



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO
NAVSEAINST 3502.2
Ser SEA 043/010
4 Mar 96

NAVSEA INSTRUCTION 3502.2

From: Commander, Naval Sea Systems Command

Subj: MANAGEMENT PROCEDURES AND POLICY FOR THE SHOP
QUALIFICATION IMPROVEMENT PROGRAM, RESERVE SHOP
QUALIFICATION PROGRAM AND ONBOARD MAINTENANCE TRAINING
PROGRAM

- Ref:
- (a) NAVSEA Shop Qualification Improvement Program (SQIP) Program Management Plan of 1 December 1983
 - (b) Naval Reserve Force Shop Qualification Improvement Program (RSQIP) Program Management Plan of 13 July 1989
 - (c) Onboard Maintenance Training (OMT) Program Management Plan of 28 January 1981
 - (d) OPNAVINST 1500.61, IMA Journeyman Navy Enlisted Classifications (JNEC)

1. Purpose. To establish command procedures for planning, programming, budgeting, scheduling and logistically supporting non-nuclear maintenance training provided by the Shop Qualification Improvement Program (SQIP), Reserve Shop Qualification Improvement Program (RSQIP) and the Onboard Maintenance Training (OMT) Program.

2. Scope. This instruction applies to all SQIP/RSQIP/OMT training provided under the cognizance of the Naval Sea Systems Command to Fleet and Reserve units, both ashore and afloat. This instruction does not include any training provided under the cognizance of the Naval Nuclear Propulsion Directorate (SEA 08). This instruction supersedes references (a) through (c).

3. Background

a. The Shop Qualification Improvement Program (SQIP) promotes quality and productivity in Intermediate Maintenance Activities (IMAs) by providing on-site, on-the-job, "hands-on" training and technical support. The Reserve Shop Qualification Improvement Program (RSQIP) provides similar training in support of readiness requirements of selected reserve personnel. The Onboard Maintenance Training (OMT) Program provides hands-on shipboard maintenance training to organizational level maintenance personnel to improve material readiness and self-sufficiency.



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b. SQIP augments the Job Qualification Requirements (JQR) Program by providing specific job requirements training to assist individual maintenance personnel in qualifying in their commands' equipment and processes.

c. SQIP and RSQIP also support the Journeyman Navy Enlisted Classification (JNEC) Program, reference (d), by providing maintenance training required to complete the JNEC process in a variety of skill areas.

4. Policy

a. SQIP training will be conducted on site for each maintenance activity in each applicable skill area on an annual basis, resources permitting. These activities include Surface and Submarine Intermediate Maintenance Activities (IMAs), Naval Intermediate Maintenance Facility (NAVIMFAC), Naval Submarine Support Facility (NSSF), Naval Reserve Maintenance Training Facilities (NRMTFs), Aircraft Carriers (CVs), Amphibious Ready Groups (ARGs), and Regional Repair Centers (RRC). SQIP will not be provided to temporarily deployed afloat units.

b. SQIP training will be tailored to reflect the job qualifications requirements (JQR) implemented at each maintenance activity.

c. OMT will be provided as requested by Type Commanders on an as-available basis not to interfere with SQIP or RSQIP, and likewise will not be provided to temporarily deployed units.

5. Responsibilities. SQIP is managed through the joint effort of the Naval Sea Systems Command (NAVSEA) and the Fleet and Type Commanders. The program is administered by the following:

COMNAVSEASYSKOM

Forces Afloat Maintenance Office (SEA 0435)
Ship Logistic Managers (SLMs)
Equipment Life Cycle Managers (ELCMs)

CINCLANTFLT

CINCLANTFLT SQIP Program Officer (Code N432)
COMNAVSURFLANT (Code N437)
COMSUBLANT (Code N408)
COMNAVAIRLANT (Code N81)

CINCPACFLT

CINCPACFLT SQIP Program Officer (Code N4313)
COMNAVSURFPAC (Code N435)
COMSUBPAC (Code N408)
COMNAVAIRPAC (Code N72)

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COMNAVRESFOR

COMNAVRESFOR (Code N16)

COMNAVSURFRESFOR (Code N7)

a. Naval Sea Systems Command (NAVSEA). The Forces Afloat Maintenance Office (SEA 0435) is responsible for:

(1) Planning, programming and budgeting for required funds for SQIP, RSQIP and OMT based on the stated service requirements of the Fleet Commanders and supported NAVSEA codes.

