PERSONAL QUALIFICATION STANDARD

For
United States Navy
First Class Petty Officers
and Junior Officers

Name (Rate/rank) _____

PREFACE

Chief Petty Officers are an essential element of our Navy's Operational Primacy. The objective of the CPO 365 Phase I Program is to provide the First Class Petty Officer or Junior Officer an introduction into the processes and topics necessary to support the junior Sailor, the Chief's Mess and the wide scope of mission requirements our Navy faces today. This personnel qualification standard will focus on mission effectiveness, combat readiness, individual readiness and an overall understanding of how the unit mission fits into and supports Navy Doctrine. Experience shows it is essential that every Chief Petty Officer in our Navy be totally familiar with the mission of their command and be able to apply this knowledge to support the successful execution of the command's current and future obligations.

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Acknowledgements

The developers of the PQS gratefully acknowledge the assistance, dedication and professionalism of the following Chief Petty Officers while writing this PQS.

Changes, updates or questions can be forwarded to the PQS Coordinator at:
cpo365trainingcommittee@gmail.com

An answer key is also available to any Chief upon request.

Introduction

PQS PROGRAM
This PQS program is a qualification system for First Class Petty Officers where certification at a minimum level of competency is required prior to "CPO 365 Phase II" or "Chief Petty Officer." The PQS is a compilation of the minimum knowledge and tasks that an individual must demonstrate in order to earn and wear the uniform of a Chief Petty Officer. The objectives of this PQS are to standardize and provide a solid base of experience by completing this qualification.

CANCELLATION
This standard cancels and supersedes any CPO 365 manual prior to 16 September 2016.

APPLICABILITY
This PQS is applicable to all First Class Petty Officers assigned to NSA Mid-South Millington, Tenn., region. First Class Petty Officers assigned to tenant commands are also subject to this requirement.

TAILORING
To command-tailor this package, first have it reviewed by one or more of your most qualified Master Chiefs. Next, additions to this PQS to fulfill local training requirements will be submitted to and approved by the Senior Enlisted Leader and or Command Master Chief of NSA Mid-South Millington, Tenn.

QUALIFIER
Qualifiers are Chief Petty Officers only! For more information on the duties and responsibilities of PQS Qualifiers, respectfully process your queries via your leading Chief Petty Officers and/or Command Master Chief.

CONTENTS
This PQS contains knowledge items, watch-station requirements and tasking necessary for satisfactory understanding of the roles and minimum responsibilities required of a Chief Petty Officer.

REFERENCES
The references used to create this PQS package were the latest available. However, the most current references available should be used when qualifying with this Standard. This is not a valid excuse for not obtaining a signature.

FIRST CLASS PETTY OFFICER
Your leading Chief Petty Officer will guide you in the order of precedence for PQS completion. You must complete all fundamentals, pre-requisites and tasking prior to the qualification of any watch stations. If you have any questions or are unable to locate references, contact your Division LCPO, Departmental LCPO, Boat Team Leading Chief Petty Officer, or Training Committee Chairperson.

PQS FEEDBACK REPORTS
First Class Petty Officers, your feedback is welcomed and required. Refrain from simply complaining about what you did not like. Present your area of concern and your solution to correct the concern.

Acronyms Used in this PQS

Not all acronyms or abbreviations used in this PQS are defined here. The Subject Matter Experts from the Chiefs who wrote this standard determined the following acronyms and abbreviations may not be commonly known throughout the community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not identified on this page or anywhere else within the standard, use the references listed on the line to locate the missing information.

