DEPARTMENT OF THE NAVY
COMMANDER
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CNRMCINST 4700.10A
Code 900
16 Sep 16

CNRMC INSTRUCTION 4700.10A

Subj: NAVY AFLOAT MAINTENANCE TRAINING STRATEGY (NAMTS) PROGRAM

Ref: (a) Balisle, P. M., ltr of 26 Feb 10, Fleet Review Panel
            of Surface Force Readiness
        (b) OPNAVINST 1560.10D
        (c) OPNAVINST 1510.10C
        (d) OPNAVINST 3500.34G
        (e) NAVPERS 18068F
        (f) COMUSFLTFORCOMINST 4790.3
        (g) Naval Military Personnel Manual (NAVPERS 15560D),
            Article 1306-1200
        (h) SECNAVINST 1850.4E
        (i) Naval Military Personnel Manual (NAVPERS 15560D),
            Article 1740-020
        (j) SECNAVINST 1000.10A
        (k) OPNAVINST 6000.1C

Encl: (1) NAMTS Operations Guide

1. <u>Purpose</u>. To provide requirements and guidance for
implementation and management of the NAMTS program.

2. <u>Cancellation</u>. CNRMCINST 4700.10 dated 1 Apr 13.

3. <u>Background</u>. In response to reference (a) findings and
recommendations, U.S. Fleet Forces Command (USFFC), with Chief
of Naval Operations (CNO)/Office of the Chief of Naval
Operations (OPNAV) concurrence, transferred NAMTS program
management responsibilities to Commander, Navy Regional
Maintenance Center (CNRMC) on 1 October 2010. Applicable OPNAV
and USFFC instructions have been cancelled. This instruction
provides policy, responsibilities and procedures for the NAMTS
program under Navy Regional Maintenance Center (NRMC)
management.

4. <u>Discussion</u>. 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. 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.

5. Scope. This instruction applies to all Navy Afloat Maintenance Training Strategy (NAMTS) Training Maintenance Activities (NTMA) and NAMTS Afloat Training Activities (NATA) supporting NAMTS Navy Enlisted Classification (NEC) training and qualification in accordance with this instruction. Designated NTMAS and NATAs shall comply with the guidelines published in Enclosure (1).

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

J. P. DOWNEY

Distribution:
USFFC (N1, N43, N7)
CPF (N1, N43, N7)
OPNAV (N43)
CSP, CSL, CSF
CNSL, CNSP, CNSF
CNAL, CNAP, CNAF
NPC, CNET
MARMC, SERMC, SWRMC, FDRMC
PHNSY&IMF PEARL HARBOR HI, PSNS&IMF PUGET SOUND WA
NAVIMFAC PACNORWEST BANGOR WA
NSY NORFOLK VA
NSY PORTSMOUTH NH, NSY PORTSMOUTH DET SAN DIEGO CA
TRF KINGS BAY GA
NSSC GROTON

NAVY AFLOAT MAINTENANCE TRAINING STRATEGY (NAMTS)

OPERATIONS GUIDE

COMMANDER, NAVY REGIONAL MAINTENANCE CENTER (CNRMC)

September 2016

Enclosure (1)

CHANGE RECORD

REV / CHANGE NUMBER	DATE OF ISSUE	LIST OF AFFECTED SECTIONS	ISSUED BY
	Sep 2016	Original Issue	CNRMC

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NAVY AFLOAT MAINTENANCE TRAINING STRATEGY
(NAMTS) PROGRAM OVERVIEW

1.1   Introduction. This chapter discusses the background of the NAMTS program and responsibilities of the senior Navy organizations.

1.2   Background. Reference (a) identified major shortfalls in Sailor training due to reductions in military manning at Intermediate Maintenance Activities (IMA). In response, increases in military manning have been programmed for Regional Maintenance Centers (RMC) and Intermediate Maintenance Facilities (IMF) and the NAMTS program was transferred to Commander, Navy Regional Maintenance Center (CNRMC). U.S. Fleet Forces Command (USFFC N43), with Chief of Naval Operations (CNO) (OPNAV N43) concurrence, transferred NAMTS program management responsibilities to CNRMC on 1 October 2010. Applicable OPNAV and USFFC instructions were cancelled upon transfer of the NAMTS program to CNRMC.

1.3   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 and selected afloat commands.

The NAMTS program is designed to ensure competent and confident 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).

The methodology for achieving the spirit and intent of the NAMTS objective is labeled "Sailor Professional Performance Improvement." Performance improvement is an "all hands" effort which focuses on service and close support to customers. As a primary prerequisite, the mission must be clearly understood and communicated to everyone in the organization. It is essential that all personnel know their job, understand their contribution to mission accomplishment, and are sensitive to customer

requirements. New or improved cost-effective capabilities and processes must be continuously pursued. Mutually supporting teamwork, constant communication, and compatible measures are critical elements for success. Improvement must be targeted to accomplish the following goals:

a. Increased professional knowledge.

b. Increased fleet readiness.

c. Improved maintenance performance and quality.

d. Improved unit deploy-ability.

e. Improved unit sustainability.

f. Reduced maintenance costs.

g. Enhanced preparedness for mobilization, deploy-ability, and contingency operations.

h. Improved morale and retention.

i. The NAMTS program objective for Sailor Professional Performance Improvement is accomplished as follows:

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

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

(3) Additionally, the NAMTS program provides Sailors the opportunity to qualify for U.S. Department of Labor (DoL) Journeyman Certification via the United Services Military Apprenticeship Program (USMAP) per reference (b).

1.4 Scope. This instruction applies to all intermediate or depot level maintenance activities and afloat activities which are capable of supporting NAMTS NEC training and qualification. This instruction defines these activities as NAMTS Training Maintenance Activities (NTMA) and NAMTS Afloat Training

Activities (NATA). NTMAs currently include Regional Maintenance
Centers (RMC), Naval Shipyards (NSY), Intermediate Maintenance
Facilities (IMF), Trident Refit Facility (TRF), Naval Submarine
Support Facility (NSSF) and associated detachments. NATAs
include aircraft carriers, large deck amphibious platforms,
submarine tenders, and other CNRMC approved afloat units. This
instruction will also apply to activities established in the
future which would be capable of supporting NAMTS NEC training
and qualification.

1.5   Policy. All NTMAs and NATAs providing NAMTS NEC training
and qualification shall comply with all requirements outlined in
this instruction.

    a.   The NAMTS Operations Guide provided herein replaces the
CNRMC NAMTS Desk Guide of 25 November 2013.

    b.   Training within the scope of the NAMTS program shall be
integrated with maintenance production processes.

    c.   All eligible Sailors (See paragraph 2.16 "Candidate
Enrollment Criteria") shall be enrolled in the NAMTS program and
are expected to obtain, at a minimum, one (1) NAMTS NEC during
their NTMA assignment. All eligible NATA assigned Sailors are
highly encouraged to enroll and participate following the
enrollment requirements set forth by NATA Commanding Officer.

    d.   Sailors who receive NAMTS NECs while assigned to NTMAs
and NATAs are eligible for assignment to follow-on NAMTS coded
billets both ashore and afloat.

1.6 Responsibilities

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

    a.   Reviewing policy guidance and providing recommended
changes, as needed.

    b.   Reviewing, approving and ensuring Billet Change Requests
(BCR) developed by CNRMC are submitted and implemented, to
support sea/shore rotation requirements.

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

1.6.2   Type Commanders (TYCOM).   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 changes 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 revisions to this instruction to afloat Manpower Control Authorities (MCA) (USFFC and CPF).

1.6.3   Commander, Navy Regional Maintenance Center (CNRMC). CNRMC is responsible for overall NAMTS program management including the following:

a.   Maintaining this instruction and implementing approved recommendations provided by Fleet and Type Commanders.

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

c.   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 are 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 USFFC/CPF.

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

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

        (1) Coordinating with Fleet and Type Commanders (TYCOM),
Surface Warfare Officer's School (SWOS)/Chief of Naval Education
and Training (CNET) 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) Developing, reviewing, coordinating feedback, or
revise JQRs, NAMTS Pre and Post Examination Test Banks, and Oral
Board Test Banks, as required. At a minimum, coordinate reviews
every three years.

        (3) Approving new JQRs and making changes to existing
JQRs. Determine/approve which JQRs may be executed at
NTMAs/NATAs.

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

        (5) Maintaining Master JQR Library.

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

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

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

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

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

    g.   Coordinating manpower reviews and reviews of this
instruction.

        (1) Develop quarterly review schedules to ensure
Activity Manpower Documents (AMD) for all afloat units are
reviewed annually at a minimum.

        (2) In conjunction with manpower reviews, this
instruction shall be reviewed annually.

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

        (4) Submit manpower review results and recommendations
to Fleet Commanders via TYCOMs prior to BCR submissions.

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

            (b) Navy Manpower Analysis Center (NAVMAC) NEC
changes.

    h. 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 NEC award
trends.

        (2) Status of manpower reviews, BCRs, NEC modifications,
feedback reports or other pending actions.

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

    i. Monitor and report NAMTS NEC holder accomplishments at
sea. Implement online surveys to allow for survey submissions
by afloat Commanding Officers (CO), Executive Officers (XO),
Chief Engineers (CHENG), Maintenance Officers, and Command
Master Chiefs (CMDCM).

    j. Monitor and report candidate training satisfaction at
the NTMAs and NATAs. Implement online surveys for NTMA assigned
Sailors to provide training feedback.

    k. Developing a series of metrics to measure and monitor
the performance and overall health of the NAMTS program. In
particular, eligibility, enrollment, qualification, examination,

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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.

l. Establishing programs for controlling access to NAMTS supported Information Technology (IT) programs. CNRMC will have final authorization approval for access to the Corporate enterprise Training Activity Resource System (CeTARS), Modular Object-Oriented Dynamic Learning Environment (MOODLE), and the NAMTS Qualification Progress Report (QPR) programs.

m. Conducting NAMTS program inspections during Fleet Maintenance Activity Assessments (FMAA) utilizing Appendix B.

n. Ensuring NAMTS support requirements are included in budget submission to USFFC/CPF.

1.6.4 NAMTS Training Maintenance Activities (NTMA). 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. Direct enrollment of assigned personnel based on requirements set forth by paragraph 2.16 "Candidate Enrollment Criteria" of this instruction. 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. Ensure the NAMTS and USMAP are incorporated into the Command Indoctrination schedules and the appropriate enrollment, eligibility, and benefits of the programs are addressed.

c. Provide shipboard systems and equipment repair skill training in accordance with Fleet NAMTS NEC requirements.

d. Assign appropriate work to support NAMTS NEC JQR qualification processes. Use approved NAMTS NEC JQRs in production shops to which enlisted billets are assigned.

e. Administer pre- and post-JQR examinations, and JQR qualification oral boards for all candidates in accordance with this instruction.

f. Monitor and report each candidate's progress to NRMC by utilization of the NAMTS Qualification Progress Report (QPR), and recommend awarding NAMTS NECs utilizing the appropriate submission resource in accordance with reference (c). Ensure all Sailor training record data is current.

