



DEPARTMENT OF THE NAVY

U S NAVAL SUPPORT ACTIVITY
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NAVSUPPACTNAPLESINST 3500.1
N01G

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NAVSUPPACT NAPLES INSTRUCTION 3500.1

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: U.S. NAVAL SUPPORT ACTIVITY, DETACHMENT GAETA, ITALY
PERSONNEL QUALIFICATION STANDARDS PROGRAM

Ref: (a) OPNAVINST 3120.32D
(b) OPNAVINST 3500.34G
(c) CNICINST 3502.2
(d) NAVEDTRA 43100-1
(e) NAVEDTRA 43100-6

Encl: (1) PQS Assignment Memorandum

1. Purpose. To establish policies and procedures for the management of the Personnel Qualification Standards (PQS) Program.

2. Scope and Applicability. This instruction defines the responsibilities of U.S. Naval Support Activity Naples Detachment (NSAND) Gaeta, Italy in establishing, implementing, and sustaining the PQS Program. These procedures are based on guidance from references (a) through (e). This instruction is applicable to all Department of Defense (DoD) personnel, including active/reserve components.

3. Discussion. The PQS program is a qualification system for all personnel to safely perform their duties. PQS is a compilation of minimum knowledge and skills necessary to qualify for a specific watch station, maintain specific equipment, or perform as a team member within a unit. It also provides the trainee's chain of command with a means to monitor the qualification process. NSAND Gaeta's PQS program is intended to provide a measurable standard for an individual's qualifications and to provide for service record entry.

4. Responsibilities

a. The Commanding Officer (CO) shall:

(1) Assign a Command/Unit PQS Coordinator to manage and administer the PQS program.

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(2) Serve as the final qualification authority for all watch stations not specifically delegated.

(3) Ensure personnel assigned duties for which final qualification is not complete are interim qualified under the CO's signature.

(4) Approve the command's PQS qualified signers list.

(5) Serve as the final authority for any tailored PQS.

b. The Executive Officer (XO) shall:

(1) Supervise the PQS program as directed by the CO.

(2) Ensure all personnel assigned to watch stations are qualified.

(3) Ensure service record entries are made as soon as qualifications are achieved.

c. The Command/Unit PQS Coordinators shall:

(1) Implement the PQS program at the deckplate level.

(2) Draft a quarterly notice promulgating the latest PQS Qualifiers List for the CO's signature.

(3) Maintain a master list and library of command tailored and approved PQS.

(4) Advise the CO and XO of receipt of new or revised PQS.

(5) Maintain the PQS Qualifiers List in an applicable PQS tracker.

(6) Access My Navy Portal quarterly to ensure that newly promulgated PQS Naval Education and Training Command (NAVEDTRA) codes are updated.

(7) Coordinate the development of Job Qualification Requirements (JQR) (if applicable).

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(8) Ensure PQS watch station qualification is documented in each member's electronic service record.

(9) Provide the CO and XO with tailored, approved PQS standards, and standard answers for all command wide watch standing qualifications.

(10) Maintain PQS references and function as the command authority on all matters of PQS program implementation, and in conjunction with the XO's policy interpretation.

d. Divisional Leading Chief Petty Officer (LCPO)/Leading Petty Officer (LPO) shall:

(1) Ensure the PQS program is effective. The LCPO/LPO is tasked to ensure personnel are properly trained and deficiencies are brought to the attention of the chain of command.

(2) Supervise and train the Divisional PQS Assistant to properly execute administrative requirements.

(3) Ensure PQS training is conducted through formal scheduled lectures and/or during watch standing/on-station training.

(4) Ensure an initial issued PQS date is annotated in the applicable PQS tracker or on the cover page.

(5) Establish PQS goals for every member of the department based on and are commensurate with pay grade.

(6) Review quarterly and monitor progress of divisional personnel toward qualification goals.

(7) Ensure the NAVEDTRA PQS books for fundamentals and systems are available for use by personnel seeking qualification.

(8) Recommend final or interim watch station qualification to the CO.

(9) Recommend changes or required tailoring of PQS to the Command/Unit PQS Coordinator.

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(10) Develop JQRs for watch stations not covered by PQS (if applicable).

(11) Review revised/reissued PQS standards and recommend requalification requirements, if warranted.

(12) Recommend to the Command/Unit PQS Coordinator the assignment of division PQS qualifiers on at least a quarterly basis.

(13) Ensure enlisted evaluations reflect PQS qualification accomplishments.

(14) Designate a Divisional Training Petty Officer (TPO) who assists in the management of the division's PQS program.

e. The Divisional TPO shall:

(1) Assist the LCPO/LPO with the administration of divisional PQS and assist divisional personnel in achieving their PQS goals within the prescribed time.

(2) Continually update the PQS tracking systems based on assignment and completion of PQS.

(3) Document qualification books correctly, an example of the PQS signers' signature with printed name and rank shall be annotated on the cover page. Each line item signature shall have full signature and date.

(4) Keep the LCPO/LPO informed of any PQS problems in the division, and make recommendations for improving the PQS program.

f. PQS Qualifiers shall:

(1) Keep abreast of revisions/changes to equipment, systems, and procedures affecting assigned areas of responsibility.

(2) Recommend changes/tailoring of PQS standards to supervisors.

(3) Document qualification books correctly, an example of the PQS signers' signature with printed name and rank shall be annotated on the cover page. Each line item signature shall have full signature and date.

g. All hands shall:

(1) Aggressively pursue qualifications in assigned watch stations, achieving PQS goals within the time frame assigned.