(2) Supervising, approving and announcing the scheduling of training visits consistent with fleet repair capability maintenance requirements and funding constraints.

(3) Obtaining the services of the technical training personnel necessary to operate and administer the program through contracts and/or work requests to NAVSEA field activities.

(4) Ensuring that NAVSEA technical data concerning approved procedures, tools and materials are made available to skill area instructors and IMA work centers.

(5) Developing new repair capability training programs as requested by the Fleet Commanders and NAVSEA ELCM and SLM codes consistent with Integrated Logistic Support (ILS) requirements.

(6) Developing and managing the Job Qualification Requirements (JQR) Program in accordance with the JQR Program Management Plan.

(7) Conducting course reviews periodically to ensure that all JQRs and training materials are accurate and reflect the most recent changes to repair standards, technical manuals and relevant technical documentation.

(8) Developing a forecast of required IMA repair/skill training requirements for use in the annual budget cycle.

(9) Providing direction for implementation of technical field audits, reviewing audit reports and initiating corrective actions where required.

(10) Coordinating RSQIP training efforts with COMNAVSURFRESFOR.

(11) Publishing periodic updates of SQIP course catalog.

b. Ship Logistic Managers (SLMs) and Equipment Life Cycle

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Managers (ELCMs). The SLMs and ELCMs are responsible for:

(1) Identifying requirements for revisions to I-Level capabilities based on changes in repair procedures.

(2) Identifying requirements for new I-Level capabilities based on changes in ships, ship systems or equipment maintenance policies.

(3) Identifying requirements for new I-Level capabilities based on acquisition of new ships, ship systems or equipment.

(4) Verifying and approving recommended changes to materials or procedures taught in repair courses.

c. Fleet Commanders. The CINCLANTFLT and CINCPACFLT SQIP Program Officers are responsible for:

(1) Directing the allocation of available SQIP skill training resources among subordinate Type Commanders and Regional Maintenance organizations.

(2) Submitting area clearance messages to obtain clearance for SQIP trainers to travel in foreign countries to provide training services to selected units (OPNAVINST 4650.11F refers).

(3) Conducting, or directing TYCOMs to conduct, SQIP technical audits to provide technical oversight with respect to qualifications and performance of instructor personnel.

(4) Coordinating TYCOM inputs for SQIP course reviews.

(5) Submitting training program requirements to NAVSEA (SEA 0435) for program and budgeting purposes.

(6) Monitoring TYCOM utilization of SQIP assets.

(7) Managing the Visual Training Materials Review Program (VTMRP) (CINCLANTFLT for both).

d. Type Commanders. COMNAVSURFLANT, COMSUBLANT, COMNAVAIRLANT, COMNAVSURFPAC, COMSUBPAC and COMNAVAIRPAC are responsible for:

(1) Administering the overall maintenance training program for their commands and the integration of SQIP, RSQIP, and OMT within that program.

(2) Maintaining cognizance over IMA work center

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capability support requirements and coordinating the scheduling and delivery of SQIP in accordance with the policies and direction of the FLTCINCs.

(3) Advising IMA Commanding Officers and Immediate Seniors In Command (ISICs) of TYCOM policies relative to administration and management of SQIP and/or OMT at their commands.

(4) When requested by FLTCINCs, providing an annual forecast of scope and quantity of SQIP and OMT training services required for the following fiscal year.

(5) Monitoring and maximizing IMA participation in SQIP training. Approving/disapproving the commencement of any SQIP course with fewer than six or more than twelve trainees.

(6) Monitoring the implementation of the Job Qualification Requirements (JQR) Program at their activities, if applicable, and the support provided to that program by SQIP.

(7) Implementing a program to audit SQIP training visits as directed by FLTCINCs.

