CNRMC INSTRUCTION 4700.10

Subj: NAVY AFLOAT MAINTENANCE TRAINING STRATEGY (NAMTS) PROGRAM

Ref: (a) OPNAVINST 1560.10C, Administration of the United Services Military Apprenticeship Program (USMAP)
(b) OPNAVINST 1510.10B, Corporate Enterprise Training Activity Resource System (CeTARS) Catalog of Navy Training Courses and Student Reporting Requirements
(c) OPNAVINST 3500.34F, Personnel Qualification Standards (PQS) Program
(d) NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards
(e) COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM)

Encl: (1) NAMTS NEC At-Sea Requirements Matrix
(2) NAMTS Operations Guide

1. Purpose. To provide requirements and guidance for implementation and management of the NAMTS program. This instruction also promulgates enclosures (1) and (2).

2. Background. In response to reference (a) findings and recommendations, U.S. Fleet Forces (USFF N43), with CNO (OPNAV N43) concurrence, transferred NAMTS program management responsibilities to CNRMC on 1 October 2010. Applicable OPNAV and USFF instructions have been cancelled. This instruction provides policy, responsibilities and procedures for the NAMTS program under CNRMC management. It is a complete revision and should be reviewed in its entirety.

3. Discussion. The NAMTS program was established by the CNO, to improve battle group organic maintenance capability and material self-sufficiency. Sailor knowledge and proficiency in performing shipboard repairs are essential to these efforts. The NAMTS program provides formal shipboard systems and equipment repair training for Sailors assigned to intermediate and depot level maintenance activities.
a. The NAMTS program is designed to ensure that proficient, qualified Sailors are available to fill billets critical to sustaining organic maintenance capability, as identified by the Fleet. Enclosure (1) provides the distribution of these billets for surface ships, aircraft carriers and submarine tenders, based on Fleet requirements.

b. Enclosure (2) replaces the NAVSEA BFIMA/NAMTS JQR Implementation Guide.

4. Scope. This instruction applies to all intermediate or depot level maintenance activities which are capable of supporting NAMTS NEC training and qualification in accordance with this instruction.

5. Action. These requirements shall be implemented within 60 days of receipt of this instruction.

a. Enclosure (2) (Chapter 9) discusses program elements which are subject to periodic modification. Policy and guidance for these elements shall be provided via supplemental CNRMC notices within 60 days of this instruction. These notices are:

(1) Reporting Requirements and Program Reviews
(2) JQR Examinations and Oral Boards
(3) Metrics
(4) Assessments and Assist Visits

b. Enclosure (2) shall be reviewed bi-annually and updated as required.

DAVID J. GALE

Distribution:
USFF (N1, N43, N7)
CPF (N1, N43, N7)
OPNAV (N43)
CSP
CSF
CNSL
CNSP
CNAL
Distribution (continued):
CNAF
NPC
CNE
NSSA
SERMC
SWRMC
PHNSY&IMF
PSNSY&IMF
NAVIMFAC PACNORWEST BANGOR WA
NSY NORFOLK
NSY PORTSMOUTH
NSY PORTSMOUTH DET SAN DIEGO
TRF KINGS BAY GA
NSSC GROTON
USS FRANK CABLE
# NAMTS NEC At-Sea Requirements Matrix

This matrix contains a listing of currently active NAMTS skills, NECs for these skills, source ratings, and the numbers of billets required for each ship class for each combination.

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<th>NAMTS NEC</th>
<th>Source</th>
<th>Rate NEC</th>
<th>AS</th>
<th>CG</th>
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Enclosure (1)
NAVY AFLOAT MAINTENANCE TRAINING STRATEGY (NAMTS)

OPERATIONS GUIDE

COMMANDER, NAVY REGIONAL MAINTENANCE CENTER (CNRM C)

THIS DOCUMENT IS AVAILABLE AT
https://www.portal.navy.mil/crmc/NAMTS

April 2013

Enclosure (2)
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iv Enclosure (2)
1.1 Introduction. This chapter discusses the background of the NAMTS program and responsibilities of the senior Navy organizations.

1.2 Discussion. The NAMTS program was established by the CNO to improve battle group organic maintenance capability and material self-sufficiency. Sailor knowledge and proficiency in performing shipboard repairs are essential to these efforts. The NAMTS program provides formal shipboard systems and equipment repair training for Sailors assigned to intermediate and depot level maintenance activities.

Reference (a) identified major shortfalls in Sailor training due to reductions in military manning at intermediate maintenance activities. In response, increases in military manning have been programmed for Regional Maintenance Centers (RMCs) and the NAMTS program was transferred to CNRMC.

The NAMTS program is designed to ensure that proficient, qualified Sailors are available to fill billets critical to sustaining organic maintenance capability, as identified by the Fleet. NAMTS qualifies Sailors for Navy Enlisted Classification (NEC) codes based on those skills required to perform shipboard repairs. NAMTS supplements formal Navy in-rate training managed by Naval Education and Training Command (NETC).

   a. Sailors qualify for NAMTS NECs by gaining “hands-on” experience and completing proficiency-based Job Qualification Requirements (JQRs) while assigned to intermediate and depot level maintenance activities.

   b. Once the NEC is awarded, Sailors are eligible for assignment to afloat billets coded with the appropriate NAMTS NECs. Enclosure (1) provides the distribution of these billets for surface ships, aircraft carriers and submarine tenders, based on Fleet requirements.

   c. Additionally, the NAMTS program provides Sailors the opportunity to qualify for U.S. Department of Labor Journeyman Certification via USMAP per reference (a).

1.3 Scope. This instruction applies to all intermediate or depot level maintenance activities which are capable of supporting NAMTS NEC training and qualification. This instruction defines these activities as NAMTS Training Maintenance Activities (NTMAs). NTMAs currently include Regional Maintenance Centers (RMCs), Naval Shipyards (NSYs), Intermediate Maintenance Facilities (IMFs), the Trident Refit Facility (TRF), USS FRANK CABLE (AS-40), the Naval Submarine Support Facility (NSSF), and associated detachments (DETs). This instruction will also apply to activities established in the future which would be capable of supporting NAMTS NEC training and qualification.

1.4 Policy. All NTMAs providing NAMTS NEC training and qualification must comply with the requirements of this instruction.

   a. The NAMTS Operations Guide provided herein replaces the NAVSEA BFIMA/NAMTS JQR Implementation Guide.
b. Training within the scope of the NAMTS program shall be integrated with maintenance production processes.

c. All Sailors (E4 through E7) in NAMTS NEC source ratings (not nuclear qualified), shall be enrolled in the NAMTS program and are expected to obtain a NAMTS NEC during their NTMA assignment.

d. Sailors who receive NAMTS NECs while assigned to NTMAs are expected to be assigned to follow-on NAMTS coded afloat billets.

1.5 Responsibilities

1.5.1 Fleet Commanders (USFF/CPF). USFF is responsible for coordination, establishment, and implementation of integrated requirements and policies for manning, equipping and training Fleet units. As such, USFF will be the primary point of contact for all Type Commander issues related to NAMTS skills training. In collaboration with CPF, USFF supports the NAMTS program by:

a. Maintaining enclosure (1) and approving recommended changes from Type Commanders.

b. Approving and forwarding NAMTS NEC modifications as developed and recommended by CNRMC, to the Navy Enlisted Occupational Classification System (NEOCS) Board.

c. Reviewing, approving and submitting Billet Change Requests (BCRs) developed by CNRMC, to support sea/shore rotation requirements.

d. Serving as the Budget Submitting Office (BSO) for the NAMTS program, and providing requirements to CNO (OPNAV N43), the NAMTS program resource sponsor.

1.5.2 Type Commanders (TYCOMs). Participating TYCOMs include Commander Naval Surface Forces, Commander Naval Submarine Forces and Commander Naval Air Forces. TYCOMs support the NAMTS program by:

a. Regularly assessing maintenance skills required on respective afloat units.

b. Approving CNRMC recommended, or recommending additional changes to specific NAMTS maintenance skills and required training for billets on respective afloat units.

c. In collaboration with CNRMC, reviewing and recommending enclosure (1) revisions to USFF/CPF.

1.5.3 CNRMC. CNRMC is responsible for overall NAMTS program management including the following:

a. Establishing policy, requirements and direction for NAMTS program management and execution at NTMAs.

b. Providing oversight of NAMTS program execution and qualifications to ensure:
(1) Compliance with NAMTS roles, responsibilities and program execution in accordance with this instruction.