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

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

i. Monitor and report candidate training satisfaction. Ensure candidates complete online surveys upon completion of training or prior to departure from the NTMA.

j. Fully support and ensure NAMTS candidates are aware of certification opportunities provided by reference (b).

1.6.5   NAMTS Afloat Training Activities (NATA). The NATA is responsible for the local implementation, management and execution of the NAMTS program, including NAMTS NEC qualification. NATAs 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 the NAMTS and USMAP are incorporated into the Command Indoctrination schedules and the appropriate enrollment, eligibility, and benefits of the programs are addressed.

b. Provide shipboard systems and equipment repair skill training in accordance with Fleet NAMTS NEC requirements.

c. Assign appropriate work to support NAMTS NEC JQR qualification processes. Only approved NAMTS JQRs are authorized.

d. Administer pre and post JQR examinations, and JQR qualification oral boards for all candidates in accordance with this instruction.

e. Monitor and report each candidate's progress by utilization of the NAMTS Qualification Progress Report (QPR), and recommend awarding NAMTS NECs utilizing the appropriate submission resource in accordance with reference (c). Ensure all Sailors training record data is current.

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

g. Monitor and report candidate training satisfaction. Ensure NAMTS candidates are aware of certification opportunities provided by reference (b).

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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 Intermediate-Level (I-Level) Maintenance Department (C900) of CNRMC.

The NAMTS Project Manager, Regional NAMTS Coordinators (RNC), Afloat NAMTS Coordinators (ANC), and Production Equipment Specialists (PES) report to the NAMTS Program Manager regarding program management, policy and performance.

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                  │      CNRMC        │
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              │    Executive Director     │
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              │     I-Level Director      │
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              │  NAMTS Program Manager    │
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  │  Pacific  │     │ Regional  │      │  Pacific  │
  │   Fleet   │     │  NAMTS    │      │   Fleet   │
  │Production │     │Coordinators│     │  Afloat   │
  │ Equipment │     │  (RNC)    │      │  NAMTS    │
  │Specialists│     │           │      │Coordinators│
  │   (PES)   │     │           │      │  (ANC)    │
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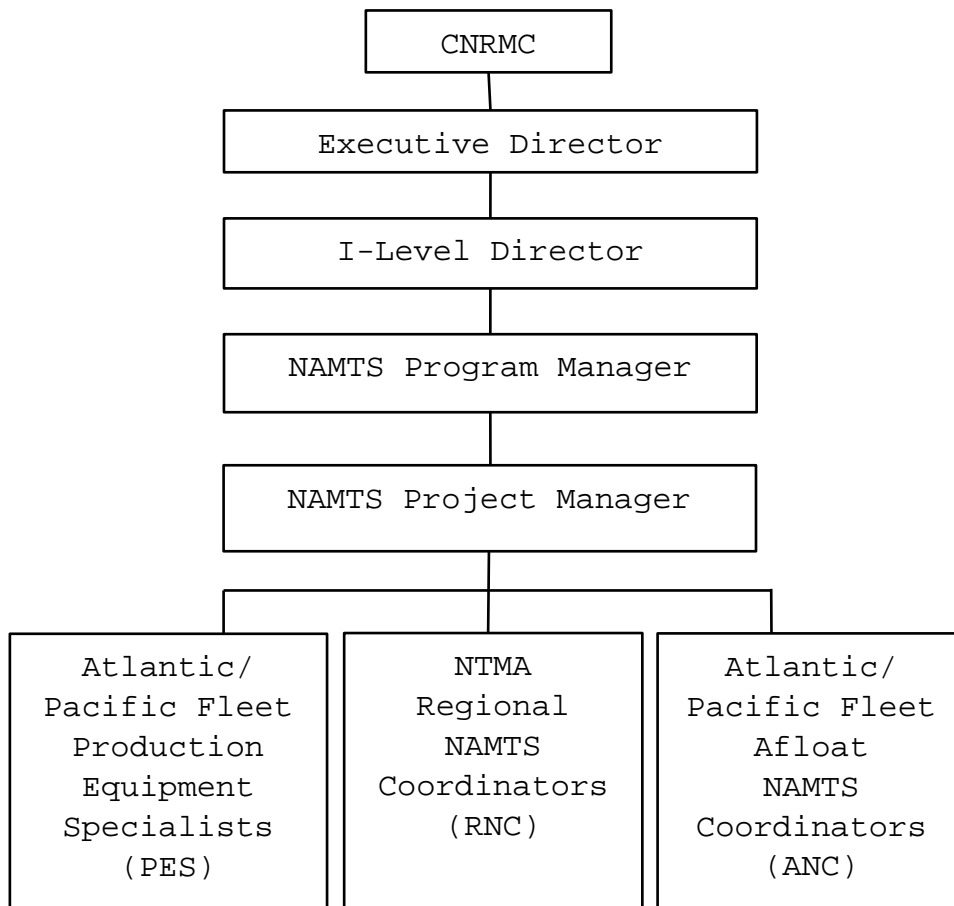
Figure 2.1 CNRMC NAMTS Organization

2.3 NAMTS Training Maintenance Activity (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 Production 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 within the closest
geographic location.

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                    │    RMC/IMF Commander/     │
                    │   Commanding Officer      │
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                    │   Deputy Commander/       │
                    │   Executive Officer       │
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   ┌──────────────────────┐      ┌──────────────────────────┐
   │  Training Officer/    │      │  Production Officer/      │
   │  Program Manager      │      │  Department Head          │
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        ┌──────────────────┐     ┌──────────────────────────┐
        │ Regional NAMTS    │     │  General Foreman/         │
        │ Coordinator       │     │  Division Officer         │
        │ (RNC)             │-----│  Skill Area Coordinators  │
        └──────────────────┘     │  (SAC)                    │
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        │ Command JQR       │     │  Foreman/Work Center      │
        │ Coordinator       │-----│  Supervisor (WCS)         │
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                                 │  JQR Qualifier            │
  --------- Direct Support       ┌──────────────────────────┐
                                 │  Candidate                │
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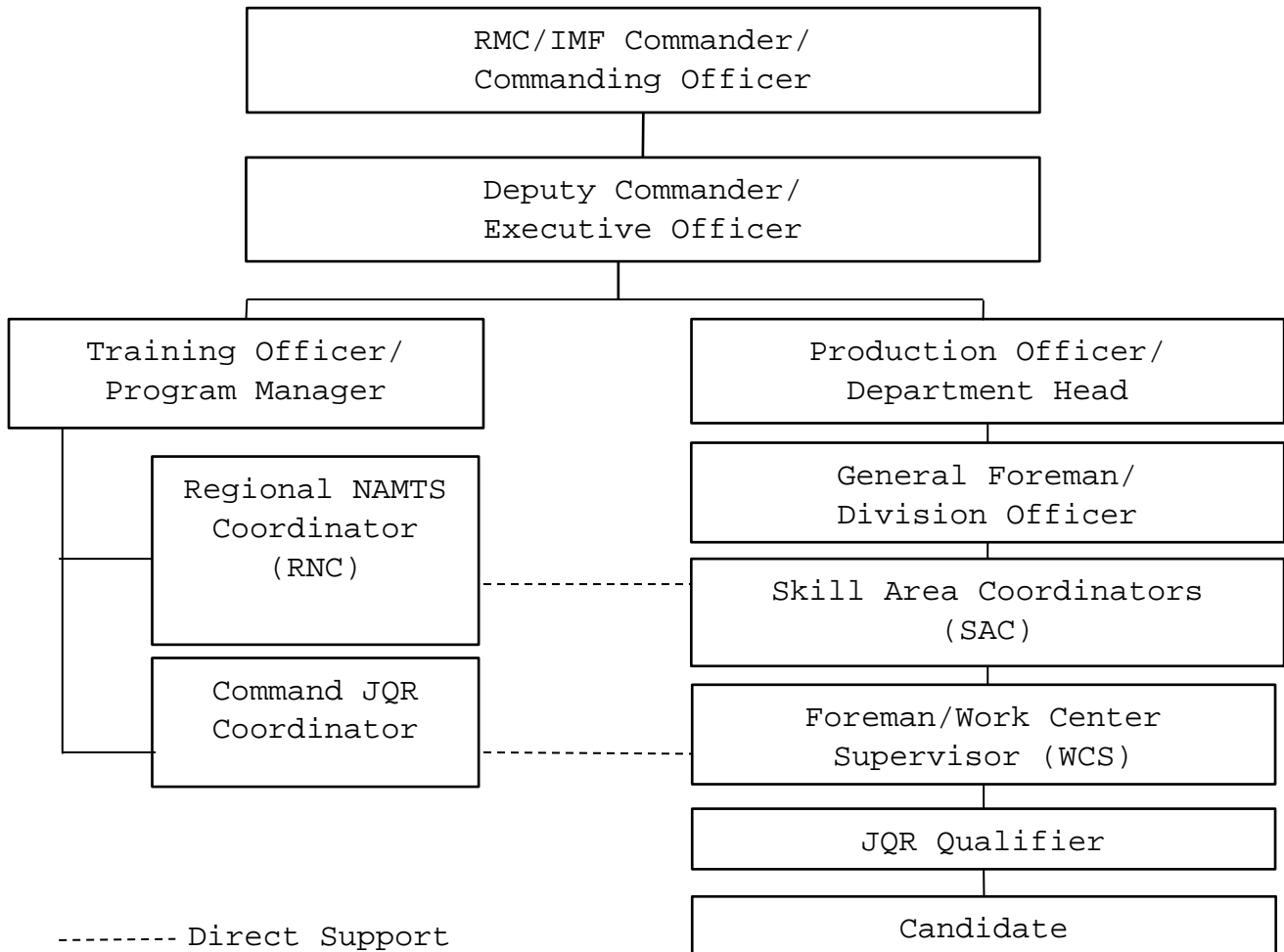
Figure 2.2 NTMA NAMTS Organization

2.4 NAMTS Organizational Relationships. CNRMC is responsible for overall NAMTS program management. As such, CNRMC maintains an Immediate Superior in Command (ISIC) relationship with all NMTAs for NAMTS program matters.

2.5 NTMA Commander/Commanding Officer. The NTMA (i.e., RMC, IMF, NSY, etc.) 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 NAMTS JQR Coordinator and promulgate a Command JQR Qualifiers List.

   c. Designate Skill Area Coordinators (SAC).

   d. Serve as command Certification Authority recommending NAMTS NECs.

   e. Support CNRMC 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 100% enrollment of eligible personnel. Personnel assigned to the NTMAs in a Special Assignment category shall be enrolled provided all health and safety limitations outlined in references (g) through (k) are complied with.

   b. Establish procedures to ensure newly assigned eligible Sailors are assigned per the NAMTS JQR Enrollment Priority Listing (distributed Quarterly via separate correspondence).