(8) Scheduling and coordinating OMT for subordinate commands, as appropriate.

e. Readiness Support Group (RSG)/Regional Maintenance Office (RMO). Since the effectiveness of SQIP training is directly related to the availability of production work to support "hands-on" training, the RSG/RMO is responsible for assigning a wide range of applicable production work to be used in conjunction with SQIP training.

f. IMA Commanding Officer. The Commanding Officer (including SIMA/IMF Commanding Officers, Tender Repair Officers and CV/ARG Engineer/Maintenance Officers) are responsible for:

(1) Administering the local training program, including SQIP/RSQIP/OMT, JQRs, JNECs, and self-training materials (VTMRP tapes, computer based training, etc.) inventory and use.

(2) Assigning a minimum of 6 and a maximum of 12 trainees to attend training on a dedicated basis, or obtaining approval from the TYCOM to commence the course if these requirements cannot be met. Student assignments should be based on the following guidelines:

(a) The Work Center Supervisor and/or LPO should be included, unless previously trained, in order to continue

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training after the completion of the course.

(b) Trainees should complete prerequisite training prior to the start of formal training.

(c) All trainees should be at least "A" School graduates or designated strikers.

(d) The status of the individuals' progress in the Job Qualification Requirements (JQR) Program should be taken into account for assignment to a SQIP course.

(3) Coordinating with other local IMAs/activities including forces afloat when the host IMA is unable to fill all 12 quotas to ensure maximum utilization of training assets.

(4) Providing a space suitable for conducting lectures and audio-visual equipment when requested.

(5) Designating a wide range of applicable production work to be used for training.

(6) Reviewing the work center survey discrepancies, and taking corrective action, if applicable.

(7) Updating local personnel/training records after completion of SQIP training, including shop skill factors at MRMS sites and JQRs where implemented.

g. Commander Naval Reserve Force. COMNAVRESFOR is responsible for the involvement of Reserve personnel in RSQIP and is responsible for:

(1) Providing policy and guidance to Reserve Forces.

(2) Planning, programming and budgeting for program resources.

(3) Quota control (N16).

h. Commander Naval Surface Reserve Force. COMNAVSURFRESFOR is responsible for:

(1) Coordinating the selection, scheduling and delivery of RSQIP courses with NAVSEA (SEA 0435).

(2) Supervising, approving and announcing the scheduling of RSQIP training visits consistent with overall unit readiness ratings and within budget constraints.

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(3) Reviewing all post-training reports, and coordinating with NAVSEA (SEA 0435) and the cognizant Readiness Commanders for resolution of any problem areas addressed.

6. Procedures

a. SQIP Procedures

(1) NAVSEA will develop and distribute the SQIP training schedule on a quarterly basis. Changes and updates to the schedule will be posted on the Fleet Maintenance Information System (FMIS).

(2) Approximately six weeks prior to the training visit, NAVSEA will send a Notification Letter to the IMA confirming the dates, provide a course outline, define pretraining requirements and recommend that an Arrival Conference be conducted on the second day of the visit.

(3) Upon arrival, the instructor will conduct a shop survey to evaluate work center material readiness for the work processes listed in the Process Section of the JQR file implemented for that shop. The survey will measure the availability and condition of industrial plant equipment, special tools and unique test equipment, and documentation. A copy of this survey will be provided to the command. The instructor will also administer pretraining tests to the students to determine individual strengths and weaknesses.

(4) The instructor will conduct an arrival conference with the IMA Repair Officer (CV/ARG Engineer Officer), Training Officer, Division Officer and Work Center Supervisor. Topics of discussion should include the trainees assigned and their pretest results, student JQR status, production work available, status of prerequisite training, and the course outline to determine whether any special emphasis is required.

(5) The instructor and work center supervisor will combine the training effort to support the work center production requirement. A weekly conference between the instructor and supervisor will be conducted to review progress and make detailed plans for the following week. Results will be formalized in a Weekly Training Report to be signed by both the instructor and supervisor which will be forwarded up the chain of command.