ADSEP	Administrative Separation
BCA	Body Composition Assessment
DRB	Disciplinary Review Board
CACO	Casualty Assistance Calls Officer
CDB	Career Development Board
CMEO	Command Managed Equal Opportunity
DDE	Delay, Deferment, Exemption
DEERS	Defense Enrollment Eligibility Reporting System
EFM	Exceptional Family Member
EMI	Extra Military Instruction
ESGR	Employer Support of the Guard and Reserve
ESR	Electronic Service Record
FFSC	Fleet Family Service Center
FRAGO	Fragmentation Order
IAP	In Assignment Processing
IAW	In Accordance With
IDTT	Inactive Duty Training Travel
IRR	Inactive Ready Reserve
ISIC	Immediate Superior In Command
JAGMAN	Judge Advocate General Manual
MCA	Maritime Civil Affairs
MWR	Moral Welfare Recreation
MCPON	Master Chief Petty Officer of the Navy
NCF	Naval Construction Force
NECC	Navy Expeditionary Combat Command
NMCRS	Navy and Marine Corps Relief Society
NSIPS	Navy Standard Integrated Personnel System
NSU	Navy Service Uniform
NWU	Navy Working Uniform
OPORD	Operations Order
PFA	Physical Fitness Assessment
PTS	Perform To Serve
PMA	Performance Mark Average
PSR	Performance Summary Record
RCC	Reserve Component Command
RRSQ	Ready Reserve Screening Questionnaire
RUAD	Reserve Unit Assignment Document
SGLI	Service Member's Group Life Insurance
SOPA	Senior Officer Present Afloat
SORM	Standard Organization and Regulations Manual
UA	Unauthorized Absence
UCMJ	Uniform Code of Military Justice
USERRA	Uniform Services Employment and Reemployment Act
USFFC	United States Fleet Forces Command

100 - Introduction To Fundamentals

100.1 INTRODUCTION
This PQS begins with a fundamentals section covering the basic knowledge and principles. If you need a refresher or are unfamiliar with this material, the references listed will aid you in completing this PQS. All references cited for study are selected according to their credibility and availability.

100.2 HOW TO COMPLETE
You should complete all required fundamentals before starting the watch station portions of this PQS since knowledge gained from fundamentals will aid you in understanding the mission areas and your watch station tasking. When you feel you have a complete understanding of one fundamental or more, contact your Chief Petty Officer. If attempting initial qualification, the Chief Petty Officers will expect you to satisfactorily answer each line item listed in the fundamentals prior to signing the fundamental. If you are one of the four lucky Sailors of the Quarter (SOQ), your Sponsor may require you to answer representative line items to determine if you have retained the necessary knowledge for your watch station. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watch station.

FUNDAMENTALS

Understanding Deckplate Leadership

Deckplate Leadership: Chiefs are visible leaders who set the tone. We will know the mission, know our Sailors, and develop them beyond their expectations as a team and as individuals.

1. In your own words define, "Deckplate Leadership."

2. Outline how you apply your leadership style to the Navy's Brilliant on the Basics programs.

3. With regards to leadership, what is the most effective way of being visible and setting the tone within your work center, division, and command?

4. What is the mission of your command and the United States Navy?

5. List three ways you develop your Sailors beyond their expectations as a team.

6. List three ways you develop your Sailors beyond their expectations as individuals.

7. What are the benefits of being a proactive leader engaged on the deckplates?

8. How do you train junior Sailors, officers and enlisted, to be better leaders?

9. Outline three best practices you have seen at past commands that worked well with regards to leadership and being visible at the deckplate level.

10. What are the effects or impact to a command where FCPOs and CPO Mess are not leading on the deckplates?

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Guidance: SELs and LCPOs should ensure FCPOs under their charge are provided guidance with regards to Deckplate Leadership and the CPO MVGPs. Once the task is complete, sit down with the FCPO and discuss their answers. Welcome their thoughts and comments and provide solid advice based on your experiences. If warranted, add any additional questions to bring clarity. If there are any items that are unclear, it is recommended that you provide the guidance necessary for the Sailor to complete the section.

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(SEL/LCPO Signature and date)

FUNDAMENTALS

Understanding Institutional and Technical Expertise

Institutional and Technical Expertise: Chiefs are experts in their field. We will use experience and technical knowledge to produce a well-trained enlisted and officer team.