(2) NAMTS enrollment and qualification is maximized.

(3) “Hands-on” journeyman-level skills training is an integral part of JQR qualification.

(4) The number of experienced JQR qualified personnel produced, is adequate to fill NAMTS NEC-coded afloat billet requirements established by USFF/CPF.

(5) Sailors are informed of and provided opportunities to participate in the USMAP (reference (a)).

c. Providing NAMTS JQR Life Cycle Management (LCM) including the following:

(1) Coordinate with USFF/CPF, SWOS/CNE, and NTMAs to ensure JQRs meet NAMTS NEC requirements. Changes to NAMTS NEC requirements may result from ship system modifications, upgrades or new acquisitions.

(2) Develop, review, coordinate feedback or revise JQRs as required. As a minimum, coordinate JQR reviews every three years.

(3) Approve new/changes to JQRs. Determine/approve which JQRs are executed at NTMAs.

(4) For new JQRs, coordinate the development and submission of Course Identification Number (CIN) packages to support NEC management and training accomplishment.

(5) Maintain Master JQR Library.

d. Maintaining and monitoring a master test question data bank to support pre- and post-JQR examinations and JQR qualification oral boards.

e. Promoting NAMTS program awareness among Fleet activities and Sailors, to include:

(1) Host and maintain an information website that supports NAMTS program management and awareness, training materials, and metrics.

(2) Publish newsletters and other media to enhance program awareness.

(3) Establish and maintain a system of metrics to reflect NAMTS program performance including eligibility, enrollment and qualification trends.

f. Coordinating manpower and enclosure (1) reviews.

(1) Develop quarterly review schedules to ensure SMDs for all afloat units are reviewed annually at a minimum.
(2) In conjunction with manpower reviews, enclosure (1) shall be reviewed annually.

(3) Review sea/shore rotation impacts resulting from recommended NEC changes.

(4) Submit review results and recommendations to TYCOMs via USFF/CPF prior to BCR submissions.

(a) Enclosure (1) changes.

(b) NAMTS NECs modifications through the Navy Enlisted Occupational Classification System (NEOCS) Board process.

(c) NAVMAC NEC changes.

g. Conducting Quarterly NAMTS Program Reviews with NTMA representatives, support contractor representatives and Contracting Office Representative (COR) as required. Reviews shall include at a minimum:

(1) Eligibility, enrollment, qualification and NECs award trends.

(2) Regional Training Schedule (RTS) update and Regional Training Report (RTR) status.

(3) Status of manpower/enclosure (1) reviews, BCRs, NEC modifications, feedback reports or other pending actions.

(4) Support contract status (budget, expenditures, travel, etc.)

h. Developing a series of metrics to measure and monitor the performance and overall health of the NAMTS program. In particular, eligibility, enrollment, qualification and NEC award trends, accounting for all Sailors in NAMTS NEC source ratings, shall be measured and analyzed. Metrics shall be developed to support both program monitoring within the NAMTS organization and up line reporting as required.

i. Conducting NAMTS Program inspections during Fleet Maintenance Activity Assessments (FMAAs).

j. Ensuring NAMTS support requirements are included in budget submission to USFF/CPF.

1.5.4 NTMAs. The NTMA is responsible for the local implementation, management and execution of the NAMTS program, including NAMTS NEC qualification. NTMAs shall develop a command instruction which provides specific guidance for the NAMTS program in accordance with all requirements of this instruction. Additionally, the command instruction shall address and provide guidance to:

a. Ensure maximum enrollment of assigned personnel including those in Limited Duty (LIMDU) and Temporary Assigned Duty (TAD) status. NTMAs are also encouraged to accept TAD personnel from other commands, assigned to receive NAMTS NEC training, however NAMTS NEC qualifications may only be approved by the NTMA.
b. Provide shipboard systems and equipment repair skill training in accordance with Fleet NAMTS NEC requirements.

c. Develop and maintain a consolidated NAMTS Regional Training Schedule (RTS) based on organic capability and capacity. In support of the RTS, NTMAs shall:

(1) Assign appropriate related work to support NAMTS NEC JQRs qualification process. Use approved NAMTS NEC JQRs in production shops to which enlisted billets are assigned.

(2) Provide a quarterly schedule of available training resources to TYCOMs and CNRMC, including training requirements due to insufficient production workload.

d. Administer pre- and post-JQR examinations in addition to a JQR qualification oral board for all candidates in accordance with this instruction.

e. Monitor and report each candidate’s progress, and recommend awarding NAMTS NECs using the Corporate Enterprise Training Activity Resource System (CeTARS) in accordance with reference (b). Ensure all Sailor training record data is current.

f. Ensure that candidates demonstrate satisfactory skills, experience and proficiency, before final qualification and submission for award of a NAMTS NEC.

g. Promote NAMTS program awareness. Develop and submit media inputs to CNRMC as directed, and disseminate NAMTS program information within each region.

h. Fully support and ensure NAMTS candidates are aware of certification opportunities provided by reference (a).
CHAPTER 2

COMMAND ORGANIZATION & RESPONSIBILITIES

2.1 Introduction. This chapter describes the organization structures and reporting relationships between CNRMC and the NTMAs supporting the NAMTS program. Duties and responsibilities within the NTMA organization are also outlined.

2.2 CNRMC Organization. Figure 2.1 shows the NAMTS functional organization within CNRMC. NAMTS program management functions are performed within the I-Level Branch (C900) of the Operations Department of CNRMC.

The Regional NAMTS Coordinators (RNCs) report to the NAMTS Program Manager regarding program management, policy and performance issues.

2.3 NTMA Organization. Figure 2.2 shows the NAMTS functional organization which should be established within an NTMA to support the NAMTS program. This organization is representative for a Regional Maintenance Center (RMC). Other maintenance activities providing NAMTS NEC training should tailor their NAMTS organizations such that all requirements of this instruction are met.

The RNC reports to the Training Officer, and provides direct support to the General Foreman/Division Officer for NAMTS program administration and execution. Specific responsibilities for individuals in the NTMA NAMTS organizations are described in the following sections.
NTMAs not having an RNC assigned within the command will be supported by the RNC with the closest geographic location.
2.4 **NAMTS Organizational Relationships.** CNRMC is responsible for overall NAMTS program management. As such, CNRMC maintains an Immediate Superior in Charge (ISIC) relationship to all NMTAs for NAMTS program matters.

2.5 **NTMA (RMC) Commander/Commanding Officer.** The NTMA (RMC) Commander/Commanding Officer is responsible for establishing the command NAMTS Program, and its successful execution. Responsibilities include:

   a. Issue command NAMTS directives and instructions.

   b. Appoint a Command JQR Coordinator and promulgate a Command JQR Qualifiers List.

   c. Designate Skill Area Coordinators (SACs).

   d. Serve as Command Certification Authority recommending NAMTS NECs.

   e. Support CNRMC Quarterly NAMTS Program reviews and FMAAs.
2.6 Deputy Commander/Executive Officer. The Deputy Commander/Executive Officer monitors the management and execution of the NAMTS program within the NTMA. Responsibilities include:

a. Ensure maximum enrollment of assigned personnel including those in Limited Duty (LIMDU) and Temporary Assigned Duty (TAD) status.

b. Ensure the Command NAMTS Program objectives are achieved and program integrity is maintained.

c. Conduct a minimum of one NAMTS program spot check per quarter.

2.7 Training Officer/Program Manager. The Training Officer/Program Manager develops and administers the NAMTS program in conjunction with the command's training program. Responsibilities include:

a. Monitor the NAMTS program and review progress reports/metrics.

b. Ensure the NAMTS RTS is developed for the NTMA.

c. Ensure JQR training objectives are met per current directives.

d. Monitor Command Assessments to ensure NAMTS program integrity.

e. Review and update Command NAMTS Program directives.

f. Supervise Regional NAMTS Coordinator (RNC) activities.

g. Submit formal requests for external training, as needed.

h. Ensure RNC schedules and coordinates spot checks.

i. Monitor overall NAMTS JQR completion progress and provide status updates to the chain of command.

j. Ensure integrity of the JQR qualification oral boards.

