQR is where you have opportunities to demonstrate to the Qualifier that you can apply the knowledge you have gained in the previous sections to proper use. This section allows you to practice the tasks required for your watch station and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watch station qualification.

FORMAT

Each watch station in this section contains:

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

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

- WATCH STATION Performance, which is the particular factors portion of your qualification. The performance is broken down as follows:

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

If there are multiple watch stations, a Qualification Progress Summary will appear at the end of the JQR.

OPERATING PROCEDURES

The JQR deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements; thus, proficiency sufficient to satisfy the Commanding Officer.

DISCUSSION ITEMS

Though actual performance of evaluations is always preferable to observation or discussion, some items listed in each watch station may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

NUMBERING

Each Final Qualification is assigned a watch station number only. A NAVEDTRA Final Qualification number is not required on JQR's.

HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watch stander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for the task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watch station under the direct supervision of a qualified watch stander or supervisor. This is intended to be a one-on-one training situation.

- Under Qualified Supervision: You will perform the duties and tasks of the watch station with minor guidance from a qualified watch stander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

FINAL QUALIFICATION
301 MAINTENANCE ASSIST TEAM MEMBER

NAME_____RATE/RANK_____

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

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

The trainee has completed all JQR requirements for this watch station. Recommend designation as a qualified: Maintenance Assist Team Member.

RECOMMENDED_____ DATE_____
MAT Lead

RECOMMENDED_____ DATE_____
MAT Coordinator

RECOMMENDED_____ DATE_____
Division Head

RECOMMENDED_____ DATE_____
Production Officer

QUALIFIED_____ DATE_____
Department Head

SERVICE RECORD ENTRY_____

301.0 MAINTENANCE ASSIST TEAM MEMBER

PREREQUISITES:

For optimum training effectiveness, the following items should be completed prior to starting your assigned tasks but shall be completed prior to final watch station qualification.

.1 QA CRAFTSMAN 301, (CIVILIAN) 4790.9A

COMPLETED_____ _____
(Signature) *(Date)*

.2 QA CRAFTSMAN 301, COMFLTFORCOMINST 4790.3, Vol. V

COMPLETED_____ _____
(Signature) *(Date)*

.3 3M 301 MAINTENANCE PERSON, NAVEDTRA 43241

COMPLETED_____ _____
(Signature) *(Date)*

.4 (SCHOOLS): MAINTENANCE UNIVERSITY (MU), WORK CENTER SUPERVISOR

COMPLETED_____ _____
(Signature) *(Date)*

.5 FUNDAMENTALS (100 SERIES) FROM THIS JQR:

- 100.1 GENERAL SAFETY

COMPLETED_____ _____
(Signature) *(Date)*

- 100.2 HEARING CONSERVATION PROGRAM

COMPLETED_____ _____
(Signature) *(Date)*

- 100.3 HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M)

COMPLETED_____ _____
(Signature) *(Date)*

- 100.4 RESPIRATORY PROTECTION PROGRAM

COMPLETED_____ _____
(Signature) *(Date)*

- 100.5 SIGHT CONSERVATION PROGRAM

COMPLETED_____ _____
(Signature) *(Date)*

- 101.0 SHIPBOARD FUNDAMENTALS

COMPLETED_____ _____
(Signature) *(Date)*

- 102.0 MAINTENANCE ASSIST TEAM FUNDAMENTALS

COMPLETED_____ _____
(Signature) *(Date)*

- 103.0 TAGOUT FUNDAMENTALS

COMPLETED_____ _____
(Signature) *(Date)*

.6 <u>TECHNICAL TRAINING (200 SERIES) FROM THIS JQR</u>

- 200.1 BASIC PLANNED MAINTENANCE SYSTEM (PMS)

COMPLETED_____ _____
(Signature) *(Date)*

- 201.1 BASIC OMMS-NG

COMPLETED_____ _____
(Signature) *(Date)*

- 202.1 BASIC SKED

COMPLETED_____ _____
(Signature) *(Date)*

.7 TASKS

- 301.1 REVIEW A MAT IN-BRIEF.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.2 PRINT AN MRC CARD FROM SHIP'S IN-BRIEF USING PMS VIEWER.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.3 REVIEW MRC's IN PREPARATION FOR MAT SHIP VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.4 PRINT EQUIPMENT DRAWINGS BASED ON SDI IN PREPARATION FOR SHIP VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.5 CONDUCT DAY 1 EQUIPMENT ASSESSMENT WALK-THROUGH.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.6 CONDUCT 3-M MAINTENANCE MANUAL (43P1) REVIEW USING AER.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.7 OBSERVE SHIP'S FORCE CONDUCT A PMS CHECK ON TARGETED SYSTEM.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.8 CONDUCT SPOT CHECK (Steps 1.b through 4.c of ACF Check Sheet).