1. Define the term, "Institutional expertise."

.2. Define the term, "Technical expertise."

3. Describe how you, as a FCPO and future Chief, use your experience to train officers and enlisted.

4. Describe the importance of maintaining your technical expertise.

5. List three ways you apply your technical expertise and knowledge to produce a well-trained enlisted and officer team.

6. As an expert many will come to you seeking solutions. Occasionally, you will be faced with an issue to which you do not have the answer. As a FCPO, what do you do when placed in this situation?

7. Other than your rating, outline other areas in which a FCPO and Chief are considered technical experts. Include all Navy programs, command duties and responsibilities, and warfare community specifics.

8. Finish the following sentence: "As a future Chief it is important that I maintain my technical expertise because…"

9. What is the difference between being a leader and being a technical and institutional expert? Is there a difference, in your opinion, and if so what is your reasoning?

10. Often, as leaders, we are placed in positions of authority that are out of our rating. A few examples of this are Command DAPAs, Command Fitness Leaders, and 3M Coordinators. If placed in this type of position, what course of action would you take to become the technical and institutional leader in your new leadership role?

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(SEL/LCPO Signature and date)

FUNDAMENTALS

Understanding Professionalism

Professionalism: Chiefs will actively teach, uphold, and enforce standards. We will measure ourselves by the success of our Sailors. We will remain invested in the Navy through self-motivated military and academic education and training and will provide proactive solutions that are well-founded, thoroughly considered, and linked to mission accomplishment.

1. In your own words, define Professionalism.

2. How do you, as a FCPO and future Chief, actively teach, uphold, and enforce Navy and command standards?

3. As a leader we measure ourselves by the success of our Sailors. Describe the different metrics available we can use to measure Sailor success. Example: Command Climate Survey.

4. Why is maintaining academic education and training important?

5. What is the difference between a reactionary solution and a proactive solution? What are the benefits of being a proactive leader? Is being a reactive leader necessary at times? Explain.

6. How is professionalism linked to mission readiness?

7. Define what a well-founded solution means to you.

8. Enforcing standards is very important. As leaders, we set the example at all times. What actions would you take if leaders within your organization are not adhering to standards?

9. List those areas that you feel truly are a measurement of the command climate. As a professional what do you do to improve these areas? Example: High Attrition.

10. Finish this sentence: "A leader who is unprofessional and does not enforce standards…"

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(SEL/LCPO Signature and date)

FUNDAMENTALS

Understanding Character and Loyalty

Character: Chiefs abide by an uncompromising code of integrity, take full responsibility for their actions and keep their word. This will set a positive tone for the command, unify the Mess, and create esprit de corps.

Loyalty: Chiefs remember that loyalty must be demonstrated to seniors, peers and subordinates alike, and that it must never be blind. Few things are more important than people who have the moral courage to question the appropriate direction in which an organization is headed and then the strength to support whatever final decisions are made.

1. In your own words, define Character.

2. In your own words, define Loyalty.

3. What does abiding by an uncompromising code of integrity mean to you?

4. What are some of the attributes that define true character?

5. How does abiding by an uncompromising code of integrity unify FCPOs and the CPO Mess and create esprit de corps?

6. What is meant by, "What is said in the Mess, seen in the Mess and heard in the Mess . . . stays in the Mess?" How does loyalty factor into this saying?

7. What is meant by: "Acceptance is not agreement?" How does this apply to the previous line item?

8. List some of the basic characteristics of a loyal Sailor.

9. Finish this sentence: "A Chief with uncompromising character and true loyalty is…"

10. What is meant by "loyalty never being blind?"

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(SEL/LCPO Signature and date)

FUNDAMENTALS

Understanding Active Communication

Active Communication: Chiefs encourage open and frank dialog, listen to Sailors and energize the communication flow up and down the chain of command. This will increase unit efficiency, mission readiness, and mutual respect.