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

   d. Conduct a minimum of one (1) 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 JQR training objectives are met per current directives.

c. Monitor Command Assessments to ensure NAMTS program integrity.

d. Review and update command NAMTS program directives.

e. Supervise Regional NAMTS Coordinator (RNC) activities.

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

g. Ensure RNC schedules and coordinates spot checks.

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

i. Ensure integrity of the JQR qualification oral boards.

j. Ensure CeTARS and QPR data bases are reviewed, corrected for authenticity, and updated on a weekly basis, at a minimum.

k. Ensure monthly NAMTS QPRs are submitted to the NTMA chain of command.

l. Ensure a master library of NAMTS JQRs is available for candidates, and ensure access to the NAMTS website to download applicable JQRs is available.

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 NRMC and supporting the NTMA NAMTS organization as required. Act as CNRMC's "Champion" for the NAMTS program by visiting all shops on a weekly basis (at a minimum), and meeting with candidates to promote the NAMTS program.

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. As part of Command Indoctrination, conduct NAMTS and Department of Labor (DoL) USMAP indoctrinations, including an overview of all components and benefits of the programs, for all candidates.

d. Monitor enrolled NAMTS Candidate testing requirements. Schedule all NAMTS pre- and post-JQR examinations, by ensuring all candidates attempt their first NAMTS post-JQR examination within 30 days of completing the JQR.   Administer and proctor pre- and post-JQR examinations.

e. Monitor progress of NAMTS candidates (both required and not required candidates). Report each candidate's progress by entering required information in the Qualification Progress Report (QPR). Ensure all QPR data is current and updated weekly, at a minimum. Every effort should be made to ensure candidates complete NAMTS NEC JQR requirements prior to entering their detailing window. The RNC is responsible for ensuring the command is provided information on candidates who are in jeopardy of not completing their assigned JQR twelve months prior to their Projected Rotation Date (PRD).

f. Monitor progress of enrolled NAMTS candidates. Report each candidate's progress by entering required information in CeTARS and the Qualification Progress Report (QPR). Ensure all CeTARS data is current and updated weekly, at a minimum. Inform the NTMA chain of command in those instances where candidates are not maintaining progress.

g. Submit recommendations for awarding NAMTS NECs by utilizing the Corporate Enterprise Training Activity Resource System (CeTARS) in accordance with reference (c). Verify entries are properly annotated in Fleet Training Management Planning System (FLTMPS).

h. Monitor JQR training requirements and submit/coordinate formal requests for external training, as needed.

i. Coordinate, submit and track all NAMTS related correspondence through the chain of command for appropriate approval.

j. Maintain a local library of the following NAMTS related material to include:

(1) CNRMCINST 4700.10A.

(2) Command (NTMA) NAMTS Policy Guidance Directive.

(3) Copies of designation correspondence for all Skill Area Coordinators (SAC) (i.e. letters, command Collateral Duty List Notice, group "SAC Listing", etc.)

(4) Copies of designation correspondence for all NAMTS JQR Qualifiers (i.e. letters, command Collateral Duty List Notice, group "Authorized Qualifiers Listing", etc.)

(5) Copies of designation correspondence for all Pre and Post Examination Proctors (SAC) (i.e. letters, command Collateral Duty List Notice, group "Examination Proctors Listing", etc.) for all Pre and Post Examination Proctors.

(6) Copies of designation correspondence for all Oral Board members (SAC) (i.e. letters, command Collateral Duty List Notice, group "Oral Board Listing", etc.) Letters for all designated Oral Board members.

k. Identify NAMTS training process issues, and assist in initiating program improvement through the NAMTS Feedback Report (FBR) system. Track FBRs and ensure they are submitted to NRMC. Coordinate FBR resolution within the NTMA as applicable.

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

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

n. Schedule and coordinate spot checks for all NTMA NAMTS organization individuals. Promulgate the monthly Spot Check Required Listing to the NTMA, and conduct at least two (2) NAMTS program spot checks per month.

o. Coordinate all JQR qualification oral boards. Identify board Chairman and ensure Chairman has applicable "oral board" questions and is fully aware of the duties and responsibilities for chairing a NAMTS oral board (RNCs are "not" voting or participating members of the oral boards and are only in attendance as recorders of the oral board results and retention of the official oral board questions). Attend and monitor at least one (1) JQR qualification oral board per month.

p. Submit "NTMA Monthly NAMTS Report" to CNRMC.

q.   Conduct NAMTS program interviews with all new arrival NAMTS candidates (See paragraph 2.16 "Candidate Enrollment Criteria") who will be enrolled in the NAMTS program.

r.   Ensure the NTMA chain of command are provided a monthly listing of NAMTS candidates that have less than twelve (12) months remaining onboard (PRD within twelve (12) months) and have not completed their assigned NAMTS JQR Training program.

s.   Provide monthly progress reports to the NTMA chain of command on status of candidates completing (and anticipated to not complete) their assigned JQR prior to transfer.

t.   Ensure NTMA NAMTS Qualifiers List is updated monthly (only if changes have occurred) and is appropriately posted.

u.   Ensure NTMA NAMTS Skill Area Coordinators (SAC) List is updated monthly (only if changes have occurred) and is appropriately posted.

v.   Conduct CeTARS, MOODLE, QPR, iNAVY training for all NTMA support staff members that assist in monitoring/recording NAMTS training at the NTMA.

w.   Assist Public Affairs Officer with NAMTS newsletter articles and submit to NRMC within the required timeframes.

x.   Coordinate NTMA Subject Matter Experts (SME) NAMTS JQR reviews and submit consolidated NTMA recommended change submissions to CNRMC (via NAMTS Assistant Project Manager, NAMTS Project Manager and NAMTS Program Manager).

y.   Ensure candidates' "completed" NAMTS JQR line items are signed by approved NAMTS JQR qualifiers prior to candidates being authorized to attempt a NAMTS post examination.

z.   Verify and ensure all NAMTS prerequisites are completed prior to NAMTS candidates being granted permission to begin their assigned NAMTS JQR training processes.

aa. Provide NAMTS Study Guides to candidates as requested.

bb. Verify the NAMTS JQR Post Examination and Oral Board "pass" dates are recorded on the final qualification sheet.

cc. Assist in scheduling and coordinating all NAMTS Award Ceremonies. Ensure NRMC is advised of NAMTS Award Ceremonies

being scheduled within the next three months by maintaining the
NAMTS portal "Graduation Schedule".

dd. Ensure all NAMTS qualified Sailors complete the NAMTS
online Graduation Survey prior to transferring from the NTMA.

2.9   Command NAMTS JQR Coordinator. The Command NAMTS JQR
Coordinator is identified in writing by the NTMA Commanding
Officer/Commander and manages and administers the NAMTS JQR
program, acting as the command representative for the NAMTS
program.   Specifically, NAMTS program responsibilities include:

a.   Act as command representative for the NAMTS JQR program,
interfacing with NRMC and RNC as required.

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

c.   Identify/resolve activity training requirements.

d.   May assist RNC in proctoring pre and post JQR
examinations.

e.   Ensure a current command approved NAMTS JQR Qualifiers
List for all applicable processes is maintained and available to
all respective candidates, and is posted in each applicable work
center.   Route recommended changes to the NTMA
Commander/Commanding Officer for approval.

f.   Coordinate the submission and tracking of all JQR FBRs.
Maintain a file of all feedback reports.

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

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

i.   Ensure eligible Sailors are assigned the appropriate JQR
(if job assignment and available work can be supported) per the
NAMTS JQR Enrollment Priority Listing (promulgated periodically
via separate correspondence).

j.   Ensure at least one (1) spot check per JQR is conducted
each month by the Skill Area Coordinator.

k. Assist in the coordination of all JQR qualification oral boards. Attend/Monitor all JQR qualification oral boards (for large NTMAs/NATAs designated Assistant NAMTS JQR Coordinators or designated Oral Board Chairpersons may be identified in writing by the command to act as the lead voting member for Oral Boards).

l. Ensure NAMTS NEC requests are submitted to the RNC on a weekly basis, to allow the RNC to properly record training progress in CeTARS.

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

a. Setting standards and monitoring the department NAMTS JQR program.

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

c. Submitting requests for final authorization of NAMTS NECs to the NTMA Commander/Commanding Officer. Upon receipt of authorization, ensure NEC recommendation is routed to the RNC by the Command NAMTS JQR Coordinator so it can be entered in CeTARS.

d. Reviewing and screening NAMTS FBRs for resolution within the NTMA.

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

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

g. Conducting a minimum of one (1) 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. Approving assignment of Work Center JQR Coordinators.

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

c.   Monitoring JQR progress of division personnel and forward monthly progress reports to the Command NAMTS JQR Coordinator.

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

e.   Ensuring enlisted Performance Evaluations reflect JQR qualification accomplishments.

f.   Conducting a minimum of one (1) 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 recommended by the Production Officer/Department Head and approved at the discretion of the Commanding Officer. Assignment as SAC shall not interfere with accomplishing other production work. SACs are not intended to absorb duties from the RNCs. Responsibilities may include:

a.   Assisting work center/division personnel with NAMTS program related issues.

b.   Receiving candidate qualification progress updates from work center/division personnel and submit weekly updates to the RNC for appropriate entry in CeTARS.

c.   Advising the Command NAMTS JQR Coordinator of any issues which may prevent or delay JQR completion within their work centers/divisions.

d.   Conducting a least one (1) 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:

a.   Supervising the work center NAMTS program.

Indoctrinating all eligible candidates to the NAMTS program.

   b.   Indoctrinating all eligible candidates to the NAMTS program.

   c.   Ensuring all personnel are Maintenance and Material Management (3M) Maintenance Person 301 and Quality Maintenance-Craftsman 301 PQS qualified prior to performing maintenance.

   d.   Ensuring candidates complete all NAMTS qualifications as described in Chapter 5 of this instruction.

   e.   Ensuring candidates are provided with work assignments that provide the experience and opportunity to complete their qualification path.

   f.   Assigning candidates to work with qualified personnel in order to gain needed experience.

   g.   Ensuring all qualification demonstrations are satisfactory.

   h.   Recommending external training as needed.

   i.   Monitoring candidates' qualification progress and ensure their progress is provided to the SAC on a weekly basis.

   j.   Reviewing and submitting changes to the JQR Qualifiers List to the Command NAMTS JQR Coordinator via the Production Officer/Department Head. Identify which JQR line items each qualifier is authorized to certify.

   k.   Participating in all oral boards for assigned shop personnel.