(2) Make reports to the TPO/LPO on PQS accomplishments.

(3) Understand how the PQS program works and make suggestions through the chain of command in ways to improve training and qualifications.

(4) Inform the chain of command when they are falling behind in established PQS goals. This shall be done as soon as possible to avoid administrative actions and receive assistance from the chain of command to remedy the situation.

5. Administration and Management

a. All PQSs developed and promulgated by Naval Education and Training as NAVEDTRA document are used in the qualification process.

b. PQS tracking methods will vary by department; each division shall maintain and establish an applicable tracking program or system.

c. LCPO/LPO shall notify the Training Officer (TRAINO) or Assistant TRAINO of qualifications attained that have not been updated in a PQS tracker. At transfer or check-out from NSAND Gaeta, the TRAINO or Divisional TPO will print out a copy of the Sailor's page 4 via Fleet Management and Planning System for verification purposes.

6. Requalification

a. All members assigned to a watch station previously qualified from a prior command will have their electronic service record and training jacket reviewed.

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Based upon review, qualifications may be accepted for immediate requalification or the member may be directed to complete portions of the PQS to satisfy qualification requirements at NSAND Gaeta. If it is deemed necessary for requalification in a specific watch station, oral boards or written and practical examinations may be accepted as determined by the final qualification authority.

b. If a PQS is revised and the revision is significant in the CO's judgment, requalification is required. The actual steps to requalify to the new standard are determined on a case by case basis.

7. Interim Qualification

a. Situations may arise when it is necessary to qualify watch stations on an interim basis prior to completion of PQS. Examples of such stations are:

(1) When it is necessary to utilize a watch stander who has not achieved final qualification to fill a more demanding billet.

(2) When a newly-reported individual must be utilized as a watch stander and has not been qualified in the particular watch station or possesses a prior qualification from another command but has not achieved final qualification from NSAND Gaeta.

(3) When implementing a watch station at NSAND Gaeta, a member who may be deemed a subject matter expert, meeting the minimum PQS prerequisites may hold an interim qualification to establish the watch station, and be designated as a PQS signer in the newly established standard.

b. Interim qualifications shall be used as a last resort solution and be strictly controlled.

c. To qualify a watch stander on an interim basis the TRAINO or LCPO shall comply with the following procedures:

(1) Ensure PQS line items specified for interim qualifications are completed.

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(2) Upon completion of required PQS, administer an oral/written/practical examination, as appropriate to determine if a satisfactory knowledge level of watch station requirements has been attained.

(3) Establish a deadline date by which the individual must achieve their final qualification or lose the interim qualification.

(4) Recommend to the CO or delegated authority an individual to be granted interim qualification for a specific watch station. When approved by the CO or delegated authority, a copy of the interim qualification letter is placed in the individual's training record.

8. Qualifiers

a. PQS qualifiers will be E-5 and above, and must have completed the PQS for that specific watch station at NSAND Gaeta in which they are authorized to sign off line items.

b. An occasion may arise when a PQS is installed, but personnel may not meet the criteria to sign off the PQS. In these cases, the CO appoints an individual to sign off the PQS based on that individual's background and experience level. The designated qualifiers and all personnel affected by this new PQS will be given a designated implementation period to establish the new PQS. Procedures for implementation are contained in reference (d).

c. PQS qualifiers shall be kept abreast of revisions and changes to equipment, systems, and procedures affecting assigned areas of responsibility.

d. PQS qualifiers will make themselves available to assist in attainment of qualifications, and will familiarize themselves in proper training techniques and standard operating procedures. All qualifiers should only sign when line items or sections based on expression of knowledge or observation of performance are performed successfully. A PQS qualifier should never give away their signature.

9. Delinquent Qualification

a. All personnel are to be assigned realistic dates and are required to meet those assigned dates.

b. Extra study will be assigned as a means for delinquent personnel to improve their performance. Extra Military Instruction (EMI) may be assigned to those applicable per the command's directive if required.

c. Extra study and EMI must be reasonable and recognize that schedules and priorities may change. The TRAINO or LCPO will consider the circumstances before assigning corrective action. Check-in for study and/or EMI will be with the LCPO directed supervisor on watch.

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV-M 5210.1.

11. Review and Effective Date. Per OPNAVINST 5215.17A, NSAND Gaeta will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date, or an extension has been granted.



T. A. ABRAHAMSON

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4BB

Lists: I and II

Electronic via NAVSUPPACT Naples web site:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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PQS ASSIGNMENT MEMORANDUM

Date: _____

MEMORANDUM

From: _____ (TPO), _____ Section, NSAND Gaeta

To: Rate/Last Name, First MI.

Subj: NOTIFICATION OF PQS ASSIGNMENT AND QUALIFICATION DUE DATE

1. You are hereby assigned PQS _____, _____ as of this date. You are expected to complete your PQS no later than _____. You are expected to research references and consult with subject matter experts to gain knowledge. You must satisfactorily display knowledge and/or perform tasks, verbally or physically, in order to gain signatures from qualified subject matter experts designated to sign off PQS line items.

2. In the event that you do not become qualified by the aforementioned date, a review of your qualification progress will take place with the Training Petty Officer (TPO), Section Leader and Section Chief to determine remedial and or administrative actions.

3. Your goal should be, not only to qualify, but to strive to be the next subject matter expert. See you at your qualification board!

TPO Signature: _____
Rate, Last, First MI.

Sailor Signature: _____
Rate, Last, First MI.

Hard Copy to:
Training Jacket

Enclosure (1)