1. In your own words define "Active Communication."

2. As a FCPO and future Chief, how do you encourage open and frank dialog within your division?

3. Give examples of ways to energize communication flow.

4. In the MVGPs it states that, active communication will increase unit efficiency, mission readiness, and mutual respect. How and why is this?

5. What are some best practices that you have seen that enhanced the flow of communication up and down the chain of command?

6. With regards to communication, why is a difference of opinion, in some cases, a good thing?

7. When addressing Sailors in large group forums what are some do's and don't's with regards to communication?

8. What do you think is meant by the saying, "Silence is Golden?" How can not saying anything be beneficial?

9. When conducting one-on-one counseling, outline different methods you can apply to enhance the communication flow.

10. In the following situations how do you communicate your opinion if it differs from what is being discussed:
      a. All-hands call
      b. FCPO Mess meeting
      c. Division Quarters
      d. One-on-one counseling

11. In the following situations how do you communicate your opinion if it differs from what is being discussed:
      a. CPO Mess/ FCPOA meeting
      b. Chiefs and/or Officers call

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_____
(SEL/LCPO Signature and date)

FUNDAMENTALS

Sense of Heritage

Sense of Heritage: Heritage defines our past and guides our future. Chiefs will use heritage to connect Sailors to their past, teach values, and enhance pride in service to our country.

1. In your own words define the term "Sense of Heritage."

2. As a Chief, how do you connect Sailors to their past in order to teach values, hence enhancing pride in service to our country?

3. How does having a sense of heritage define our past and guide our future?

4. What is significant about the date 1 April 1893?

5. With regards to being a Chief, what is significant about the year 1923?

6. With regards to Senior Enlisted Leadership, what major milestone occurred in July 1971 with the influence and leadership of MCPON Whittet and Admiral Zumwalt?

7. USS *Chief* (MCM 14) is the third U.S. Navy ship to bear the name. In your opinion, what is the significance of having a U.S. naval vessel bear the name "Chief?"

8. Name four MCPONs, their tenure and one of their significant accomplishments.

9. Finish this sentence: "Heritage is important to our Navy because…"

10. What is significant about the date 13 October 1775 and how did our Navy change during that time? Consult http://www.history.navy.mil.

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(SEL/LCPO Signature and date)

101.1 Understanding Brilliant On the Basics (BoB)

References:
  [a] OPNAVINST 1740.3 (Series)
  [b] OPNAVINST 1750.1(Series)
  [c] OPNAVINST 1040.11(Series) and NAVPERS 15878 (Series)
  [d] SECNAVINST 1650.1 (Series)

101.1.1 Command Sponsor and Indoctrination Program (OPNAVINST 1740.3 (Series))
  a. Define purpose and goals of the programs.
  b. Describe the roles of the key members for the programs.
  c. List the requirements to be a sponsor.
  d. Determine responsibilities of the sponsors.
  e. List items a sponsor should do to be successful.
  f. List the requirements for a trainer to conduct indoctrination training.
  g. How do you determine the effectiveness of these programs?
  h. List the required topics for indoctrination.

_____
        (Signature and date)

.1.2 Ombudsman Program (OPNAVINST 1750.1 (Series) and Navy Family Ombudsman Program Manual)
  a. Describe the role of an Ombudsman.
  b. How can an Ombudsman assist in the disaster preparedness plan?
  c. What is the relationship of the Ombudsman with spouses?
  d. What is the purpose of the Ombudsman registry and what does it track?
  e. What situations must the Ombudsman report to the command?
  f. Discuss the forms and reports used by the Ombudsman.
  g. Discuss the process for selecting and accepting an Ombudsman.
  h. Discuss the purpose of Family Line.
  i. What is the relationship between the Ombudsman and Family Readiness Group?