2.14 JQR Qualifiers. JQR Qualifiers are Subject Matter Experts (SME) (designated in writing by the NTMA Commanding Officer/Commander) for particular JQR line items or final qualifications, for which they are command authorized to certify and sign. They are directly responsible for ensuring a candidate is fully qualified and experienced before signing a particular JQR line item or final qualification. Responsibilities include:

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

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

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

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

f. Participating in oral boards for applicable JQRs.

2.15 Candidates. Candidates are all NTMA permanently assigned Sailors meeting the enrollment criteria set forth in paragraph 2.16 of this instruction.. Candidates are indoctrinated into the NAMTS program and assigned an applicable JQR. Candidate responsibilities include:

a. Completing all prerequisite requirements for the JQR they are assigned. At a minimum the prerequisite requirements may include; 3M Maintenance Person 301 PQS, Quality Maintenance–Craftsman 301 PQS. Navy "C" Schools. Additionally, prerequisite requirements may be required and will be specifically outlined in the NAMTS JQR Training program the candidate is assigned.

b. Identifying and reporting obstacles preventing completion of required qualifications to their Foreman/WCS and the JQR Qualifier as necessary.

c. Preparing for written or oral examinations and performance demonstrations as required.

d. Verifying JQR Qualification Record is current.

2.16 Candidate Enrollment Criteria. All NTMA permanently assigned Sailors are required to enroll in the NAMTS program and earn a NAMTS NEC.

All Sailors reporting to a NTMA who completed a NAMTS training program and earned a NAMTS NEC during a prior NTMA or NATA

assignment, are required to enroll in the NAMTS program and complete requirements for attainment of a second or subsequent NAMTS NEC.

The following enrollment exceptions pertain:

    a. Nuclear and Submarine qualified Sailors are not required to enroll, but are eligible, and may volunteer to participate in the NAMTS program.

    b. Special Duty Assignment Sailors are required to enroll in the NAMTS program. These Sailors may only be assigned training opportunities and duties per the guidelines outlined in references (g) through (k).

    c. Full Time Support and Selected Reservist Sailors may participate in the NAMTS program.

    d. Following specialized Distributed NEC (DNEC) designated Sailors are not required to enroll, but may participate if they desire, provided enrollment in the NAMTS program does not interfere with their primary assignment:

        (1) Diesel Engine Inspector (DEI).

        (2) Master Gas Turbine Inspector (MGTI).

        (3) Steam Generating Plant Inspector (SGPI).

        (5) Non Destructive Testing (NDT).

    e. Sailors are to enroll in a specific NAMTS training program based on the JQR enrollment priority listing (distributed quarterly via separate correspondence).

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CHAPTER 3

NAMTS AFLOAT TRAINING ACTIVITIES

3.1   Introduction. This chapter discusses policy and guidance for the establishment and management of the NAMTS program for all approved NAMTS Afloat Training Activities (NATA).

3.2   NAMTS Afloat Training Activities (NATA) Responsibilities. The NATA is responsible for the local implementation, management and execution of the NAMTS program, including NAMTS NEC qualification. NATAs 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 eligible Sailors are aware of the NAMTS program and are encouraged to enroll.

    b.   Provide shipboard systems and equipment repair skill training in accordance with Fleet NAMTS NEC requirements.

    c.   Assign appropriate related work to support NAMTS NEC JQR qualification process.

    d.   Administer pre- and post-JQR examinations in addition to a JQR qualification oral board for all candidates per the CNRMC NAMTS Policy guidance (this instruction).

    e.   Monitor and report each candidate's progress, and recommend awarding NAMTS NECs using the Corporate enterprise Training Activity Resource System (CeTARS) per reference (c). Ensure all Sailor training record data is current.

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

    g.   Fully support and ensure NAMTS candidates are aware of certification opportunities provided by the USMAP.

3.2.1 Commanding Officer (CO). The Commanding Officer is responsible for establishing the command NAMTS program, and its successful execution.

3.2.2 Executive Officer (XO). The Executive Officer monitors the management and execution of the NAMTS program for the NATA. Responsibilities include:

a. Ensuring issuance of command NAMTS directives and instructions.

b. Ensuring appointment of a Command NAMTS JQR Coordinator.

c. Ensuring promulgation of a NAMTS JQR Qualifiers List.

d. Serving as command Certification Authority recommending NAMTS NECs.

e. Ensuring eligible Sailors receive NAMTS and DoL USMAP indoctrination and are afforded the opportunity to enroll in the NAMTS program.

f. Ensuring the command NAMTS program objectives are achieved and program integrity is maintained.

3.2.3 Chief Engineer (CHENG). Manages and executes the NAMTS program for the NATA. Responsibilities include:

a. Ensure appointment of a Command NAMTS JQR Coordinator.

b. Ensure promulgation of a NAMTS JQR Training Coordinators List.

c. Serve as command Certification Authority recommending NAMTS NECs.

d. Ensure eligible Sailors receive NAMTS indoctrination and are afforded the opportunity to enroll in the NAMTS program.

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

f. Verify the NAMTS JQR Post-Examination "pass" date is recorded on the final qualification sheet.

3.2.4 Ship's Maintenance Manager (SMM)/Ship's Maintenance Officer (SMO). Liaison between ship's maintenance and the ANC. Responsibilities include:

a. Act as command representative for the NAMTS program, interfacing with NRMC/ANC, as required.

b. Ensure promulgation of a Command NAMTS JQR Training Coordinators List.

c. Ensure eligible Sailors receive NAMTS indoctrination and are afforded the opportunity to enroll in the NAMTS program.

d. Review and update command NAMTS program directives.

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

f. Coordinate, submit and track all NAMTS related correspondence through the chain of command for appropriate approval.

g. Review completed JQRs to ensure all line items are signed by approved JQR Qualifiers.

h. Coordinate and track Feedback Reports (FBRs) and submit to NRMC.

i. Assist shipboard Sailors in obtaining current applicable JQRs.

3.2.5 Training Officer. Develops and administers the NAMTS program in conjunction with the command's training program. Responsibilities include:

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

b. Submit requests for external training, as needed.

c. Ensure the NAMTS program is briefed to all eligible Sailors as part of the Command Indoctrination program.

d. Identify/resolve activity training requirements.

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

f. Ensure JQR management training for all personnel as needed.

g.   Coordinates NAMTS NEC request submissions, via CeTARS, with CNRMC's Afloat NAMTS Coordinator (ANC).

3.2.6 Department Heads. The Department Head supervises the NAMTS NEC JQR program within their departments. Responsibilities include:

a.   Set standards and monitors the department JQR program.

b.   Ensure all eligible personnel are afforded the opportunity to perform 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 Chief Engineer. Upon receipt of authorization, ensure NEC recommendation is appropriately entered and recorded in CeTARS.

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

e.   Review Division Officer recommendations for JQR Qualifiers; recommend approval/disapproval and forward to the Chief Engineer.

f.   Coordinate JQR goals of departmental personnel with Division Officers.

3.2.7 Division Officers. The Division Officers administer the NAMTS program within their divisions. Responsibilities include:

a.   Approve assignment of division JQR Training Coordinators.

b.   Review division JQR Qualifiers List and submit for approval via the Department Head.

c.   Monitor JQR progress of division personnel and forward monthly progress reports to the Command NAMTS JQR Coordinator.

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

e. Ensure evaluations reflect JQR qualification accomplishments.

3.2.8 Command NAMTS JQR Coordinator. The Command NAMTS JQR Coordinator is identified in writing by the NATA Commanding Officer and manages and administers the Afloat NAMTS JQR program, acting as the command representative for the NAMTS program. Responsibilities specifically applicable to the NAMTS program include:

a. Recommend which NAMTS JQRs are executed at the command.

b. Identify/resolve activity training requirements.

c. Ensure a current command approved Departmental JQR Qualifiers List for all applicable processes is maintained and available to all respective candidates. Route all recommended changes through the chain of command for approval.

d. Coordinate the submission and tracking of all NAMTS JQR FBRs. Maintain a file of all NAMTS JQR FBRs.

e. Assist in obtaining a CeTARS accounts and provide training on CeTARS for required data entry usage, per reference (c), for all Departmental JQR Training Coordinators.

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

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

h. Assist candidates in obtaining current applicable JQRs.

i. Complete one NAMTS program spot check per JQR each month.

j. Coordinate and act as the Chairman for all NAMTS JQR qualification oral boards.

k. Ensure NAMTS NEC requests are submitted via CeTARS.

l. Ensure awarded NECs are recorded in each candidate's Electronic Training Jacket (ETJ). Verify entries have been completed.

3.2.9 JQR Training Coordinators. NATA JQR Training

Coordinators fill positions as NAMTS Subject Matter Experts for their assigned NAMTS JQRs. They are responsible for tracking all JQR qualifications and NEC awarding. They will work with the NRMC Afloat NAMTS Coordinators to ensure only designated NAMTS qualifiers observe and sign off all NAMTS JQR process completions. Coordinators are assigned at the discretion of the Department Head. Assignment as coordinators should not interfere with the individual's primary work assignment. Responsibilities may include:

    a. Assist division personnel with NAMTS program related issues.

    b. Ensure Sailor qualification progress updates are properly recorded and the appropriate entries are entered in CeTARS weekly.

    c. Advise the Command NAMTS JQR Coordinator of any issues which may prevent or delay JQR completion within their divisions.

    d. Ensure all enrolled Sailors have completed prerequisite requirements (3M Maintenance Person 301 PQS, Quality Maintenance Craftsman 301 PQS, "C" school requirements, and general training requirements) prior to allowing the enrolled Sailor to begin performing maintenance procedures.

    e. Ensure enrolled Sailors complete all NAMTS qualifications per this instruction.

    f. Ensure enrolled Sailors are provided with work assignments that provide the experience and opportunity to complete their qualification path.

    g. Assign candidates to work with qualified personnel in order to gain needed experience.

    h. Ensure all qualification demonstrations are satisfactory and recommend external training as needed.

    i. Monitor candidates' qualification progress and ensure their progress is updated in CeTARS weekly.

    j. Mentoring and providing Sailors with the knowledge, skills and experience needed to complete their qualification goals.

k.   Ensuring Sailors are knowledgeable of safety procedures and requirements prior to the operation of any equipment or system.

l.   Exercising quality control over the JQR qualification process by ensuring Sailors demonstrate the requisite skills and knowledge required for all qualification sections outlined in the JQR.

m.   Providing feedback to ensure qualification paths reflect accurate requirements. Report qualification path discrepancies.