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.9 IDENTIFY AN EQUIPMENT DISCREPANCY REQUIRING REPAIR UTILIZING APPROPRIATE REPAIR PROCEDURES (Tech Manuals, CWPs, FWPs…etc.).

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.10 ASSIST AND GUIDE SHIP'S FORCE IN THE REPAIR OF A DISCREPANCY DURING A MAT VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.11 ASSIST AND GUIDE SHIP'S FORCE IN WRITING A PMS FEEDBACK REPORT (FBR).

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 301.12 COMPLETE A FULL MAT VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

.8 INFREQUENT TASKS - None to be discussed.

.9 ABNORMAL CONDITIONS - None to be discussed.

.10 EMERGENCIES - None to be discussed.

.11 WATCHES – None to be discussed.

.12 EXAMINATIONS. Pass an oral examination board.

_____
(Signature & Date)

FINAL QUALIFICATION
302 MAINTENANCE ASSIST TEAM LEADER

NAME_____RATE/RANK_____

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

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

The trainee has completed all JQR requirements for this watch station. Recommend designation as a qualified: Maintenance Assist Team Leader.

RECOMMENDED_____ DATE_____
MAT Coordinator

RECOMMENDED_____ DATE_____
Division Head

RECOMMENDED_____ DATE_____
Production Officer

QUALIFED_____ DATE_____
Department Head

SERVICE RECORD ENTRY_____

302.0 MAINTENANCE ASSIST TEAM LEADER

PREREQUISITES:

For optimum training effectiveness, the following items should be completed prior to starting your assigned tasks but shall be completed prior to final watch station qualification.

.1 OBTAIN USER ACCESS TO TDMIS: (https://mercury.tdmis.navy.mil/cert/certest.cfm) FOR TECHNICAL MANUAL RESEARCH.

COMPLETED_____ _____
(Signature) *(Date)*

.2 OBTAIN USER ACCESS TO SPEAR: (https://www.spear.navy.mil/) FOR CSMP AND APL/AEL RESEARCH.

COMPLETED_____ _____
(Signature) *(Date)*

.3 301 MAINTENANCE ASSIST TEAM MEMBER

COMPLETED_____ _____
(Signature) *(Date)*

.4 3M 303 WORK CENTER SUPERVISOR, NAVEDTRA 43241

COMPLETED_____ _____
(Signature) *(Date)*

.5 TECHNICAL TRAINING (200 SERIES) FROM THIS JQR

- 200.2 ADVANCED PLANNED MAINTENANCE SYSTEM (PMS)

COMPLETED_____ _____
(Signature) *(Date)*

- 201.2 ADVANCED OMMS-NG

COMPLETED_____ _____
(Signature) *(Date)*

- 202.2 ADVANCED SKED

COMPLETED_____ _____
(Signature) *(Date)*

- 203.0 MAT BRIEFINGS

COMPLETED_____ _____
(Signature) *(Date)*

.6 TASKS

- 302.1 REVIEW MAT SCHEDULE TO VERIFY SHIP VISITS TIMELINES.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.2 CREATE SHIP SPECIFIC BINDER TO FILE VISIT PAPERWORK.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.3 PREPARE & SUBMIT SHIP'S IN-BRIEF TO MAT COORDINATOR.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.4 PRINT APPLICABLE MRC's BASED ON THE MAT'S TARGETED SYSTEM.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.5 RESEARCH SHIP'S DRAWINGS AND CREATE A DIGITAL DISK COPY.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.6 RESEARCH TECHNICAL MANUALS BASED ON SHIP'S SPECIFIC EQUIPMENT USING TDMIS WEBSITE.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.7 IDENTIFY MAT MEMBERS BASED ON TARGETED SYSTEM.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.8 PRINT SHIP'S CSMP SHORE FILE USING SPEAR WEBSITE.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.9 CONDUCT MAT IN-BRIEF WITH SHIP'S CHAIN OF COMMAND, TYCOM REPRESENTATIVES, AND RMC CODE 900.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.10 COORDINATE WITH SHIP'S FORCE (DIVO, CPO, LPO, & WCS) TO SET EXPECTATIONS, REQUIREMENTS, AND DISCUSS ANY POSSIBLE CHANGES THAT MAY NEED TO BE MADE (In order to support ship's schedule).