2.8 Regional NAMTS Coordinator (RNC). RNCs provide direct support and coordination assistance for the NTMA. RNC responsibilities include:

a. Act as command representative for the NAMTS Program, interfacing with CNRMC and supporting the NTMA NAMTS organization as required.

b. Provide program administrative and execution support and guidance to their parent NTMA NAMTS organization, and other NTMAs within their geographic region if no RNC is assigned within those commands.

c. Develop, manage and maintain the NAMTS RTS for their parent NTMA. Integrate RTSs for other NTMAs within assigned geographic region. Develop Regional Training Reports (RTR) for quarterly submission to CNRMC and TYCOMs.

d. Conduct JQR indoctrination, including an overview of all components and benefits of the NAMTS program, for all candidates.

e. Assist General Foreman/Division Officers in assessing candidate’s baseline skills and developing appropriate Personal Training Plans (PTPs).
f. Administer/proctor pre- and post-JQR examinations.

g. Monitor progress of NAMTS Candidates. Every effort should be made to ensure Candidates complete NAMTS NEC JQR requirements prior to entering their detailing window.

h. Coordinate formal requests for external training, as needed.

i. Ensure candidates qualification progress is being updated weekly. Conduct monthly reviews of candidates’ records in CeTARS.

j. Coordinate, submit and track all NAMTS related correspondence through the chain of command for appropriate approval. Maintain a local library of current NAMTS references material.

k. Identify NAMTS training process issues, and assist in initiating program improvement through the NAMTS Feedback Report system.

l. Monitor JQR training requirements and make recommendations for external training as needed.

m. Assist in the collection of data to support NAMTS metrics.

n. Assist in preparing program reviews, audits and CNRMC FMAAs.

o. Conduct at least two NAMTS program spot checks per month. Schedule and coordinate spot checks for all other NTMA NAMTS organization individuals.

p. Coordinate and participate in all JQR qualification oral boards.

q. Ensure awarded NECs are recorded in each candidate’s Electronic Training Jacket (ETJ). Verify entries in FLTMPS.

r. Coordinate and track Feedback Reports (FBRs) and submit to CNRMC. Coordinate FBR resolution within the NTMA as applicable.

2.9 Command JQR Coordinator. The Command JQR Coordinator manages and administers the command JQR program. Responsibilities specifically applicable to the NAMTS program include:

a. Act as command representative for the JQR Program, interfacing with CNRMC and RNCs as required.

b. Recommend changes to which JQRs are executed at the NTMA.

c. Identify/resolve activity training requirements.

d. Ensure PTPs are prepared for all candidates.

e. May assist RNC in proctoring pre- and post-JQR examinations.

f. Ensure a current command approved JQR Qualifiers list for all applicable processes, is maintained and available to all respective candidates. Route all recommended changes to the NTMA Commander/Commanding Officer for approval.
g. Coordinate the submission and tracking of all JQR Feedback Reports. Maintain a file of all Feedback Reports.

h. Provide CeTARS training as needed and oversee command CeTARS users.

i. Conduct JQR management training for all personnel as needed.

j. Ensure the command NAMTS Program objectives are achieved and program integrity is maintained.

k. Assist candidates in obtaining current applicable JQRs.

l. Ensure at least one spot check per JQR is conducted each month.

m. Participate in all JQR qualification oral boards.

n. Ensure NAMTS NEC requests are submitted via CeTARS.

o. Ensure awarded NECs are recorded in each candidate’s Electronic Training Jacket (ETJ). Verify entries in FLTMPS.

2.10 Production Officer/Department Head. The Production Officer/Department Head supervises the NAMTS NEC JQR Program within their department. Responsibilities include:

a. Set standards and monitors the department JQR Program.

b. Ensure all eligible personnel are assigned to shops performing NAMTS related production work during their tenure at the command to facilitate earning NAMTS NECs.

c. Submit requests for final authorization of NAMTS NECs to the RMC Commander/Commanding Officer. Upon receipt of authorization, ensure NEC recommendation is made in CeTARS.

d. Review and screen Feedback Reports for resolution within the NTMA.

e. Review General Foreman/Division Officer recommendations for JQR Qualifiers, recommend approval/disapproval and forward to the NTMA Commander/Commanding Officer via the JQR Coordinator.

f. Coordinate the JQR goals of departmental personnel with General Foremen/Division Officers.

g. Conduct a minimum of one NAMTS program spot check per quarter.

2.11 General Foreman/Division Officer. The General Foreman/Division Officer administers the NAMTS NEC JQR program within their division. Responsibilities include:

a. Approve assignment of Work Center JQR Coordinators.

b. Review each Work Center JQR Qualifier List and submit for approval via the Production Officer/Department Head.

c. Monitor WCS development of PTPs for JQR candidates.
Monitor JQR progress of division personnel and forward monthly progress reports to the Command JQR Coordinator.

Keep the Production Officer/Department Head informed of changes in the status of division personnel and adjust JQR qualification goals accordingly.

Ensure evaluations reflect JQR qualification accomplishments.

Conduct a minimum of one NAMTS program spot check per quarter.

**2.12 Skill Area Coordinators (SAC).** The SAC provides NAMTS qualification support and assistance to multiple Work Centers/Divisions. SACs are assigned at the discretion of the Production Officer/Department Head. Assignments as SACs shall not interfere with accomplishing other production work. SACs are not intended to absorb duties from the RNCs. Responsibilities may include:

- Assist Work Center/Division personnel with NAMTS program related issues.
- Receive candidate qualification progress updates from Work Center/Division personnel and make appropriate entries in CeTARS weekly.
- Assist Work Center Supervisors with PTP development and maintenance. Maintain record copies of all PTPs.
- Advise the Command JQR Coordinator of any issues which may prevent or delay JQR completion within their Work Centers/Divisions.
- Administer written exams as necessary.
- Conduct a least one NAMTS spot check per month per assigned shop.

**2.13 Foreman/Work Center Supervisor (WCS).** The Foreman/WCS establishes goals and monitors the progress of NAMTS program candidates. Success of the NAMTS program is based on solid planning and quality control by the Foreman/WCS. Responsibilities include:

- Supervise the Work Center NAMTS program.
- Indoctrinate all eligible candidates to the NAMTS program, and develop a PTP for each candidate. Maintain a file of all PTPs.
- Ensure all personnel are 3M Maintenance Person 301 and Quality Maintenance-Craftsman 301 PQS qualified prior to performing maintenance.
- Ensure candidates complete all NAMTS qualifications as described in Chapter 5 of this instruction.
- Ensure candidates are provided with work assignments that provide the experience and opportunity to complete their qualification path.
- Assign candidates to work with qualified personnel in order to gain needed experience.
- Ensure all qualification demonstrations are satisfactory.
h. Recommend external training as needed.

i. Monitor candidates’ qualification progress in accordance with their approved PTPs and ensure their progress is updated in CeTARS weekly.

j. Review PTPs with candidates quarterly. Update PTP as necessary.

k. Review and submit changes to the JQR Qualifiers List to the Command JQR Coordinator via the Production Officer/Department Head. Identify which JQR line items each qualifier is authorized to certify.

l. Participate in all oral boards for assigned shop personnel.

2.14 JQR Qualifiers. JQR Qualifiers are Subject Matter Experts (SMEs) for particular JQR lines items or final qualifications, for which they are command authorized to certify and sign. They are directly responsible for assuring a candidate is fully qualified and experienced before signing a particular JQR line item or final qualification. Responsibilities include:

a. Maintain up-to-date knowledge of the technical and safety requirements in their assigned area of responsibilities.

b. Mentor candidates to obtain the knowledge, skills and experience needed to complete their qualification goals.

c. Ensure candidates are knowledgeable of safety procedures and requirements prior to the operation of any equipment or system.

d. Exercise quality control over the JQR qualification process by ensuring candidates demonstrate the requisite skills and knowledge required for all qualification sections outlined in the JQR.

e. Provide feedback to Foremen/WCSs to ensure qualification paths reflect accurate requirements. Report qualification path discrepancies using the JQR Feedback process.

f. Participate in oral boards for applicable JQRs.