3.2.10 Candidates. Candidates are permanently assigned NATA Sailors (E1 through E7) in NAMTS NEC source ratings. All Sailors may participate in the qualification program and their inclusion into the source rating for the appropriate NEC will be coordinated by CNRMC if required. Candidates are indoctrinated into the NAMTS program and assigned an applicable JQR. Candidate responsibilities include:

a.   Complete all prerequisite requirements for the JQR they are assigned. At a minimum the prerequisite requirements may include; 3M Maintenance Person 301 PQS, Quality Maintenance-Craftsman 301 PQS, Navy "C" Schools. Additional prerequisite requirements may be required and will be specifically outlined in the NAMTS JQR Training program the candidate is assigned.

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

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

d.   Verify JQR Qualification Record is current. Candidates are those Sailors enrolled in NAMTS NEC qualification training in NAMTS NEC source ratings.

3.2.11 Afloat NAMTS Coordinator (ANC). ANCs provide direct support and coordination assistance to all NATAs within their area of responsibility. ANC responsibilities include:

a.   Act as CNRMC's representative to the command for the NAMTS program, interfacing with CNRMC and supporting them as required. Act as CNRMC's "Champion" for the NAMTS program by

visiting each NATA and their Sailors on an as requested or
needed basis; preferably monthly.

b. Provide program administrative and execution support and
guidance to each NATA organization.

c. Train NATA personnel to provide the opportunity for
NAMTS and Department of Labor (DoL) USMAP to be incorporated and
presented at NATA Command Indoctrination, including an overview
of all components and benefits of the programs, for all
candidates.

d. Train NATA personnel in the proper procedures for
administering/ proctoring NAMTS Pre and Post JQR examinations.

e. Train NATA personnel to enable them to monitor progress
of NAMTS candidates by utilizing of the NAMTS Qualification
Progress Report (QPR).

f. Train NATA personnel to enable them to monitor progress
of enrolled NAMTS candidate accomplishments by ensuring all
training processes are properly entered in CeTARS.

g. Assist NATAs in identifying external training, as
needed.

h. Identify NAMTS training process issues, and assist NATAs
in initiating program improvement through the NAMTS FBR system.
Track all NAMTS JQR FBRs that are submitted to CNRMC.

i. Submit "ANC Monthly NAMTS Report" to NRMC.

j. Monitor all NAMTS QPR and CeTARS data entries to assess
each NATA's NAMTS accomplishment to provide recommendations to
NRMC for possible JQR expansion for each NATA, and to advise for
expansion of NAMTS to other afloat units. Assist NRMC in data
collection to support afloat NAMTS metrics.

k. Assist CNRMC in preparing for and participate in program
reviews, audits and FMAAs for NATAs.

l. Conduct random afloat NAMTS program spot checks as
ship's schedule permits outside of scheduled program reviews,
audits or FMAAs. Random spot checks will only be conducted in
the ANCs Fleet Concentration Area (FCA) of the host Regional
Maintenance Center.

CHAPTER 4

NAMTS JOB QUALIFICATION REQUIREMENT (JQR)

4.1   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 (d). JQR changes and new JQR development are discussed in Sections 4.7 and 4.8 of this chapter.

4.2   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 4-1. Sailors outside the scope of Figure 4-1 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 (CIN) identify Process Groups within a JQR (section 4.3.8). Successful completion of each CIN, as well as the award of an NEC, will be noted in the candidate's ETJ via CeTARS.

4.3   JQR Contents/Components

4.3.1 JQR 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://navsea.portal.navy.mil/field/cnrmc/namts/default.aspx.

4.3.2 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.

4.3.3 JQR 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 (or their designated representative) recommends award of the NAMTS NEC and umbrella CIN.

4.3.4 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.

4.3.5 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 On-the-Job-Training (OJT).

4.3.6 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 OJT.

4.3.7 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. The level identified for each JQR process is the level of training attainment that should be available at the NTMA or NATA based on the level of work performed at the command. It must be understood that the level of training attainment should be at the highest level possible in order to ensure the integrity of the training and NEC awarding which is paramount to the NAMTS program. 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.

4.3.8 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 earn the candidate an Umbrella CIN upon satisfactory completion of the JQR.

As with NAMTS NECs, all CIN prerequisites must be met per Figure 4-1. CIN completion will be documented in CeTARS and tracked in the ETJ.

4.4   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 issues 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 and impact of the NAMTS program throughout the Fleet, feedback from any source will always be considered in efforts to continuously improve the program.

4.4.1 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 4-2 is a sample FBR. All JQR FBRs will be electronically submitted by the RNC via the NAMTS website: https://navsea.portal.navy.mil/field/cnrmc/namts/default.aspx. Status of FBRs can also be viewed at this website.

4.4.2 FBR Evaluation and Response. All FBRs will be forwarded to NRMC 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.

4.5   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 2015*). The most current issue of the JQR should always be used. The Master Library of current JQRs is maintained at the NAMTS website: https://navsea.portal.navy.mil/field/cnrmc/namts/default.aspx.

4.5.1 JQR Change Process. All NAMTS JQRs are periodically updated by conducting regular JQR reviews coordinated by NRMC. 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.

NRMC will coordinate JQR reviews every three (3) years, at a minimum.

4.6 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.

4.7 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. 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 three (3) years, at a minimum. Examination and oral board result metrics shall be used to evaluate qualification trends, and the integrity of individual questions and the cache in aggregate. Changes shall be effected accordingly.

NAMTS SKILL AREAS, SOURCE RATINGS, NECs AND UMBRELLA CINs

NAMTS SKILL AREA	SOURCE RATING	PREREQUISITE NEC	NAMTS NEC	UMBRELLA CIN	STATUS
Diesel Engine, Governor, and Injector Repair Technician	EN	None	EN-4340	V-652-4340	Active
Gas Turbine Repair Technician	GSM, GSE	None	GS-4140	V-651-4140	Active
Gas Turbine Electrical Repair Technician	GSE	None	GS-4145	V-662-4139	Active
Hydraulics Repair Technician	ABE, ABF, GSE, GSM, MM	None	MM-4541	V-652-4541	Active
Outside Electrical Repair	EM, GSE	None	EM-4651	V-662-4651	Active
Outside Machinist	GSM, MM	None	MM-4542	V-652-4542	Active
Pipefitter	HT	None	HT-4952	V-711-4952	Active
Shipfitter	HT	None	HT-4911	V-700-4911	Active
General Shipboard Welding & Brazing	HT	None	HT-4957	V-700-4959	Active
Valve Repair Technician	All Ratings	None	XX-95AB	V-652-4540	Active
Air Conditioning & Refrigeration	MM	4291	MM-4228	V-720-4223	Active
Heat Exchanger Repair Technician	GSM, MM	None	MM-4229	V-652-4142	Active
Inside Electrical Repair	EM	None	EM-4652	V-662-4650	Active
Inside Machinist	MR	None	MR-4406	V-702-4402	Active
Interior Communications Technician	IC	None	IC-4789	V-623-4781	Active
Pump Repair Technician	ABE, ABF, DC, EN, GSM, MM, MR	None	MM-4227	V-652-4222	Active

	BM, DC, EM, EN, GSE, GSM, HT, IC, MM, MR	None	BM-0120	V-060-0120	Active
Rigger / Weight Tester					
Watertight Closure Maintenance Technician	All Ratings	None	XX-95XX	V-495-4812	Active
Shipboard Calibration Coordinator	EM, EN, ET, GSE, GSM, IC, MM	None	XX-95AA	V-652-1010	Active

Note 1: The pay grade requirement for obtaining a NAMTS NEC is E3 to E7 with the exception of the Shipboard Calibration Coordinator with a pay grade requirement of E5 to E7.

Figure 4-1

NAMTS FEEDBACK REPORT (SAMPLE)

⇨ **Urgent**   ⇨ **Routine**

COMPLETED BY NTMA / NATA	
ACTIVITY:	
FROM: Originator	
PHONE NUMBER FOR POC	
VIA: Department Head	
VIA: JQR Coordinator	
VIA: Regional NAMTS Coordinator	
JQR / SECTION (IF APPLICABLE):	
REMARKS:	
RECOMMENDED RESOLUTION:	
COMPLETED BY CNRMC (RNC / ANC IF NTMA / NATA RESOLVED)	
DATE RECEIVED:	
SERIAL #:	
STATUS:	
ACTION TAKEN / DATE:	
CHANGE # CORRECTED AND DATE (IF APPLICABLE):	

Figure 4-2

CHAPTER 5

NAMTS IMPLEMENTATION

5.1 Introduction. JQR Qualifiers are normally E5 or above and must be designated in writing by the NTMA/NATA Commander/Commanding Officer or a designated representative.

5.2 JQR Qualifiers Designation. 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.

5.2.1 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.

5.2.2 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 will be provided to the candidates and posted in each work center.

5.3 Candidate Enrollment. NTMAs shall enroll *all eligible* enlisted personnel based on paragraph 2.16 "Candidate Enrollment Criteria" of this instruction.

The RNC, ANC, Command NAMTS JQR Coordinator, and WCS will determine each candidate's current experience level to facilitate developing a training plan. A qualification path will be selected, and the candidate will be enrolled in CeTARS.

5.4   Candidate Indoctrination. The RNC, ANC, Command NAMTS 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 instruction. During indoctrination, the candidate should be issued the applicable JQR and be administered a pre JQR examination to establish their baseline knowledge. The candidate's training plan should be developed, explained and initiated. The Core Fundamentals of the program are usually provided to candidates during their NTMA indoctrination.

5.5   Examinations. JQR examinations shall be administered to all NAMTS candidates in conjunction with their qualification path.   Post JQR examinations shall be administered following completion of all 100, 200 and 300 Section JQR requirements.

The examinations consist of a representative sample from a standard cache of questions, specific for each JQR. JQR examinations shall be coordinated and administered by the RNC. Examination results shall be provided to the candidate immediately upon completion of the examination. Examination result metrics shall be collected and used to evaluate qualification trends and the standard cache integrity.

5.6   Work Center Supervisor (WCS) Preparations. WCS should align the candidate's training goals with the work center's present and projected workload. 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.

CHAPTER 6

THE QUALIFICATION PROCESS

6.1 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 has been assigned, and JQR Qualifiers have been designated. 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.

6.2 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 submitted to the SAC in order to ensure CeTARS is updated weekly.

6.3 Qualifying to Fundamentals (100 Section). Qualification to fundamentals will occur with satisfactory completion of a written or oral examination, 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.

6.4 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 un-familiarization with tooling or instruments. However, Equipment Qualification can be completed *simultaneously* with a Process Qualification.

The JQR contains an Equipment Qualification Template (Figure 6-1) 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.

6.5 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 each JQR and paragraph 4.3.7 of this instruction. 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.

6.6 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. Qualification to Core Fundamentals may also be accelerated by successfully completing a Core Fundamentals examinaton (within the past 24 months) for a previously earned NAMTS NEC.

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 on candidate's progress and supervisor discretion. *Gaining experience and proficiency* must always be emphasized as the candidate progresses through their qualification path.