(6) Successful completion of the SQIP course requires that each student attend a minimum of 75 percent of the training hours, and attain a score of at least 75 percent on both a written and practical post-test. Each successful trainee will receive a course completion certificate.

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(7) At the conclusion of training, the instructor will conduct a Departure Conference, preferably with the same personnel who attended the Arrival Conference. Topics of discussion should include a review of the training accomplished, any problems encountered, post-test results, and update of JQR records to reflect training completed and qualifications achieved. The instructor should provide a draft copy of the Post-Training Report, Shop Survey, SQIP Course Student Critique Sheets, and a Fleet IMA Feedback Report. The instructor will also leave a copy of the Instructor Guide with the work center supervisor to continue training.

(8) Within five days after completion of training, the instructor's area manager will submit a formal Post-Training Report to the cognizant IMA Commanding Officer, with copies to the Fleet Commander SQIP Program Manager, Type Commander and NAVSEA (SEA 0435).

b. RSQIP Procedures

(1) COMNAVSURFRESFOR (N7) will develop the RSQIP Course Schedule on a fiscal year basis, and will disseminate it to all commands concerned. COMNAVRESFOR (N16) will act as quota control for the scheduled courses, and will take action on any proposed changes to the schedule.

(2) NAVSEA will send a Notification Letter to the host IMA Commanding Officer approximately six weeks prior to the beginning of each training visit, with a copy to the Reserve Coordinator of the location of training. The letter will confirm the training scheduled and define any preparations that are required.

(3) RSQIP will be conducted during a 12 day Annual Training (AT) period, and will be integrated into the host shop, considering shop production priorities. On the first day of training, the instructor will hold an arrival conference with the IMA Repair Officer, Reserve Coordinator, Division Officer, shop supervisor and the senior Naval Reservist. The meeting will address issues such as production work to be assigned to the class and any special priorities.

(4) The instruction period will emphasize hands-on in-shop training on actual production work, with classroom style lectures being used to detail certain repair procedures or where production work is not available. To successfully complete the training, each student must attend the complete course of instruction. In addition, each student must take a written and practical post-test and score 75 percent or greater on each test. Each student successfully completing the RSQIP training course

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will receive a Certificate of Completion.

(5) At the conclusion of training, the instructor will conduct a Departure Conference at which the completed training is reviewed. The instructor will provide draft copies of the Post-Training Report and Student Critique Sheets.

(6) Within five days after completion of training, the instructor's area manager will submit a formal Post-Training Report to COMNAVSURFRESFOR (N7), with copies to the host IMA Commanding Officer and to NAVSEA (SEA 0435).

c. OMT Procedures

(1) Upon request by the Type Commanders, NAVSEA will provide organizational level maintenance training on an as-available basis from the training resources established for SQIP and RSQIP.

(2) NAVSEA will send a Notification Letter to the ship's Commanding Officer approximately six weeks prior to the training visit. The letter will confirm the training scheduled, define any preparations that are required and confirm that four to six students can be accommodated.

(3) The instructor will conduct a Pre-Training Survey of the work center prior to, or on, the first day of training, and administer pre-tests to the students. An arrival conference will also be conducted with the Engineer Officer, Division Officer and key work center personnel. The meeting will cover results of the Survey and pre-testing, review the course outline and determine what maintenance work will be used for training purposes.

(4) The instructor and work center supervisor will combine the training effort to support the work center maintenance requirements. To successfully complete the course of instruction, each student must attain a score of 60 percent or higher on both a written and practical post-test. Each trainee who successfully completes the course will receive a Certificate of Completion.

(5) At the conclusion of training, the instructor will conduct a Departure Conference at which the results of the training will be reviewed. The instructor will provide draft copies of the Post-Training Report and Student Critique Sheets.

(6) Within five days after completion of training, the instructor's area manager will submit a formal Post-Training Report to the Commanding Officer with a copy to the Type

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Commander.

7. Action. Recommendations for SQIP, RSQIP and/or OMT program improvement should be forwarded via the chain of command to Commander, Naval Sea Systems Command (SEA 0435), 2531 Jefferson Davis Highway, Arlington, VA 22242-5160.



G. R. STERNER

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