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.11 ENSURE THE FOLLOWING ARE CONDUCTED / VERIFIED ON DAY 1 OF SHIP VISIT:
  A. EQUIPMENT VISUAL INSPECTION/ASSESSMENT
  B. SHIP'S DRAWINGS
  C. SHIP'S LOGS
  D. SHIP'S MAINTENANCE MANUALS (43PI)
  E. SHIP'S TECHNICAL MANUALS.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.12 ENSURE SCHEDULED PMS ON THE TARGETED SYSTEMS IS CONDUCTED BY SHIP'S FORCE WITH MAT ASSISTANCE AND GUIDANCE ON DAY'S 2-9.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.13 ENSURE MAT IS PROVIDING HANDS-ON INSTRUCTION TO SHIP'S FORCE.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.14 UPDATE SHIP'S FORCE CHAIN OF COMMAND AT DAY'S END ON STATUS OF MAINTENANCE COMPLETED, AND NEXT DAY'S SCHEDULED EVENTS.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____

(Signature) *(Date)*

- 302.15 ENSURE ALL JOBS ARE BEING GENERATED INTO SHIP'S CSMP AS REQUIRED.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.16 UPDATE MAT COORDINATOR ON MAT ISSUES AND TEAM'S DAILY PROGRESS.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.17 COLLECT MAT MEMBERS FEEDBACK TO CREATE VISIT DEBRIEF. SUBMIT FEEDBACK TO MAT COORDINATOR ON DAY 9 OF MAT VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.18 DISTRIBUTE MAT SURVEYS TO SHIP'S FORCE ON DAY 9.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.19 CONDUCT MAT DEBRIEF WITH SHIP'S CHAIN OF COMMAND.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.20 SCHEDULE FOLLOW-UP VISIT TO REPAIR ANY OUTSTANDING MAT DISCREPANCIES.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.21 CREATE AFTER ACTION REPORT (AAR) AND SUBMIT TO MAT COORDINATOR.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 302.22 COMPLETE A FULL MAT VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

.7 INFREQUENT TASKS - None to be discussed.

.8 ABNORMAL CONDITIONS - None to be discussed.

.9 EMERGENCIES - None to be discussed.

.10 WATCHES – None to be discussed.

.11 EXAMINATIONS Pass an oral examination board

_____
(Signature & Date)

FINAL QUALIFICATION
303 MAINTENANCE ASSIST TEAM COORDINATOR

NAME_____ RATE/RANK_____

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

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

The trainee has completed all JQR requirements for this watch station. Recommend designation as a qualified: Maintenance Assist Team Coordinator.

RECOMMENDED_____ DATE_____
MAT Coordinator

RECOMMENDED_____ DATE_____
Division Head

RECOMMENDED_____ DATE_____
Production Officer

QUALIFIED_____ DATE_____
Department Head

SERVICE RECORD ENTRY_____

303.0 MAINTENANCE ASSIST TEAM COORDINATOR

PREREQUISITES:

For optimum training effectiveness, the following items should be completed prior to starting your assigned tasks but shall be completed prior to final watch station qualification.

.1 OBTAIN EDITOR/CONTRIBUTOR ACCESS TO CNRMC SHARE POINT PORTAL: (https://navsea.portal.navy.mil/field/CNRMC/Pages/Home.aspx) TO UPLOAD AAR FILES.