6.7 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. Upon issuance of a JQR revision, the candidate will transfer the original signed Signature Cards to the revised JQR as applicable.

6.8 Post JQR Examination and Oral Board. Upon a candidate's successful completion of all 100, 200 and 300 Section qualification requirements, the RNC/ANC or command designated proctor shall administer the post JQR examination and coordinate with the Command NAMTS JQR Coordinator to schedule 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 NAMTS JQR Coordinator and at a minimum unless otherwise noted, be comprised of the following personnel:

    a. Command NAMTS JQR Coordinator (Chair) or command designated representative.

b.   RNC/ANC (as required by pargraph 2.8.o).

c.   Foreman/WCS (for assigned shop personnel).

d.   JQR Qualifiers (for applicable JQRs).

e.   Other NTMA personnel or SMEs as appropriate.

The post JQR examinations and oral boards shall consist of a representative sample from a standard cache of questions, specific for each JQR. JQR examinations 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.

Examination and oral board result 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 examination and oral board.

6.9 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/NATA Commanding Officer or their designated approval authority. The RNC/ANC shall ensure the NEC request is entered into CeTARS.

6.10 NEC Requirements. Candidates must be in the appropriate source rating, hold all applicable prerequisite NECs, and be in pay grades E3-E7 to earn a NAMTS NEC. Personnel in paygrades E3-E9 are eligible to hold a NAMTS NEC. Reference (e) 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/NATA Commander/Commanding Officer or their designated representative, must be forwarded via CeTARS to Enlisted Personnel Management Action Center (EPMAC).

EQUIPMENT QUALIFICATION TEMPLATE (SAMPLE)

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 MACHINE
        217.07 BRAKE, PRESS, POWER
        217.10 CUTTER, PLASMA
        217.11 FORMING MACHINE, SLIP
        217.22 DRILL PRESS
        231.08 GRINDER, PEDESTIAL/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)
b. Capacity (tooling)
c. Travel limits (axes)
d. Flow rate
e. Min/Max use specification

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

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

Figure 6-1

CHAPTER 7

CORPORATE ENTERPRISE TRAINING ACTIVITY RESOURCE SYSTEM (CeTARS)

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

7.2 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 a Navy/Marine Corps Intranet (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 (FLTMPS).

7.3 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/cetars/main.html.

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

7.4 NTMA/NATA Responsibilities. NTMAs/NATAs shall monitor, record, and report each candidate's progress, and recommend awarding NAMTS NECs using CeTARS. All Sailor ETJ data is to be kept current.

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

7.5 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/NATA or up-line to CNRMC, TYCOMs or Fleet Commanders, as required.

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CHAPTER 8

NAMTS WEBSITE

8.1 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.

8.2 NAMTS Website Access. CNRMC is responsible for hosting and maintaining the NAMTS information website. The NAMTS website is located at https://navsea.portal.navy.mil/field/cnrmc/namts/default.aspx. The website is accessed through a government portal using a Common Access Card (CAC).

8.3 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.

8.4 Public Documents. This section provides the main NAMTS supporting documents. These documents include the pertinent NAMTS policies instructions and applicable policy references.

8.5 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 JQR Qualifiers Lists.

8.6 Training Regions. This section shows the NTMAs/NATAs by geographic location.

8.7 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.

8.8 Apprenticeship Program. This section provides basic information and links to the Department of Labor (DoL) United Services Military Apprenticeship Program (USMAP) website (reference (b)). Links to specific NAMTS related Work Processes Schedules (WPS) on the USMAP website are also provided.

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

8.10 NAMTS Newsletters. Links to the current NAMTS Newsletters as well as archived copies of all previous newsletters.

8.11 NAMTS Metrics Homepage. This section provides access to NAMTS periodic metrics (Monthly, Quarterly, Semi-Annually, annually, etc.) is limited to personnel with management responsibilities and NTMA / NATA leadership, and is controlled by NRMC.

8.12 NAMTS Periodic Reports. This section provides access to NAMTS periodic reports (Monthly, Quarterly, Semi-Annually, annually, etc.) is limited to personnel with management responsibilities and NTMA/NATA leadership, and is controlled by NRMC.

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

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

8.15 Contacts. A contacts page listing key personnel within the NAMTS organization is provided.

CHAPTER 9

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

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

9.2 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 (b)).

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/usmapss/static/usmap.jsp.

9.3 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://navsea.portal.navy.mil/field/cnrmc/namts/default.aspx.

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CHAPTER 10

NAMTS EXAMINATIONS

10.1 Pre and Post Online Examinations Guidance. To establish and issue policy guidance for administering NAMTS Job Qualification Requirement (JQR) pre, post, and oral board examinations for all NTMAs and NATAs.

10.1.1 Examination Requirements. The intent of this guidance is to ensure all Sailors seeking NAMTS NEC qualification meet the same high standards of knowledge and performance. To accomplish this task every Sailor must complete pre and post JQR examinations.

10.1.2 Examination Security. To ensure security of all NAMTS JQR examinations and the question test bank, the online system can only be accessed by pre-designated NTMA command proctors. The online "logon" requires the pre-designated proctor to log on to the MOODLE website after the examination candidate logs on to an NMCI computer in order for either a NAMTS JQR Pre or Post Examination to be conducted.

10.1.3 Examination Candidates. Sailors enrolled in the NAMTS NEC qualification training program will:

    a. Be required to participate in a rating specific NAMTS JQR and take a NAMTS JQR pre examination.

    b. Be required to submit a request to participate in a NAMTS JQR post examination, after they have successfully completed the rating specific JQR.

        (1) Candidates must be recommended by their Foreman/Work Center Supervisor.

        (2) The NTMA/NATA Command NAMTS JQR Coordinator and the RNC/ANC must review the candidate's JQR and certify the candidate has successfully completed all requirements and is ready to participate in a NAMTS JQR PostExamination.

10.1.4 Examination Proctors. The following NTMA/NATA personnel are the only individuals authorized to serve as NAMTS online pre and post examination proctors:

    a. Primary: RNC/ANC.

b.   Secondary: NTMA/NATA Command NAMTS JQR Coordinator.

c.   Alternate: Only selected individuals designated by the NTMA/NATA Commander/Commanding Officer and approved by NRMC.

10.1.5 Online Examination Logon Process

a.   Prior to commencing an online examination, the proctor will:

(1) Determine an appropriate testing location with computer access that is relatively quiet and distraction free.

(2) Inform all others in the area that testing is in progress.

(3) Post a testing sign in the vicinity of the testing location to deter distractions.

(4) Cover or remove all training materials that could assist the candidate in answering test items.

(5) Provide pencils and scratch paper as necessary.

(6) Have student turn off all electronic devices (No recording devices such as a camera phone are permitted in the testing area).

(7) Determine if the student has a CAC and is able to log on to the computer, if so have them log on. If the candidate has no computer access, the proctor will log into the testing site when required.

b.   Proctors must now log into the NAMTS Testing Site (https://namts.cape-henry.com) using their name and password.

(1) Instruct the candidate to select "CLICK HERE TO BEGIN MOODLE SESSION".

(2) Instruct the candidate to enter their DoD ID Number and select the "box" to confirm.

(3) Instruct the candidate to select "Login".

(4) Actions to create the candidate profile:

   (a) Instruct the candidate to type in their full first name.

   (b) Instruct the candidate to type in their full last name.

   (c) Instruct the candidate to select your name (as the proctor) from proctor drop down menu.

   (d) Instruct the candidate to verify the correct Training Region is displayed.

   (e) Instruct the candidate to select their current rate and paygrade.

   (f) Instruct the candidate to select their local Command Name.

   (g) Instruct the candidate to answer the following question:

"For which JQR have you taken a pre or post test during your current tour?" If the candidate has never used this testing system have them check "None".

   (h) Instruct the candidate to answer the following question:

"How many years of sea duty have you completed? An estimated answer is sufficient. No need to research or compute an exact number of years.

   (i) Instruct the candidate to answer the following question:

"To which of the following ship classes have you been assigned?" The candidate may select several, one (1) or none of the ships classes. If their ship class does not exist as a selection please leave blank. If the candidate's ship class is not listed, the proctor shall advise the CNRMC staff of this discrepancy, once the examination has been completed.

   (j) Instruct the candidate to answer the following question:

"Which ship category have you MOST RECENTLY been assigned?"

(k) Instruct the candidate to answer the following question:

"Which of the following locations best indicates your MOST RECENT permanent duty station?" The answers are divided into regions. Have the candidate select the appropriate region, if the candidate is unsure, assist in determining which region best reflects their previous duty station.

(l) Instruct the candidate to answer the following question only if they are taking a "post test".

This question only applies to candidates taking "POST-TEST Only".

1. How long has your training been interrupted?

2. Have the candidate select the number of months their JQR training was interrupted by Individual Augmentee (IA) assignment, Special Duty Assignment, or assigned to Temporary Additional Duty (TAD or TEMDU) assignment, etc.

3. The intent is to provide a data point for those individuals who have significant time lapse in training which may or may not be reflected in their examination scores.

(m) Have the candidate select "Update Profile".

c. The next online page is provided for review of answers submitted for the candidate's profile. If changes are desired they may do so at this time before proceeding to the examination.

(1) Instruct the candidate to review their information and assist in making desired changes.

(2) Ensure the correct proctor is selected.

d. Actions for the proctor to complete prior to allowing the candidate to begin the online examination.

(1) Read the following examination instructions to the candidate.

INSTRUCTIONS TO THE CANDIDATE

(a) This is an online multiple choice examination.

(b) Candidates will have:

<u>1</u>. Two hours to complete 75 question examinations.

<u>2</u>. Two hours and 30 minutes to complete 100 question examinations (Inside Electrical, Outside Electrical, and Outside Machinist examinations).

(2) A timer will be seen on the left side of the screen to keep you informed of the time remaining.

(3) There are ten (10) questions per page. Use the "Next" and "Previous" icons at the bottom of each page to navigate through the test.

(4) No question has more than one correct answer.

(5) If two or more answers appear to be correct, select the answer you believe is most correct.

(6) Before submitting your test, go back and ensure you have answered all questions.

(7) If you are taking a pre examination, you will get one attempt only.

(8) If you are taking a post examination, you may have up to three attempts to achieve a passing score. The highest score will be recorded as your final score. The passing score is set at 80%.

(9) Anyone caught attempting to cheat will have their examination attempt terminated and the examination candidate may be subject to disciplinary or administrative action.

e. The proctor shall inquire if the candidate is comfortable before continuing on to the examination. Testing may be stopped at this point due to illness, emergency, proctor discretion, etc. The candidate may logout at any point prior to the test actually showing on the screen. Once the examination is opened, it must be completed.

(1) If the candidate stops testing, have the candidate select the logout icon at the bottom center of the page next to their login name.