2.15 Candidates. Candidates are those Sailors enrolled in NAMTS NEC qualification training and shall include all non-nuclear qualified Sailors (E4 through E7) in NAMTS NEC source ratings. Candidates are indoctrinated into the NAMTS program and assigned an applicable JQR and tailored PTP. Responsibilities include:


b. Complete training and qualifications per assigned PTP.

c. Identify and report obstacles preventing completion of required qualifications to their Foreman/WCS and the JQR Qualifier as necessary.

d. Prepare for written or oral examinations and performance demonstrations as required.

e. Verify JQR Qualification Record is current.
CHAPTER 3

NAMTS JOB QUALIFICATION REQUIREMENT (JQR)

3.1 Introduction. This chapter describes the administration of the NAMTS NEC JQR including basic content, key elements for its use, and the feedback/revision process.

JQRs are qualification standards used to assess and verify a candidate’s ability and proficiency in performing specific maintenance tasks. JQRs specify the minimum performance requirements for a NAMTS trained technician within specific core skills. Upon satisfactory completion of JQR requirements, candidates may be awarded a NAMTS NEC.

Commands normally use JQRs to satisfy a specific qualification requirement, where no formal Personnel Qualification Standard (PQS) exists. With TYCOM approval, JQRs are incorporated into the PQS program to minimize the number of JQRs, however JQR development and use within the NAMTS program is authorized by reference (c). JQR Changes and New JQR Development are discussed in Sections 3.5 and 3.6 of this chapter.

3.2 NAMTS Skill Areas. To fill NAMTS NEC coded Fleet billets, NAMTS JQRs focus on specific ratings, pay grades and applicable prerequisite NECs as shown in Figure 3-1. Sailors outside the scope of Figure 3-1 may participate in the NAMTS program if they are required to complete a JQR in conjunction with their assigned duties, however they will not be awarded a NAMTS NEC. Additionally, Course Identification Numbers (CINs) identify Process Groups within a JQR (section 3.3.8). Successful completion of each CIN, as well as the award of an NEC, will be noted in the candidate’s ETJ via CeTARS.

3.3 JQR Contents/Components.

3.3.1 Change Record. The Change Record provides a description of JQR changes, change numbers and change dates. The Change Record describes major changes to applicable JQR Sections including impacts to qualification requirements. The most current issue of the JQR should always be used. The Master Library of current JQRs is maintained at the NAMTS website: https://www.portal.navy.mil/crmc/NAMTS.

3.3.2 JQR Introduction. The JQR Introduction provides a synopsis of the JQR Program and the JQR qualification process. The JQR Introduction will be incorporated into the Command Indoctrination, and all candidates are required to read the JQR Introduction.

3.3.3 Final Qualification Page. The Final Qualification page will be used as a record of completion of the JQR. In signing, each member signifies satisfactory completion of all requirements. Signature by the NTMA Commander/Commanding Officer recommends award of the NAMTS NEC and umbrella CIN.

3.3.4 Qualification Signature Cards. Qualification Signature Cards inserted prior to each section, documents a candidate’s completion of that section (Fundamentals, Equipment or Processes). Candidates will retain their original signed cards until an NEC has been awarded. Upon issuance of JQR changes, the candidate should transfer the original signed cards to the new JQR and apply authorized pen and ink changes as necessary.
3.3.5 Fundamentals (100 Section). The 100 Section identifies knowledge needed to properly perform maintenance. This knowledge may be elementary or more advanced, e.g., troubleshooting components or systems. Only objectives are identified, the JQR is not a lesson plan.

There are two categories of Fundamentals: Core (Safety) and Shop-Related (Trade Theory). Core Fundamentals are safety fundamentals that apply throughout all JQRs. They are usually completed at Command Indoctrination and must be completed before proceeding to the remainder of qualification path. Shop-Related (Trade Theory) Fundamentals, though termed fundamental, may be refresher training in some cases and advanced theory in others (e.g., troubleshooting).

Fundamentals training and qualifications are often associated with the classroom environment, although they may be a combination of classroom and hands-on training. This affords an opportunity to assess the candidate’s knowledge or provide information that might not be fully addressed during the performance of OJT.

3.3.6 Equipment (200 Section). The 200 Section is designed to verify the candidate’s safe, accurate and efficient operation of equipment needed to perform the maintenance tasks outlined in Processes (300 Section).

Foremen/WCSs must ensure candidates complete all Fundamentals (100 Section) and applicable Equipment (200 Section) items, prior to beginning the Processes (300 Section) or participating in any On-the-Job-Training (OJT).

3.3.7 Processes (300 Section). The 300 Section identifies repair tasks candidates must complete using Perform (P), Simulate (S), Observe (O) or Discuss (D) methods or levels of qualification. The methods/levels of qualification are defined in the JQR Introduction. These levels are hierarchical from P down to D. The command is responsible to qualify using the highest level possible, and may not use a level lower than that required by the JQR. Candidates completing P and S qualifications must demonstrate processes in a lead craftsman role.

The 300 Section is composed of group titles, processes, and sub-processes. Each process group is identified by a number and an original shop identifier (e.g., 310/31A). Processes within each group are identified as 310.01, 310.02, etc. Process groups are also identified by CIN (section 4.3.8). Processes will contain one or more sub-processes designated as .01, .02, etc. Sub-processes are only milestones in a general repair process, used by the Qualifier for monitoring purposes. They do not provide direction on how a job is to be completed. JQRs are not Technical Work Documents (TWD), and must not be used as such.

All processes must be completed safely, accurately and efficiently. JQR tailoring, including changing method/level of qualification, is not authorized.

3.3.8 Course Identification Number (CIN). Within JQRs, several processes may fall under a specific process grouping, or group title. Each group has a designated CIN. CINs can be found on the Processes (300 Section), Qualification Signature Card. Completing all processes within a group affords the candidate recognition for completing the CIN. Completing all
CINs within a JQR, earns the candidate an Umbrella CIN upon satisfactory completion of the JQR.

As with NAMTS NECs, all CIN prerequisites must be met per Figure 3-1. CIN completion will be documented in CeTARS and tracked in the ETJ.

3.4 JQR Feedback Reports. JQR Feedback Reports (FBRs) are important tools which provide a means to update JQRs. FBRs may also assist NTMAs in resolving any issue regarding the NAMTS program. Additionally, participants can use FBRs to provide their perspective on any program aspect, including quality of training and skills acquired.

Considering the scope an impact of the NAMTS Program throughout the Fleet, feedback from any source will always be considered in efforts to continuously improve the program.

3.4.1 FBR Submittal Process. Any NTMA personnel may initiate a FBR. The originator submits the FBR, via the chain of command, to the Production Officer/Department Head for review and potential resolution locally within the NTMA. Regardless of resolution, the FBR is forwarded to the RNC for tracking and submission to CNRMC.

Figure 3-2 is a sample FBR. All JQR FBRs will be electronically submitted by the RNC via the NAMTS website: https://www.portal.navy.mil/crmc/NAMTS. Status of FBRs can also be viewed at this website.

3.4.2 FBR Evaluation and Response. All FBRs will be forwarded to CNRMC for review. FBRs resolved locally within the NTMA may be forward to all NTMAs by CNRMC, if applicable. CNRMC will coordinate resolution of all other FBRs as appropriate.

Depending on the nature of the FBR, resolution may involve JQR changes, policy changes or other guidance/actions as required. CNRMC will notify the NTMAs and other affected activities when the resolution is determined, or if further action is required.

3.5 JQR Changes. Periodic JQR changes and updates ensure JQRs continue to meet Fleet requirements. JQRs should always be identified by the Change Number and Date of Issue (i.e., Change 4, April 2004). The most current issue of the JQR should always be used. The Master Library of current JQRs is maintained at the NAMTS website: https://www.portal.navy.mil/crmc/NAMTS.

3.5.1 JQR Change Process. All NAMTS JQRs are periodically updated by conducting regular JQR reviews coordinated by CNRMC. A panel of SMEs for each JQR is assembled with participants from NTMAs, afloat units or other activities as appropriate. The panel conducts a thorough technical review of the JQR in its entirety to determine required changes. Changes may result from FBRs, equipment or system changes/alterations, process improvements, or changes in Fleet NEC requirements. Upon CNRMC approval of the changes recommended by the panel, the JQR is revised and posted to the NAMTS website. The NAMTS organization is notified accordingly. NTMAs are responsible for incorporating the revised JQR as applicable.

CNRMC will coordinate JQR reviews every three years, at a minimum.
3.6 New JQR Development. As the NAMTS program evolves in response to Fleet requirements, new NECs may be created and new JQRs will be developed accordingly. New NAMTS NEC JQR development will be coordinated by CNRMC. A panel of SMEs similar to that assembled for JQR reviews, will develop the new JQR. Upon CNRMC approval of the new JQR recommended by the panel, the JQR will be posted to the NAMTS website. NTMAs will be responsible for incorporating the new JQR as applicable.