COMPLETED_____ _____
(Signature) *(Date)*

.2 302 MAINTENANCE ASSIST TEAM LEADER

COMPLETED_____ _____
(Signature) *(Date)*

.3 TASKS

- 303.1 REVIEW MAT SCHEDULE (As determined by TYCOM) TO VERIFY SHIP VISITS TIMELINES.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.2 REVIEW CMAV AVAILABILITY INFORMATION.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.3 COORDINATE WITH SHIP SUPERINTENDENT & TYCOM REPRESENTATIVE FOR MAT VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.4 INFORM CHAIN OF COMMAND (As appropriate) REGARDING MAT SCHEDULE UPDATES.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.5 DEVELOP MOA FOR MAT VISIT. ROUTE MOA FOR DEPARTMENT HEAD AUTHORIZATION.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.6 CREATE MAT IN-BRIEF DOCUMENT FOR TARGETED SYSTEM.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.7 SUBMIT MAT SHIP'S VISIT REQUEST TO SHIP'S SUPERINTENDENT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.8 ENSURE MAT MEMBERS ARE IDENTIFIED BY MAT LEADER PRIOR TO SHIP'S VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.9 ENSURE ALL MATERIALS HAVE BEEN COLLECTED BY THE MAT'S LEADER PRIOR TO MAT VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.10 COORDINATE MAT IN-BRIEF.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.11 ENSURE MOA IS SIGNED BY SHIP'S COMMANDING OFFICER.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.12 OBSERVE MAT IN PROGRESS.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.13 OBSERVE MAT MEMBERS PROVIDING HANDS-ON INSTRUCTION TO SHIP'S FORCE.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.14 DEVELOP VISIT DEBRIEF BASED ON MAT MEMBERS FEEDBACK RECEIVED FROM MAT LEADERS DURING VISIT.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.15 COORDINATE MAT DEBRIEF.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.16 ENSURE MAT FOLLOW-UP VISITS ARE BEING CONDUCTED.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.17 ENSURE AAR'S ARE COMPLETED, AND ROUTED FOR DEPARTMENT HEAD SIGNATURE.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.18 UPLOAD SIGNED AAR'S INTO CNRMC SHARE POINT PORTAL.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.19 SCHEDULE AND CONDUCT MAT TRAINING & INFORMATIONAL MEETINGS.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.20 PARTICIPATE IN DEPARTMENTAL/STAFF MEETINGS.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.21 COMPLETE A FULL MAT VISIT AS MAT COORDINATOR.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

- 303.22 COLLABORATE WITH OTHER RMC MAT'S CONCERNING LESSONS LEARNED AND OTHER FINDINGS.

COMPLETED_____ _____
(Signature) *(Date)*

COMPLETED_____ _____
(Signature) *(Date)*

.4 INFREQUENT TASKS - None to be discussed.

.5 ABNORMAL CONDITIONS - None to be discussed.

.6 EMERGENCIES - None to be discussed.

.7 WATCHES – None to be discussed.

.8 EXAMINATIONS Pass an oral examination board

_____
(Signature & Date)

LIST OF REFERENCES USED IN THIS JQR

CNRMCINST 4790.3B, Surface Ship Maintenance Assist Teams

COMNAVSURFPAC/COMNAVSURFLANTINST 4790.1F, Surface Force Maintenance and Material Management (3M) System

COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFFM)

Hearing Conservation Program (local Instruction)

Leading Petty Officer Leadership Course A-500-0101

Material Safety Data Sheet (as applicable)

NAVEDTRA 14167F, Naval Safety Supervisor

NAVSEAINST 4790.8B, Ships' Maintenance and Material Management (3M) Manual

NAVSEA S9086-KC-STM-010, NSTM, Chapter 300, Electric Plant General

NAVSEA S9086-WK-STM-020, NSTM, Chapter 670, Vol. II, Afloat Hazardous Material Control and Management Guidelines (HMUG)

NAVSEA S0400-AD-URM-010, NAVSEA Technical Publication Tag-Out Users Manual

OMMS-NG User's Guide/System Help File

OPNAVINIST 3120.32, Standard Organization and Regulations of the U.S. Navy

OPNAVINST 3500.39C, Operational Risk Management

OPNAVINST 4790.4E, Ships' Maintenance and Material Management (3M) System

OPNAVINST 5090.1, Environmental and Natural Resources Program Manual

OPNAVINST 5100.8G, Naval Occupational Safety and Health (NAVOSH) Manual

OPNAVINST 5100.19E, Navy Safety and Occupational Health (NAVOSH) Program Manual for Forces Afloat

OPNAVINST 5100.20 Heat Stress Analysis Program

OPNAVINST 5100.23G CH-1, Navy Safety and Occupational Health (SOH) Program Manual

PMS Viewer Users Guide

Sight Conservation Program (Local Instruction)

The JQR Feedback Report shall be electronically transmitted via the RMC MAT COORDINATOR.

⇨ **Urgent** ⇨ **Routine**

ACTIVITY COMPLETE	
ACTIVITY	
FROM **(ORIGINATOR Print Name, Date & Initial)**	
PHONE NUMBER FOR POC	
VIA: 900 Department Head **(Print Name, Date & Initial)**	
VIA: MAT Coordinator **(Print Name, Date & Initial)**	
JQR AFFECTED	
JQR SECTION # AFFECTED	
REMARKS:	
RECOMMENDED RESOLUTION:	