(2) If the candidate is continuing to the testing portion, have the candidate select the "NAMTS Testing" icon.

f. The candidate should be on the NAMTS Testing home page (any time the candidate selects the home button it will bring them to this page).

g. Have the candidate select which JQR they are being tested on. If the candidate is unsure of which JQR they are testing you shall not progress any further. Wait until the candidate is fully aware of which JQR they will be testing on. If the candidate is unable to make this decision (for whatever reason), have the candidate log out and stop the examination login process.

(1) After selection of a JQR, the candidate should see the following:
    "You are about to begin testing on this JQR. Are you sure you wish to do this?"

(a) Have the candidate answer this question, and continue and continue to the testing page.

(b) If testing is to be stopped, the candidate should select "No" and they will return to the student home page.

(2) After selecting "Yes", the candidate will have entered the testing page.

(3) Two options should appear on the screen, "pre-test" and "post-test".

(a) Have the candidate select the appropriate test. They may also select the "Home" or logout feature and leave the testing site.

(b) After selecting the appropriate test, the next page will display an icon "Attempt test now".

(c) Selecting this icon will begin the test. Selecting the JQR name below the icon will return you to the previous test page.

(4) After selection of the "Attempt test now" icon, the candidate is presented with a pop-up listing the options of continuing the test or canceling. Once the option of continuing is selected, the test will begin. There will be no further opportunities to stop the test without recording a grade.

     h. It is the proctor's responsibility to ensure the test has opened correctly and the candidate is taking the appropriate examination.

          (1) Remind the candidate that the test appears in pages with 10 questions on each page. To navigate through the test use the "Next" and "Previous" buttons.

          (2) Once the candidate selects the submit button, they will be offered a pop-up option to submit the examination by selecting "OK" or they may go back into the examination by selecting "Cancel".

     i. The examination is immediately graded, and the candidate will see their score appear on the screen. The examination score will be displayed as a percentage. An email of the examination results will be sent to the proctor. This email should be shared with the candidate, and the candidate's Shop Supervisor. In the event of a non-passing score, the email will be used as the primary document in formation of the student's remediation plan.

     j. After the student has viewed their score, instruct them to select the "(Logout)" link next to their name.

10.1.6 Examination Requirements after Receiving a Passing Grade. After the candidate has completed their required logout procedures, the proctor will:

     a. Close the webpage, ensure that the testing site has been closed and that the candidate is completely logged out.

     b. Require the candidate to complete the final logout process (if candidate is logged in using their CAC), by having them logout completely from the system and remove their CAC.

     c. Collect and destroy any testing/scratch paper that had been provided to the candidate.

d.   Check their email for a report of examination results, and provide feedback to the candidate, and the candidate's Shop Supervisor, on the results.

e.   Advise the NTMA/NATA Command NAMTS JQR Coordinator or RNC/ANC of the candidate's success in passing the NAMTS JQR post examination.

f.   The RNC/ANC or Command NAMTS JQR Coordinator will enter the examination completion in CeTARS.

10.1.7 Failed NAMTS Post Examination Process. The examination proctor will advise the NTMA/NATA JQR Coordinator and RNC/ANC of the failed NAMTS JQR post examination results. Upon notification of failed examination results, the following actions will be accomplished by the appropriate NTMA personnel.

a.   The NTMA/NATA Command NAMTS JQR Coordinator will:

(1) Advise the NTMA/NATA Commanding Officer/Commander (via the chain of command) of the failed NAMTS JQR post examination and specific examination shortfalls.

(2) Discuss with the candidate and the candidate's Shop Supervisor the appropriate remedial training requirements. Provide the following information on future post examination attempts:

(a) The necessity for the candidate to receive remedial training on weak areas prior to future NAMTS JQR post examination attempts.

(b) Post examinations are limited to three attempts.

(c) There is a seven day delay between the first and second post examination attempt.

(d) There is an additional 14-day delay between the second and third NAMTS JQR Post Examination attempt.

b.   NTMA/NATA Production Officer/Department Head will direct remediation training for all candidates who fail a NAMTS post examination.

c.   NTMA/NATA General Foreman/Division Officer will:

(1) Require a remedial training plan be developed for the candidate.

(2) Ensure remedial training is adhered to and conducted accordingly.

(3) Upon the candidate's completion of the remedial training, recommend the candidate for subsequent NAMTS JQR post examination attempt.

    d.   NTMA/NATA Foreman/Work Center Supervisor (WCS) will:

(1) Provide the candidate with the appropriate remedial training plan, and discuss the necessity of the candidate completing all required remedial training.

(2) Monitor all remedial training, and provide progress reports to the chain of command.

(3) Ensure the candidate completes all remedial training.

(4) Advise the chain of the command when all remedial training has been completed, and provide a recommendation on the candidate's abilities to successfully pass a NAMTS JQR post examination.

    e.   NTMA/NATA JQR Qualifiers will assist candidates with remedial training by providing instructional guides and hands-on refresher training as necessary.

    f.   The candidate will complete all remedial training, and will advise their chain of command when they feel they sufficiently prepared themselves to take a subsequent NAMTS JQR Post Examination.

    g.   After the candidate has completed all remedial training, and the command feels the candidate is prepared for an additional post examination attempt, a formal request for the candidate to attempt a fourth (and final) post examination must be forwarded to NRMC for approval.

10.2   NAMTS Oral Board Examination Guidance. The intent of this guidance is to ensure that all candidates seeking NAMTS NEC qualification meet the same high standards of knowledge and performance. All Sailors who have completed NAMTS JQR training requirements and successfully passed a NAMTS JQR post

examination will be required to participate and successfully pass a NAMTS JQR Oral Board Examination.

10.2.1 Oral Board Examination Security. To ensure security of the NAMTS JQR Oral Examination question test bank, questions can only be accessed by the RNC/ANC or by pre-designated NTMA/NATA alternate command representative who has been approved by NRMC.

10.2.2 Oral Board Examination Candidates. Oral Board examination candidates are those individuals who have completed the JQR pre and post examination requirements. The candidates will:

    a. Participate in a NAMTS JQR oral board examination.

    b. Answer various questions that have been provided from the NAMTS Oral Examination Test Bank.

    c. Demonstrate to the oral examination board members their level of knowledge, proficiency and expertise.

10.2.3 Oral Board Examination Membership. At a minimum, the Oral Examination Board membership shall be chaired by the Command NAMTS JQR Coordinator or Assistant Command NAMTS JQR Coordinator (if one is designated in writing). In addition to the Command NAMTS JQR Coordinator/Assistant Command NAMTS JQR Coordinator, the board will consist of the following NTMA/NATA members:

    a. Work Center Supervisors/General Foreman.

    b. A minimum of two (2) Shop JQR Qualifiers who are SMEs within their assigned shops/divisions.

10.2.4 Oral Board Examination Responsibilities

    a. The NTMA/NATA Command NAMTS JQR Coordinator will:

        (1) Chair all NAMTS JQR oral examination boards to maintain uniformity and integrity of the board process.

        (2) Ensure oral examination questions and discussion topics include at least five obtained from NAMTS Oral Examination Test Bank.

        (3) At the completion of the oral examination, advise the candidate of the results.

(4) Provide results of the oral examination board to the NTMA/NATA Commander/Commanding Officer (via the chain of command) with appropriate comments or recommendations.

b. The NTMA/NATA or RNC/ANC/Command NAMTS JQR Coordinator will:

(1) Provide proper setting (examination room/office) availability for NAMTS oral examination to be conducted.

(2) Inform all others in the area that a NAMTS oral examination is in progress.

(3) Post a testing sign in the vicinity of the examination location to deter distractions.

(4) Participate in all oral examinations (the NAMTS Assistant Project Manager may substitute for the RNC/ANC if needed).

(5) Collect and destroy all oral examination questions, discussion topic lists, and other documentation after the oral examination has concluded.

c. Oral Examination Board Members will:

(1) Question the candidate to ascertain the candidate's level of knowledge. The Oral Examination Board members will ensure that a minimum of five oral board questions and discussion topics, provided by the NRMC Oral Examination Test Bank, are addressed. Additional questions may be augmented as considered necessary by the board members to fully evaluate the candidate's knowledge.

(2) Complete and sign the Oral Examination Report.

10.2.5 Failed Oral Board Examination Process. In the case of a failed oral examination, the following actions will be accomplished by the appropriate NTMA personnel.

a. The Board Chairperson (NTMA/NATA Command NAMTS JQR Coordinator) will:

(1) Advise the NTMA/NATA Commander/Commanding Officer (via the chain of command) of the failed NAMTS JQR oral examination and the specific examination shortfalls.

(2) Discuss with the candidate and the candidate's Shop Supervisor the appropriate remedial training requirements. Provide the following information on future oral examination attempts:

(a) The necessity for the candidate to receive remedial training on weak areas prior to future NAMTS JQR oral examination attempts.

(b) Oral examinations are limited to three attempts.

(c) There is a seven-day delay between the first and second oral examination attempts.

(d) There is an additional 14-day delay between the second and third (and final) NAMTS JQR oral examination attempt.

   b.   NTMA/NATA Production Officer/Department Head will direct remediation training for all candidates who fail a NAMTS oral examination.

   c.   NTMA/NATA General Foreman/Division Officer will:

(1) Require a remedial training plan be developed for the candidate.

(2) Ensure remedial training is adhered to and conducted accordingly.

(3) Upon the candidate's completion of the remedial training, recommend the candidate for subsequent NAMTS JQR oral examination.

   d.   NTMA/NATA Foreman/Work Center Supervisor (WCS) will:

(1) Provide the candidate with the appropriate remedial training plan and discuss the necessity of the candidate completing all required remedial training.

(2) Monitor all remedial training, and provide progress reports to the chain of command.

(3) Ensure the candidate completes all remedial training.

(4) Advise the chain of the command when all remedial training has been completed, and provide a recommendation on the candidate's abilities to successfully pass a NAMTS JQR oral examination.

e. NTMA/NATA JQR Qualifiers will assist candidates with remedial training by providing instructional guides and hands-on refresher training, as necessary.

f. The candidate will complete all remedial training and will advise their chain of command when they feel they sufficiently prepared themselves to take a subsequent NAMTS JQR oral examination.

10.3 Examination Test Bank Life Cycle Management. NRMC developed and maintains an online standardized testing system supporting pre, post, and oral examinations. CNRMC uses the **MOODLE** for creation and maintenance of examinations. MOODLE was chosen because it was already in use by the Navy to administer examinations from a central test bank and compare the Level of Knowledge provided by training.

a. Specifications: MOODLE provides the following capabilities:

(1) Stores all written questions in a single test bank.

(2) Maintains the test bank in a secure central location.

(3) Generates multiple tests with random questions for a chosen JQR.