3.7 JQR Examination and Oral Board Question Cache. Each JQR shall have an associated cache of standard questions to be used for pre- and post-JQR examinations and Oral Boards (sections 4.6.1 and 5.8). Standard questions shall be developed to evaluate all aspects of the specific JQR requirements. Each question shall have a specific credible answer for which technical guidance is referenced.

The cache of questions shall be maintained with adequate security, and access shall be limited to those performing program administrative or oversight functions.

The cache of questions shall be reviewed in conjunction with the associated JQR review every 3 years, at a minimum. Exam and Oral Board results metrics shall be used to evaluate qualification trends, and the integrity of individual questions and the cache in aggregate. Changes shall be effected accordingly.
### Figure 3-1

**NAMTS SKILL AREAS, SOURCE RATINGS, NECs AND UMBRELLA CINs**

<table>
<thead>
<tr>
<th>NAMTS SKILL AREA</th>
<th>SOURCE RATING</th>
<th>PREREQUISITE NEC</th>
<th>NAMTS NEC</th>
<th>UMBRELLA CIN</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel Engine, Governor, and Injector Repair Technician</td>
<td>EN</td>
<td>None</td>
<td>EN-4340</td>
<td>V-652-4340</td>
<td>Active</td>
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<td></td>
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<td>EN-4343</td>
<td>V-652-4343</td>
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<td>4333</td>
<td>EN-4344</td>
<td>V-652-4344</td>
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<td></td>
<td>4382</td>
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<td>V-651-4140</td>
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<td>GE-414X</td>
<td>V-651-414X</td>
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<td></td>
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<td>MM-4223</td>
<td>V-720-4223</td>
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<td>Rigger/Weight Tester</td>
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<td>BM-0120</td>
<td>V-060-0120</td>
<td>*Re-activate</td>
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<tr>
<td>Watertight Closure Maintenance Technician</td>
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<td>None</td>
<td>DC-4812</td>
<td>V-495-4812</td>
<td>*Re-activate</td>
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**Note 1:** The pay grade requirement for obtaining a NAMTS NEC is E4 to E7.

**Note 2:** Nuclear-designated Sailors may complete NAMTS JQR, but will not be awarded a NAMTS NEC.

**Note 3:** Personnel who will reach High Year Tenure (HYT) prior to being assigned to fill an afloat NAMTS billet should be enrolled in NAMTS.

**Note 4:** *Re-activation initiated Sep 2012. NAMTS NEC code numbers may change when approved.

**Note 5:** Valve Repair Technician and Watertight Closure Maintenance Technician: Request has been submitted for ALL enlisted ratings.
**Figure 3-2**

**NAMTS FEEDBACK REPORT (SAMPLE)**

<table>
<thead>
<tr>
<th>COMPLETED BY NTMA</th>
<th>(\Rightarrow) Urgent</th>
<th>(\Rightarrow) Routine</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<tr>
<td>FROM: Originator</td>
<td></td>
<td></td>
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<tr>
<td>PHONE NUMBER FOR POC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIA: Department Head</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIA: JQR Coordinator</td>
<td></td>
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<tr>
<td>VIA: Regional NAMTS Coordinator</td>
<td></td>
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<tr>
<td>JQR/SECTION (IF APPLICABLE):</td>
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<td></td>
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<tr>
<td>REMARKS:</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>COMPLETED BY CNRMC (RNC IF NTMA RESOLVED)</th>
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<td>DATE RECEIVED:</td>
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<tr>
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<td>STATUS:</td>
<td></td>
</tr>
<tr>
<td>ACTION TAKEN/DATE:</td>
<td></td>
</tr>
<tr>
<td>CHANGE # CORRECTED AND DATE (IF APPLICABLE):</td>
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CHAPTER 4

NAMTS IMPLEMENTATION

4.1 Introduction. This chapter describes the key elements of NAMTS implementation including Regional Training Schedules/Regional Training Reports (RTS/RTR), JQR Qualifiers Designation, Candidate Enrollment/Indoctrination and PTP Development.

The NTMA is responsible for coordinating NAMTS implementation for their assigned geographical region.

4.2 Regional Training Schedule (RTS). The RTS identifies NAMTS training requirements and document the means to deliver NAMTS training within a region. RTSs relate the region’s organic industrial capability and capacity, to the required NAMTS training with the objective of manning the at-sea requirements within a region, based on enclosure (1).

The NTMAs shall develop and coordinate the RTS execution for their assigned geographical region. The RNC shall develop, manage and maintain the NAMTS RTS for their parent NTMA. The RNC shall also integrate RTSs for other NTMAs (without a dedicated command RNC) within their assigned geographic region.

Depending on the production workload or other circumstances, it may be necessary to supplement NAMTS training. RNCs shall coordinate formal requests for external training with the Training Officer, as needed.

4.3 Regional Training Report (RTR). Regional Training Reports (RTRs) will be used to document RTS execution progress, and analyze the gap between NAMTS training requirements and the region’s organic capability/capacity. The RNC shall prepare the RTR for their assigned geographic region, for quarterly submission by the NTMA to CNRMC and TYCOM.

Note: The RTS/RTR must be consistent with Production Department workload and production hours data (i.e., man-hours available vs. man-hours expended).

4.4 JQR Qualifiers Designation. JQR Qualifiers are normally E-5 or above, and designated in writing by the NTMA Commander/Commanding Officer, or a designated representative.

JQR Qualifiers must be assigned for each process, fundamental and equipment qualification requirement in the qualification path. A limited number of personnel should be designated as JQR Qualifiers, and the number of elements each JQR Qualifier is designated to sign should also be limited. This allows the Qualifier to focus on their specific areas of expertise within the JQR.

When a Process (300 section) qualification requirement is assigned to a JQR Qualifier, the associated Equipment (200 section) qualification requirement is also assigned.

In NTMAs with an integrated workforce, it is recommended that fully qualified civilians also be designated as JQR Qualifiers. This will help to maintain program continuity.

Responsibilities of JQR Qualifiers are described in Section 2.14.
4.4.1 Assigning JQR Qualifiers for New Processes or JQRs. New JQRs, and new qualification requirements added to existing JQRs, will have JQR Qualifiers assigned per paragraph 5.3. If the NTMA has no personnel assigned within the command, with the credentials or experience to serve as JQR Qualifiers for the new/additional requirements, the NTMA should arrange for formal training for incumbent Qualifiers prior to implementing the requirements.

4.4.2 JQR Authorized Qualifiers List (AQL). A JQR AQL for the applicable core skills shall be developed by the WCS/Foreman and Division Officer/General Foreman, approved by the Department Head, and signed by the NTMA Commander/Commanding Officer or a designated representative. The AQL shall be divided by work center and include each JQR Qualifier’s name, rate, PRD, and which JQR line item(s) they are authorized to sign. The AQL must be updated as required to keep current. Applicable AQLs provided to the candidates and posted in each work center.

4.5 Candidate Enrollment. NTMAs shall enroll all eligible enlisted personnel holding the NAMTS NEC prerequisites of Figure 3-1, in the NAMTS program and assign the appropriate NAMTS JQR. Eligibility is defined as all non-nuclear qualified Sailors (E4 through E7) in NAMTS NEC source ratings.

The RNC, Command JQR Coordinator and WCS will determine each candidate’s current experience level to facilitate developing a tailored Personal Training Plan (PTP) (section 4.6.2). A qualification path will be selected, and the candidate will be enrolled in CeTARS.

4.6 Candidate Indoctrination. The RNC, Command JQR Coordinator and WCS will provide the candidate with a thorough indoctrination of the NAMTS Program. This indoctrination shall include the objectives of the NAMTS Program, the Command JQR Instruction, and this guide. During indoctrination the candidate should be issued the applicable JQR, and be administered a pre-JQR exam to establish their baseline knowledge. The candidate’s tailored PTP should then be developed, explained and initiated. The Core Fundamentals of the program are usually provided to candidates during their NTMA indoctrination.

4.6.1 JQR Examinations. JQR exams shall be administered to all NAMTS candidates in conjunction with their qualification path. Pre-JQR exams shall be administered during NAMTS indoctrination. Post-JQR exams shall be administered following completion of all 100, 200 and 300 Section JQR requirements (section 5.8).