_____
        (Signature and date)

.1.3 Career Development Program (OPNAVINST 1040.11 (Series) and NAVPERS 15878 (Series))
  a. Describe the purpose of the program.
  b. Describe the roles of key members of the program.
  c. Describe responsibilities of the LPO and LCPO.
  d. Describe the relationship between the LPO/LCPO and the CCC.
  e. List the required tools/electronic programs for an effective program.
  f. Who are members of the Command Career Development team, when do they meet and how often do they conduct training?
  g. Describe the purpose of a CDB.
  h. What are the required time lines for conducting CDBs?
  i. Describe when special CDBs should be convened for a Sailor.
  j. What information should be discussed during a CDB?

_____
        (Signature and date)

.1.4 Mentoring Program
    a. What is the purpose of the mentoring program?
    b. What are the key elements of an effective program?
    c. What tools are available to help manage an effective program?
    d. What is your role in ensuring an effective program?

_____
        (Signature and date)

.1.5 Recognition Programs (SECNAVINST 1650.1 (Series)
    a. What options do you have to recognize Sailors/civilians?
    b. Name ten awards a Sailor may receive points for during an advancement cycle and what are the values?
    c. Who can approve a Meritorious Service Medal, Navy and Marine Corps Commendation Medal, and Navy and Marine
        Corps Achievement Medal?
    d. What other key personnel could be recognized for their support of the command?
    e. Other ways to provide recognition?

_____
        (Signature and date)

101.2 Enlisted Performance Evaluations

References:
  [a] BUPERSINST 1610.10 (Series), Navy Performance Evaluation System
  [b] BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel in the U.S. Navy
  [c] NAVADMIN 114/14

101.2.1 Discuss limits on promotion recommendation marks for a PO1. What are the significant differences between a member's trait average, summary group average, and reporting senior's cumulative average? (Ref. a)

_____
        (Signature and date)

.2.2 Compute the PMA for a PO2 whose last three promotion recommendations are EP, EP, and MP. (Ref. a)

_____
        (Signature and date)

.2.3 Discuss required performance evaluation comments and those that are prohibited. (Ref. a)

_____
        (Signature and date)

.2.4 What lead to the MCPON's implementation of the CPO Evaluation? (Ref. a)

_____
        (Signature and date)

.2.5 What is the minimum periodicity a Chief Petty Officer (CPO) must receive a performance report? Are evaluations required upon change of reporting senior? Are reports required when a member becomes a POW or is reported missing? (Ref. a)

_____
        (Signature and date)

101.3 Medical/Dental Readiness

References:
   [a] NAVMED P-117 Manual of the Medical Department
   [b]OPNAVINST 6120.3 (Series), Preventive Health Assessment
   [c] BUPERSINST 1001.39 (Series), Administrative Procedures for NR on Inactive Duty
   [d] NAVEDTRA 14295, Hospital Corpsman
   [e] SECNAVINST 6600.5, Dental Health and Readiness
   [f] NAVEDTRA 14274, Dental Technician Volume I
   [g] BUMED INST 6120.26,
   [h] https://data.nmcphc.med.navy.mil/edha/
   [i] http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/Pages/MEDHOLDLODPhysicalRiskPrograms.aspx

101.3.1 Explain the circumstances that would require the completion of a DD 2807-1 and a DD 2808. (Ref. a)

_____
     (Signature and date)

.3.2 Explain the difference between the three types of medical health records and when each type would be used. (Ref. a)

_____
     (Signature and date)

.3.3 What is a PHA and what areas require a medical officer's review? (Ref. b)

_____
     (Signature and date)

.3.4 Discuss the purpose of a Non-Medical Assessment (NMA), who generates one when should it be completed, and who is it forwarded to. (Ref. c)

_____
     (Signature and date)

.3.5 Explain the ABCDE's of basic life support. (Ref. d)

_____
     (Signature and date)

.3.6 Explain the classes of medical readiness. (Ref. a)