(4) Contains at least two (2) questions for every objective in the JQR.

(5) Has a minimum of 75 questions per test.

(6) Provides an immediate grade and list of areas needing improvement.

(7) Stores all test events and output data for use in metrics.

(8) Accessible from within NMCI and Navy Nuclear Propulsion Information firewalls.

b.   Information Technology Equipment/Environment Requirements. The CNRMC staff and NTMAs/NATAs are required to have the following to support the overall testing effort at all levels with the NAMTS MOODLE application:

(1) Access to both development and production MOODLE software for development, data acquisition, and testing.

(2) Access to a website, server software, and support infrastructure for transmission of the test data between the question bank and testing sites.

(3) NTMAs/NATAs must have at least one (1) testing computer at each testing site able to access the internet with a Common Access Card (CAC) reader connected.

c.   NAMTS JQR Pre and Post Examination Test Bank. The test bank is continually monitored to ensure the following specific requirements are maintained:

(1) The examination system contains standardized questions for online written examinations. Every written examination is randomly built from the centrally maintained test bank (Sailors will not receive identical examinations).

(2) The test bank has enough questions for each JQR to ensure each terminal objective is tested in each examination administered.

(3) All NAMTS JQR Pre and Post Examinations consist of a minimum 75 multiple choice and true/false questions. Candidates taking examinations receive immediate online grades upon completion of an examination.

d.   JQR Oral Examination Test Bank. The test bank consists of 20 sets of five (5) "core" questions for each JQR. The NAMTS web portal is programmed to randomly provide an appropriate set of questions to designated individuals when an oral examination is to be conducted at one of the NTMAs.

10.3.1 Examination Test Bank Security. Security for both the NAMTS JQR Pre and Post Examination Test Bank and the Oral Examination Test Bank includes the following features:

a.   NAMTS JQR Pre and Post Examination Test Bank questions can only be accessed by pre-designated NTMA/NATA command proctors (NRMC must approve all proctors). Once the examination

is completed, CNRMC staff and select NTMA command personnel are automatically advised by email that a NAMTS JQR pre or post examination has been completed.

b.   NAMTS Oral Examination Test Bank questions can only be accessed by the RNC/ANC, or by pre-designated NTMA/NATA alternate command representative who has been approved by CNRMC. Once the oral examination is completed, the RNC/ANC (or NTMA/NATA alternate representative) is required to immediately destroy the set of questions downloaded and used.

10.3.2 Examination Test Bank Life Cycle Maintenance. The most challenging and desired examination questions are those requiring candidates to "apply" their knowledge or to "make judgments" based on acquired knowledge and hands-on training. The CNRMC staff reviews each NAMTS JQR pre and post examination to ensure these are the types of questions that are in the existing test bank. The objective is to eliminate all questions that are "simple" memory recall type questions and to ensure all questions remain relevant. NRMC will:

a.   Identify test bank questions that have a high percentage of "Incorrect" responses. These questions/answers are reviewed, and either deleted or modified as required or feedback provided to the NTMAs/NATAs if it is determined to be a training issue.

b**.**   Identify test bank questions that have a high percentage of "Correct" responses. These questions are reviewed to ensure they are meeting training objectives, and are not too simplistic in nature.

c.   Conduct semi-annual reviews of all NAMTS JQR training reference material.

d.   Coordinate with NTMA/NATA RNCs/ANCs and SMEs the review of all questions, once every three years.

10.4 Examination Metrics and Reports. NRMC developed metrics to monitor and review the NAMTS examination program. While some NAMTS examination metrics are published on the NAMTS website, the majority of the metrics are for administrative purposes to improve the overall quality of the testing program.

a.   Examination metrics that are published on the NAMTS web site are:

(1) JQR Examinations: The metrics provide the number of JQR examinations (both pre and post) administered, and the number of post examinations passed. Data will be collected and metric development will be populated to record quarterly and annual examinations results for all NTMAs/NATAs.

(2) Oral Board Results: Identifies number of oral boards given compared with the number of oral boards passed. Data will be collected and metric development will be populated to record quarterly and annual examinations results for all NTMAs/NATAs.

10.4.1 Examination Test Bank Performance Metrics. NRMC will monitor all examination metrics to include various parameters. Specifically, NRMC will develop metrics to monitor the following:

   a. Examination Grades by Skill. Identifies which skill areas are testing higher than others.

   b. Examination Grades by NTMA/NATA. Tracks examination results by region.

   c. Examination Grades by Rank. Examination scores obtained by different paygrade levels.

   d. Examination Grades by Rate. Tracks results by rate.

   e. Examination Grades by Years at Sea. Determines whether the length of time at sea for a Sailor has any correlation to the Sailor's examination score.

   f. Examination Grades by Elapsed Time.   Correlates examination scores versus time taken to complete a pre or post examination.

   g. Examination Grades by Most Recent Ship Class. Determines whether recent ship class assignments have any bearing on a candidate's examination scores.

   h. Pre versus Post. The metric provides information on the individual pre and post examination test scores. The metric compares the test scores and provides data on Level of Knowledge improvements for NAMTS training candidates.

10.4.2 Examination Test Bank Validation Metrics. Test bank validation metrics identifies individual question and answer validation. Specifically:

a. Test Bank Question Analysis. This metric provides a percentage of
correct responses for each question in the test bank. If a question has a high percentage of failure, the question is checked for validity. If the question is found to be incorrect, outdated, or is no longer part of the NAMTS JQR training process, the question is removed from the test bank.

b. JQR Qualification Improvement Analysis. The metric provides information on the examination scores by NAMTS individual qualification. The data is separated into 100 Qualifications (Fundamentals), 200 Qualifications (Tools), and 300 Qualifications (Processes). The metric allows the NRMC staff to identify training shortfalls, and the staff can advise the associated NTMA/NATA.

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CHAPTER 11

ASSESSMENTS AND ASSIST VISITS

11.1 Assessments and Assist Visits. Per reference (f), 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.

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.

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 the NAMTS Program Manager 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 are provided as appendices to this instruction.

APPENDIX A

NAMTS ACRONYMS

Acronym	**Meaning**
3M	Maintenance and Material Management
AMD	Activity Manpower Document
ANC	Afloat NAMTS Coordinator
AQL	Authorized Qualifiers List
BCR	Billet Change Request
BM	Boatswain's Mate
BSO	Budget Submitting Office
CAC	Common Access Card
CeTARS	Corporate enterprise Training Activity Resource System
CHENG	Chief Engineer
CIN	Course Identification Number
CMDCM	Command Master Chief
CNAL	Commander, Naval Air Force, Atlantic
CNAP	Commander, Naval Air Forces, Pacific
CNE	Chief of Naval Education
CNO	Chief of Naval Operations
CNRMC	Commander, Navy Regional Maintenance Center
CNSL	Commander, Naval Surface Force, Atlantic
CNSP	Commander, Naval Surface Forces, Pacific
CO	Commanding Officer
COR	Contracting Officer's Representative
CPF	Commander, U.S. Pacific Fleet
CPPD	Personal and Professional Development
DC	Damage Controlman
DEI	Diesel Engine Inspector
DET	Detachment
DNEC	Distribution Navy Enlisted Classification
DoL	Department of Labor
DoLBAT	Department of Labor, Bureau of Apprenticeship and Training
EM	Electrician's Mate
EN	Engineman
EPMAC	Enlisted Personnel Management Action Center
ET	Electronics Technician

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ETJ         Electronic Training Jacket
FAQ         Frequently Asked Questions
FBR         Feedback Reports
FC          Fire Controlman
FCA         Fleet Concentration Area
FLTMPS      Fleet Training Management Planning System
FMAA        Fleet Maintenance Activity Assessment
FTA         Fleet Technical Assist
FTS         Full Time Support
GS          Gas Turbine Systems Technician - Supervisor
GSE         Gas Turbine Systems Technician - Electrical
GSM         Gas Turbine Systems Technician - Mechanical
HRMC        Hawaii Regional Maintenance Center
HT          Hull Technician
IA          Individual Augmentee
IC          Interior Communications Electrician
I-Level     Intermediate-Level
IMA         Intermediate Maintenance Activity
IMF         Intermediate Maintenance Facility
ISIC        Immediate Superior in Charge
IT          Information Technology
JFMM        Joint Fleet Maintenance Manual
JQR         Job Qualification Requirement
LCM         Life Cycle Management
LOK         Level of Knowledge
MARMC       Mid Atlantic Regional Maintenance Center
MCA         Manpower Control Authority
MGTI        Master Gas Turbine Inspection
MOODLE      Modular Object-Oriented Dynamic Learning Environment
MM          Machinist Mate
MR          Machinery Repairman
NAMTS       Navy Afloat Maintenance Training Strategy
NATA        NAMTS Afloat Training Activity
NAVMAC      Navy Manpower Analysis Center
NAVSEA      Naval Sea Systems
NDT         Non Destructive Testing
NEC         Navy Enlisted Classification
NEOCS       Navy Enlisted Occupational Classification System
NETC        Navy Education and Training Command
NETPDC      Naval Education & Training Professional Development
            Technology Center
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NITRAS	Navy Integrated Training Resources Administration System
NMCI	Navy/Marine Corps Intranet
NNPI	Navy Nuclear Propulsion Information
NNSY	Norfolk Naval Shipyard
NPC	Navy Personnel Command
NRMC	Navy Regional Maintenance Center
NSSF	Naval Submarine Support Facility
NSY	Naval Shipyard
NTMA	Navy Training Maintenance Activity
OJT	On-the-Job Training
OPNAV	Office of the Chief of Naval Operations
PES	Production Equipment Specialist
PHNSY	Pearl Harbor Naval Shipyard
PHNSY&IMF	Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility
PQS	Personal Qualification Standard
PRD	Projected Rotation Date
PSNS	Puget Sound Naval Shipyard
PSNS&IMF	Puget Sound Naval Shipyard and Intermediate Maintenance Facility
QPR	Qualification Progress Report
PES	Production Equipment Specialist
RMC	Regional Maintenance Center
RNC	Regional NAMTS Coordinator
SAC	Skill Area Coordinator
SELRES	Selected Reservist
SERMC	South East Regional Maintenance Center
SGPI	Steam Generating Propulsion Inspection
SME	Subject Matter Expert
SMM	Ship's Maintenance Manager
SMO	Ship's Maintenance Officer
STASS	Standard Training Activity Support System
SWOS	Surface Warfare Officer's School
SWRMC	South West Regional Maintenance Center
TAD	Temporary Additional Duty
TEMDU	Temporary Duty
TRF	Trident Refit Facility
TWD	Technical Work Document
TYCOM	Type Commander
USFFC	United States Fleet Forces Command

USMAP   United Services Military Apprenticeship Program
WCS   Work Center Supervisor
WPS   Work Processes Schedule
XO   Executive Officer