The exams shall consist of a representative sample from a standard cache of questions, specific for each JQR (section 3.7). JQR exams shall be coordinated and administered by the RNC. Exam results shall be provided to the candidate immediately upon completion of the exam. Exam results metrics shall be collected and used to evaluate qualification trends and the standard cache integrity.

4.6.2 Personal Training Plan (PTP). A PTP is a training path guideline based on a candidate’s experience and baseline knowledge. The PTP is developed to tailor training assignments to the candidate’s needs. The RNC, Command JQR Coordinator and WCS collaborate to establish and validate a candidate’s Entry Level Experience based on a review of their qualifications, pre-exam results and interviews. During work center indoctrination the WCS completes and assigns each candidate’s PTP.
A sample PTP is shown as Figure 4-1. The PTP should be segmented into a series of short-term and long-term goals, balancing projected workload with OJT opportunities and external formal training if required.

The PTP should include target completion dates for the various elements of the plan. These dates should be flexible due to the many factors that may impact the maintenance environment.

Candidates should never be forced to attempt a qualification for which they are unprepared.

4.7 Work Center Supervisor (WCS) Preparations. WCS should align the candidate’s training goals with the work center’s present and projected workload in accordance with the RTS. Whenever practical, candidates should be assigned to work with more experienced personnel within the work center. Formal external training should be considered to alleviate shortfalls in training opportunities, or to supplement available training if required. Outsourcing of training should be coordinated by the RNC, and the Training Officer. External training should be integrated into the candidate’s PTP in a timely and cost-effective manner.
## PERSONAL TRAINING PLAN (PTP) (SAMPLE)

**CANDIDATE:** MM1 DOE, JOHN  
**PROGRAM START DATE:** 5/12  
**PROJECTED END DATE:** 2/14

### TRAINING & QUALIFICATION TIMEFRAME ESTIMATES BASED ON CANDIDATE’S PREVIOUS EXPERIENCE AND PROJECTED OPPORTUNITIES AS DETERMINED BY RNC, COMMAND JQR COORDINATOR AND WCS

<table>
<thead>
<tr>
<th>QUALIFICATION PATH</th>
<th>ENTRY LEVEL EXP. (Note 1)</th>
<th>THRESHOLD WINDOW 3-Mo End Date</th>
<th>TRAINING/QUALIFICATION WINDOW 6-Mo Period End Dates</th>
<th>LOC. (Note 3)</th>
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</thead>
<tbody>
<tr>
<td><strong>PUMP REPAIR</strong></td>
<td></td>
<td>8/04</td>
<td>2/05</td>
<td>8/05</td>
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<tr>
<td>100.6 HEARING CONSERVATION PROGRAM</td>
<td>AVG</td>
<td>PQ</td>
<td></td>
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<td>131.10 MECHANICAL SEALS</td>
<td>LIM</td>
<td>PQ</td>
<td></td>
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</tr>
<tr>
<td>131.16 TROUBLESHOOTING PUMPS - MECHANICAL</td>
<td>LIM</td>
<td>PQ</td>
<td></td>
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<tr>
<td>231.05 ABRASIVE BLAST, CABINET</td>
<td>SIG</td>
<td>PQ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>330.1/38A SHAFT ALIGNMENT, OPTICAL LASER, SHIPBOARD</td>
<td>LIM</td>
<td>PQ</td>
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<td></td>
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<tr>
<td>330.2/31G CENTRIFUGAL PUMPS, MULTIPLE STAGE (DISASSM, INSPI &amp; RPR)</td>
<td>LIM</td>
<td></td>
<td>PQ</td>
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</tr>
</tbody>
</table>

**Note 1:** Indicates Candidate’s Entry Level Experience, determined by RNC, Command JQR Coordinator and WCS:

- **SIG** = Significant experience, may require only limited training
- **AVG** = Average experience, average training time expected
- **LIM** = Limited experience, full training time expected

**Note 2:** PQ = Projected Qualification (to occur during this period).

**Note 3:** Indicates the Location (shop, WC, etc.) of projected training and/or qualification, if outside primary work center.
CHAPTER 5

THE QUALIFICATION PROCESS

5.1 Introduction. This chapter provides a general description of the qualification process and requirements. Detailed descriptions of the qualification process are contained in the Introduction section of each JQR.

Candidates are prepared to begin the process of training and qualifying once the Indoctrination is complete, the qualification path and PTP has been assigned, and JQR Qualifiers have been designated (Chapter 5). Candidates should prepare for qualification by training and working with experienced personnel, and by reviewing pertinent references. They should inform their supervisor when they are prepared for a qualification attempt.

A candidate may never attempt qualifications if not prepared and certain of all safety precautions and practices associated with completion of a process or equipment usage. JQR Qualifiers must immediately stop any unsafe actions.

5.2 Qualification Signature Cards. Qualification Signature Cards are inserted prior to each JQR Section. A signature line is provided to document a candidate’s satisfactory completion of each Fundamental, Equipment or Process Qualification requirement. For Process Qualifications, the method must be identified (i.e., P, S, O, or D). Candidates will report all completed qualifications to the WCS. The original Qualification Signature Cards shall be maintained at all times by the candidate.

WCSs shall ensure each candidate’s qualification progress is updated in CeTARS weekly.

5.3 Qualifying to Fundamentals (100 Section). Qualification to fundamentals will occur with satisfactory completion of a written or oral exam, as determined by the complexity of the subject matter. The qualification will be documented on the 100 Section Qualification Signature Card by the qualifier. Qualification to Fundamentals will occur when signatures are obtained for all listed requirements. Qualification to Core Fundamentals must occur prior to beginning any OJT.

5.4 Qualifying to Equipment (200 Section). In most cases, Equipment Qualification should take place prior to Process Qualification (300 Section) to ensure process completion efficiency is not adversely effected by unfamiliarization with tooling or instruments. However, Equipment Qualification can be completed simultaneously with a Process Qualification.

The JQR contains an Equipment Qualification Template (Figure 5-1) which identifies Equipment Qualifications needed for completion of the path, and provides generic questions that should be adapted for each Equipment Qualification. Qualifiers must ensure that candidates understand the elements relevant to use of the equipment, and can use the equipment safely, accurately and efficiently.

Upon satisfactory demonstration and response to the qualifier’s prepared questions from the Equipment Qualification Template, the qualifier signs the applicable 200 Section Qualification Signature Card line items.
5.5 Qualifying to Processes (300 Section). The 300 Section identifies repair tasks candidates must complete using Perform (P), Simulate (S), Observe (O) or Discuss (D) methods or levels of qualification. The methods/levels of qualification are defined in the JQR Introduction. These levels are hierarchical from P down to D.

At the P and S qualification levels, candidates must demonstrate the ability to safely, accurately, and efficiently complete work processes while acting as the sole or lead craftsman on the job. Accordingly, all personnel awarded a qualification must be fully and independently capable of troubleshooting, making repair decisions, and performing subsequent repairs as required by the process. If feasible, more than one candidate may train and qualify per evolution.

The JQR Qualifier must witness all key elements of the process, while consistently challenging the candidate’s thought process. The decision to award a qualification to a candidate is at the discretion of the WCS and JQR Qualifier.

Upon satisfactory process demonstration, the JQR Qualifiers will sign the appropriate 300 Section Qualification Signature Card line items, and circle the qualification method.

5.6 Accelerated Path Completion. Note that “grandfathering” is not authorized in this program. All qualifications must be demonstrated to a designated qualifier.

Experienced personnel may accelerate completion of the qualification path by completing more advanced processes, if adequately prepared. Some qualification paths contain component processes that precede more complex system processes. A candidate who satisfactorily qualifies on a more complex system may concurrently receive qualification for the component processes without having to qualify for each process separately. This determination resides with the command’s qualifiers and supervisors, and should be built into the PTP. Qualification to fundamentals may also be accelerated by successfully completing a final exam if applicable.

Most qualification paths provide incremental qualifications which facilitate developing candidate proficiency. This method allows for repetition of basic qualifications in addition to opportunity for more advanced qualifications, based candidate progress and supervisor discretion. Gaining experience and proficiency must always be emphasized, as the candidate progresses through their qualification path.