_____
     (Signature and date)

.3.7 Discuss a Sailor's responsibilities associated with complete disclosure and medical readiness. (Ref. a)

_____
     (Signature and date)

.3.8 Discuss the four dental classes and limitations associated with Class III and IV. (Ref. f)

_____
     (Signature and date)

.3.9 Discuss dental service support for SELRES. (Ref. e)

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(Signature and date)

.3.10 How does dental readiness affect mobilization? (Ref. d)

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(Signature and date)

.3.11 Discuss individual responsibilities regarding dental readiness. (Ref. e)

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(Signature and date)

.3.12 Identify the different ways available to view an Individual Medical Readiness (IMR).

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(Signature and date)

.3.13 What is the process of a Civilian PHA (Ref. g)?

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(Signature and date)

.3.14 What are the Deployment Health form requirements (Ref. h)?

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(Signature and date)

.3.15 What is the difference between LOD (Line of Duty), MEDHOLD (Medical Hold) and MRR (Medical Retention Review) (Ref. i)?

_____
(Signature and date)

101.4 Defense Travel System (DTS)/Government Travel Card Citibank (GTCC)

References:
  [a] https://navyreserve.navy.mil
  [b] COMNAVRESFORCOMINST 1571.1 (Series), Order Processing and Transportation of NR
  [c] http://www.defensetravel.osd.mil/dts/site/index.jsp
  [d] https://www.navsup.navy.mil/ccpmd/travel_card/training

101.4.1 If a Sailor does not have a GTCC, can they request advance travel and if so how many days in advance must their request be submitted? (Ref. b)

_____
          (Signature and date)

.4.2 How do Sailors gain access to DTS? (Ref. c)

_____
          (Signature and date)

.4.3 Discuss the requirement for submitting "expense receipts" via DTS.

_____
          (Signature and date)

.4.4 Who should have a government travel card? (Ref. d)

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          (Signature and date)

.4.5 Discuss authorized government travel card expenses. (Ref. d)

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          (Signature and date)

.4.6 Discuss the differences between "adjustment" and "amendment" of authorizations or vouchers.   (Ref. c)

_____
          (Signature and date)

.4.7 Who should retain possession of government travel cards? (Ref. d)

_____
          (Signature and date)

.4.8 Discuss the following payment concerns. (Ref. d)
   a. Split disbursement
   b. 60-day non-payment
   c. 75-day non-payment
   d. 90-day non-payment
   e. 120-day non-payment

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          (Signature and date)

101.5 Mobilization Readiness (FTS/RC Only)

References:
   [a] OPNAVINST 3060.7B, Manpower Mobilization/Demobilization Guide
   [b] COMNAVRESFORCOMINST 1001.39E, Administrative Procedures for SELRES and IRR
   [c] OPNAVINST 1740.C, U.S. Navy Family Care Program

101.5.1 Explain the difference between a mobilization and a recall. Discuss the different types of mobilizations, who has authority to order them. (Ref. a)

_____
        (Signature and date)

.5.2 When briefing RC on mobilization readiness, what is the best and most inclusive checklist to use and where can it be found? (Ref. a)

_____
        (Signature and date)

.5.3 Discuss the Navy DDE process. Who can approve a 7-day delay, a 30-day delay, a 60-day delay or an exemption? (Ref. a)

_____
        (Signature and date)

.5.4 How often must a RRSQ (NAVPERS 1001/3) be updated, reviewed and filed? What information does the RRSQ reveal and why is this important? (Ref. b)

_____
        (Signature and date)

.5.5 Discuss the purpose of filing a Family Care Plan and who must have one. (Ref. c)

_____
        (Signature and date)

101.6 Family Readiness/Ombudsman Program

References:
   [a] OPNAVINST 1750.1F, Family Ombudsman Program
   [b] https://www.nffsp.org
   [c] http://mwr.navy.mil
   [d] http://www.military.com

101.6.1 Who is the Family Support Program Manager for Navy Reserve Forces Command? (Ref. a)

_____
          (Signature and date)

.6.2 What is the Ombudsman Registry and where is it located? (Ref. a)

_____
          (Signature and date)

.6.3 Who is your Command/NOSC Ombudsman and what are their top three priorities?