5.7 Impact of JQR Revisions. When revisions to JQRs are issued, the Change Record Page will indicate if previous qualifications are accepted or if the candidates must meet the revised qualification (section 3.3.1). Upon issuance of a JQR revision, the candidate will transfer the original signed Signature Cards to the revised JQR as applicable.

5.8 Post-JQR Exam and Oral Board. Upon a candidate’s successful completion of all 100, 200 and 300 Section qualification requirements, the RNC shall administer the Post-JQR exam and coordinate the JQR qualification oral board.
The JQR qualification board should provide the candidate the opportunity to demonstrate requisite experience and proficiency gained during the qualification process. The board shall be chaired by the Command JQR Coordinator and at a minimum, be comprised of the following personnel:

a. Command JQR Coordinator (chair)

b. RNC

c. Foreman/WCS (for assigned shop personnel)

d. JQR Qualifiers (for applicable JQRs)

e. Other NTMA personnel or SMEs as appropriate

The Post-JQR exams and oral boards shall consist of a representative sample from a standard cache of questions, specific for each JQR (section 3.7). JQR exams shall be coordinated and administered by the RNC. Oral Board questions may be augmented as considered necessary by the board to fully evaluate the candidate.

Exam and Oral Board results metrics shall be collected and used to evaluate qualification trends and the standard cache integrity.

WCSs shall ensure candidates are adequately prepared for the Post-JQR exam and Oral Board, and the Training Officer shall ensure the integrity of the board.

5.9 NEC Submission and Final Qualification Page. Upon a candidate’s completion of all the qualification elements of the JQR, the RNC shall ensure that the Final Qualification Page has been routed through the chain of command for signatures, and a new NEC request is approved by the NTMA Commanding Officer. The RNC shall insure the NEC request is entered into CeTARS.

5.9.1 NEC Requirements. Candidates must be in the appropriate source rating, hold all applicable prerequisite NECs, and be in pay grades E4–E7 to earn a NAMTS NEC (section 3.2). Personnel in paygrades E4–E9 are eligible to hold a NAMTS NEC. Reference (d) contains a full description of the source rating, rank and prerequisite NEC requirements.

If a waiver is being requested for any of the NEC prerequisites, supporting documentation, signed by the NTMA Commander/Commanding Officer or their designated representative, must be forwarded to EPMAC.
The following list defines the equipment qualifications necessary for completing the NAMTS SHIPFITTER JQR. The qualification criteria as described below in items .1 through .7 are general to the checkout on any given equipment, thus certain elements may not be applicable to every equipment qualification. When qualifying to specific equipment, the candidate will explain and/or apply only the elements relevant to the subject equipment. Final qualification will be determined by the candidate demonstrating the safe, accurate, and efficient use of the equipment to a qualifier.

211.03 IRON WORKER, HYDRAULIC, UNIV
211.06 SHEAR, SQUARING
211.07 BENDING MACHINE, PIPE AND BAR, UNIVERSAL
211.08 CUTTING RIG, OXY-ACETYLENE
217.02 BANDSAW, VERTICAL
217.03 SHEARING, NIBBLING & FORMING MACH.
217.06 SHEAR, SQUARING
217.07 BRAKE, PRESS, PWR.
217.10 CUTTER, PLASMA
217.11 FORMING MACH., SLIP UNIVERSAL
217.12 DRILL PRESS
231.08 GRINDER, PED/BENCH
251.02 HOIST, OVERHEAD

REFERENCES:

a. OPNAVINST 5100.23G CH-1, NAVOSH Program Manual
b. OPNAVINST 5100.19E, NAVOSH for Forces Afloat
c. Manufacturer’s Technical Manual

.1 Describe the equipment’s function(s) and typical applications in the Work Center.

.2 Describe the equipment's principle components, attachments, and state their purpose.

.3 State the equipment's operational precautions, Personal Protective Equipment (PPE) required and describe the equipment's safety features, including Emergency Stop (if applicable).

.4 State the equipment's operating parameters (as applicable):

a. Capacity (work piece)  d. Flow rate
b. Capacity (tooling)  e. Min/Max use specification
c. Travel limits (axes)

.5 Define the utilization factors necessary to safely, accurately, and efficiently operate the equipment (as applicable):

a. Speed and feed settings  d. Range settings
b. Power settings  e. Flow rates
c. Stroke/stop settings  f. Tooling

.6 Define the hazardous material associated with the utilization of the equipment and describe important factors to consider in using the hazardous material, as stated in the Material Safety Data Sheet (MSDS).

.7 Demonstrate the safe, accurate, and efficient use of equipment.
CHAPTER 6

CORPORATE ENTERPRISE TRAINING ACTIVITY RESOURCE SYSTEM (CeTARS)

6.1 Introduction. This chapter provides brief description of the CeTARS system and functionality. Specific information regarding CeTARS policy, responsibilities and use are contained in reference (b).

6.2 CeTARS. CeTARS is the Navy's training database and the sole source of official statistics for all formal Navy training. It incorporates the functionality of the Navy Integrated Training Resources Administration System (NITRAS) and the Standard Training Activity Support System (STASS) in an NMCI-compliant environment. CeTARS enables documentation, tracking, and reporting of all NAMTS training. It also provides for visibility of training accomplishments at Fleet and Navy levels. CeTARS also feeds qualification information to each Sailor’s Electronic Training Jacket (ETJ) via the Fleet Training Management Planning System (FTMPS).

6.3 CeTARS Management. The Naval Education and Training Professional Development Technology Center (NETPDTC) is responsible for CeTARS management. CeTARS can be accessed at: https://main.prod.cetars.training.navy.mil.

The CeTARS website provides information regarding account access, training, use and technical support.

6.4 NTMA Responsibilities. NTMAs shall monitor and report each candidate’s progress, and recommend awarding NAMTS NECs using CeTARS. All Sailor ETJ data is to be kept current.

All NTMA personnel shall have the appropriate level CeTARS access required to performing their functions in support of NAMTS program management and execution as described in this guide.

6.5 CeTARS Reports. Several types of reports are available in the CeTARS system to facilitate tracking and monitoring candidates’ qualification progress. These reports may also provide program status information internal to the NTMA or up-line to CNRMC, TYCOM or USFF as required.
CHAPTER 7

NAMTS WEBSITE

7.1 Introduction. This chapter provides a brief description of the information available on the NAMTS website. The NAMTS website was developed to assist program managers, participants, and all support organizations in the management and execution of the NAMTS program.

7.2 NAMTS Website Access. CNRMC is responsible for hosting and maintaining the NAMTS information website. The NAMTS website is located at https://www.portal.navy.mil/crmc/NAMTS. The website is accessed through a government portal using a Common Access Card (CAC).

7.3 NAMTS Website Content. The NAMTS website contains a wide range of information and resources that support the NAMTS Program organization, management and execution. Although the content and organization of the website may change, the following sections describe the basic content.

7.3.1 Public Documents. This section provides the main NAMTS supporting documents. These documents include the NAMTS Instruction, Operations Guide and references.

7.3.2 Job Qualification Requirements (JQRs). This section provides JQR management items including the JQR Library, JQR Feedback Submission forms and Feedback Status Reports. It also contains templates for Personal Training Plans (PTPs) and JQR Qualifiers Lists.

7.3.3 Training Regions. This section shows the NTMAs by geographic location.

7.3.4 Navy Enlisted Classification (NEC) Manual. This section provides links to the NEC Manual hosted on the Navy Personnel Command (NPC) website. Links are also provided for the sections of the NEC Manual containing specific NAMTS NECs.

7.3.5 Apprenticeship Program. This section provides basic information and links to the United Services Military Apprenticeship Program (USMAP) website (reference (a)). Links to specific NAMTS Related Work Processes Schedules (WPS) on the USMAP website are also provided.

7.3.6 CeTARS. This section provides a brief description of CeTARS and links to the CeTARS website and downloadable training information.

7.3.7 NAMTS Newsletters. Links to the current NAMTS Newsletter as well as archived copies of all previous newsletters are provided.

7.3.8 NAMTS Metrics Homepage. Access to the Metrics Homepage is limited to personnel with management responsibilities and is controlled by CNRMC.

7.3.9 NAMTS Related Links. Links to NAMTS related websites are provided.

7.3.10 Frequently Asked Questions (FAQ). Answers to the most commonly asked questions are provided.

7.3.11 Contacts. A contacts page listing key personnel within the NAMTS organization is provided.
CHAPTER 8

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

8.1 Introduction. This chapter provides a brief description of USMAP and certification opportunities afforded Sailors participating in the NAMTS program.

8.2 USMAP. The USMAP is managed by the Center for Personal and Professional Development (CPPD), reporting to Commander, Naval Education and Training Command (NETC), in cooperation with the Department of Labor, Bureau of Apprenticeship and Training (DoLBAT) (reference (a)).

USMAP is a formal military training program that provides Sailors the opportunity to improve their job skills and to complete civilian apprenticeship requirements while on active duty.

Sailors earning NAMTS NECs are eligible for credit toward DoLBAT Journeyman certification if USMAP requirements are met and work experience is appropriately documented. To receive maximum credit, candidates must register with USMAP as early as possible to begin documenting skills and experience.

Additional information regarding USMAP can be found at https://usmap.cnet.navy.mil.

8.3 USMAP Certification. Certification for NAMTS-qualified Sailors via USMAP provides immediate recognition by private industry for skills and experience gained during their military service.

Upon completion of USMAP, Sailors will receive certification as a Journeyman in their trade from the DoLBAT. This certificate is recognized as a significant professional accomplishment.

NAMTS skills with related USMAP trades can be found on the NAMTS website at https://www.portal.navy.mil/crmc/NAMTS.
CHAPTER 9

SUPPLEMENTAL POLICY AND GUIDANCE

9.1 Introduction. This chapter discusses policy and guidance which shall be provided in CNRMC notices supplemental to the NAMTS Instruction and Operations Guide.

Several management and execution elements of the NAMTS program are subject to periodic modification. These modifications may be due to changes in Information Technology (IT)/computer systems, staffing organization, or senior leadership policy. In order to retain consistent NAMTS program structure as provided in this instruction, policy and guidance for these program elements shall be provided through supplemental notices. Such program elements include the following:

a. Reporting Requirements and Program Reviews
b. JQR Examinations and Oral Boards
c. Metrics
d. Assessments and Assist Visits

The following sections provide a brief description of policy and guidance for these elements contained in the supplemental notices.

Note: Policy or guidance provided herein, or in any supplemental notice, shall not preclude completing tasks or providing reports required by other governing documents (i.e., Joint Fleet Maintenance Manual (JFMM) or other Navy instructions, contract Statements of Work (SOW) or Task Orders (TO), etc.).

9.2 Reporting Requirements and Program Reviews. Several reporting requirements and program reviews are identified in the NAMTS Instruction and Operations Guide. The Reporting Requirements and Program Reviews notice shall contain specific policies, procedures and reporting formats to meet these requirements as discussed in the following sections.

9.2.1 Annual Manpower and At-Sea Requirements Matrix (Enclosure (1)) Review. Specific guidance shall be provided for annual manpower and enclosure (1) reviews and updates to include the following:

a. Developing quarterly cyclic review schedules to ensure AMDs for all afloat units are reviewed annually at a minimum. In conjunction with AMD reviews, enclosure (1) shall be reviewed annually.

b. Analyze sea/shore rotation impacts resulting from recommended NEC changes.

c. Results and recommendations from the review and analysis shall be submitted to TYCOMs via USFF/CPF to initiate BCRs.

d. Review procedures, and schedule and report format templates shall be enclosures to this notice.
9.2.2 Quarterly NAMTS Program Review. Specific guidance shall be provided for conducting program reviews with NTMA representatives, support contractor representatives and Contracting Office Representative (COR) (as required). At a minimum, program reviews shall include the following:

- a. Metrics review (section 9.4) including eligibility, enrollment, qualification, and NECs award trends, accounting for all Sailors in NAMTS NEC source ratings.

- b. Regional Training Schedule (RTS) updates and Regional Training Report (RTR) status.

Note: The RTS/RTR must be consistent with Production Department workload and production hours data (i.e., man-hours available vs. man-hours expended).

- c. Status of manpower/enclosure (1) reviews, BCRs, NEC modifications, feedback reports or other pending actions.

- d. Support contract status (budget, expenditures, travel, etc.)

- e. Schedule and report format templates shall be enclosures to this notice.

NAMTS Program Reviews may be conducted more frequently with specific participants as required/directed by CNRMC staff. All required reports must be submitted regardless of whether periodic reviews are conducted.

9.3 JQR Examinations and Oral Boards. The JQR Examinations and Oral Boards notice shall provide specific guidance for administering the pre- and post-JQR examinations and Oral Boards to include the following:


- b. Policy for management of JQR standard questions cache to include access, security and maintenance.

- c. Specific procedures for administering JQR exams and Oral Boards to include structure, format, grading and remedial study.

- d. Policy and guidance for review and update of JQR standard questions cache to include technical references and development of cache for new JQRs.

- e. Record keeping, metrics, analysis and reporting.

- f. Exam and oral board procedures, and report format templates shall be enclosures to this notice.

9.4 Metrics. The Metrics notice shall provide specific guidance for developing, maintaining and reporting a series of metrics to measure and monitor the performance and overall health of the NAMTS program. The metrics series shall collect data across all areas of the NAMTS organization. In particular, at a minimum, the metrics series shall include the following:

- a. Eligibility, enrollment, qualification and NECs award trends, accounting for all Sailors in NAMTS NEC source ratings.
b. Comparison of NEC awards to enclosure (1) requirements, as programmed in the RTS.

c. JQR Examinations and Oral Boards results.

d. Report and metric format templates shall be enclosures to this notice.

The metrics series shall be collected, analyzed and reported monthly. Results shall be posted on the NAMTS website and appropriately distributed within the NAMTS organization.

Metrics shall be developed to support program monitoring and review within the NAMTS organization, and integration with up line reports as required.

9.5 Assessments and Assist Visits. The Assessments and Assist Visits notice shall provide specific policy, and procedures for conducting NAMTS program assessments and assist visits for NTMAs. This notice shall comply with, and augment policy and guidance contained in reference (e) (JFMM) and other related CNRMC instructions.

Per reference (e), Fleet Maintenance Activity Assessments (FMAA) will be performed for shore based maintenance activities every 18 months, not to exceed 24 months (notionally 24 months). Core Capability Assessment Areas covered by FMAA include Repair Training Effectiveness which encompasses the NAMTS program. The Assessments and Assist Visits notice shall provide information to assist in satisfactorily completing internal or external NAMTS program reviews, including FMAAs.

9.5.1 Specific areas to address during FMAAs shall include, but are not limited to:

a. Compliance with all areas of the NAMTS Instruction and Operations Guide.

b. Verifying the NTMA has the appropriate organization, resources and expertise to satisfactorily manage and execute the NAMTS program.

c. Verifying sufficient personnel earn JQR qualifications to meet afloat NAMTS billet requirements.

Assist visits will be conducted as follow-up to FMAAs, to assess discrepancies and corrective actions.

9.5.2 At a minimum, the Assessments and Assist Visits notice shall address the following:

a. Developing and maintaining the assessment checklist. The assessment checklist shall be developed to evaluate all aspects of the NAMTS program including organization, implementation, management and execution. The checklist shall be kept up-to-date and reference current requirements, policies and procedures, including specific sections of the NAMTS Instruction and Operations Guide. The checklist shall contain a feedback section for recommended changes, to be completed following any assessment or assist visit. Recommended changes shall be reviewed by CNRMC and incorporated as appropriate.
b. Self-Assessment Procedure. A self-assessment shall be conducted prior to any assessment or assist visit. The assessment or assist visit may be tailored to focus on certain areas based on the self-assessment. The self-assessment accuracy shall also be evaluated.

c. Assessment Procedure. Based on the checklist structure, the assessment shall include an administrative review and interviews with participants in the NTMA NAMTS organization. Shop visits shall also be conducted to observe practical hands-on training, and assess the application of standards and practices commensurate with the NAMTS program. A notional schedule for the administrative review, interviews and shop visits shall be developed.

d. Assessment Documentation. Assessment and assist visits shall be comprehensively and accurately documented using the assessment checklist. Observation, findings and recommendations shall be documented to provide an accurate evaluation of all aspects of the program.

e. Corrective Actions and Follow-up. Based on the discrepancies documented during the assessment, a corrective action and follow-up plan shall be developed including a timeline for completion. Completed actions shall be documented appropriately.

f. The assessment checklist, notional schedule and report format templates shall be enclosures to this notice.