_____
          (Signature and date)

.6.4 Who appoints a command Ombudsman? (Ref. a)

_____
          (Signature and date)

.6.5 List the benefits associated with a strong and effective Ombudsman program. (Ref. a)

_____
          (Signature and date)

.6.6 Does the Command Ombudsman Program apply to Navy Reserve commands/units? (Ref. a)

_____
          (Signature and date)

.6.7 Name at least three services provided by the FFSC. (Ref. b)

_____
          (Signature and date)

.6.8 Discuss the Deployment Support Program sponsored by FFSC. (Ref. b)

_____
          (Signature and date)

.6.9 Are SELRES and FTS eligible to use services provided by the FFSC? (Ref. b)

_____
          (Signature and date)

.6.10 Who is responsible for the morale, health, and welfare of Sailors and their family? (Ref. c)

_____
(Signature and date)

.6.11 List three youth programs provided by MWR. (Ref. c)

_____
(Signature and date)

.6.12 What are the minimum and maximum coverage's provided by SGLI? (Ref. d)

_____
(Signature and date)

.6.13 Discuss the benefits of Dependent Identification (ID) cards and why they are important for family members. (Ref. d)

_____
(Signature and date)

.6.14 What three programs are offered by TRICARE? (Ref. d)

_____
(Signature and date)

.6.15 Discuss the information and referral services provided by the FFSC for military Sailors and families. (Ref. b)

_____
(Signature and date)

101.7 Recognition and Awards

References:
  [a] https://awards.navy.mil
  [b] SECNAVINST 1650.1G, Navy and Marine Corps Awards Manual
  [c] OPNAVINST 1700.2M
  [d] BUPERSINST 1430.16 (Series)

101.7.1 Where would a Sailor first look to verify that his/her personal awards were documented correctly? (Ref. a)

_____
        (Signature and date)

.7.2 Discuss the difference between Military Decorations, Unit Awards, Campaign and Service Awards and the manner in which they are forwarded for approval. (Ref. b)

_____
        (Signature and date)

.7.3 Discuss the eligibility requirements for a Navy and Marine Corps Commendation Medal. (Ref. b)

_____
        (Signature and date)

.7.4 What is the purpose of the SOQ/SOY program? (Ref. c)

_____
        (Signature and date)

.7.5 Sustained superior performance and what other factors should be heavily weighed when selecting a SOQ/SOY candidate? (Ref. c)

_____
        (Signature and date)

.7.6 Explain the Meritorious Advancement Program (MAP)? (Ref. d)

_____
        (Signature and date)

.7.7 Who is eligible to be advanced under the MAP program? (Ref. d)

_____
        (Signature and date)

.7.8 How are the MAP quotas determined? (Ref. d)

_____
        (Signature and date)

101.8 Physical Readiness

References:
   [a] OPNAVINST 6110.1 (Series), Physical Readiness Program
   [b] BUPERSINST 1610.10B, Navy Performance Evaluation System
   [c] NAVADMIN 120/06, ADSEP Processing Guidance for PHA Failures (Corrected)

101.8.1 Discuss the purpose the Physical Fitness Assessment (PFA) program and how it relates to readiness. (Ref. a)

_____
         (Signature and date)

.8.2 What resource provides guidelines for implementing the PFA program and monthly e-grams, FAQs, and NAVADMINs related to the PFA program?

_____
         (Signature and date)

.8.3 Discuss the each of the following as it pertains to failing a PFA. (Ref. a)
   a) Actions that must be taken by the Command
   b) Fitness Enhancement Program (FEP)
   c) Performance Reports
   d) Promotions

_____
         (Signature and date)

.8.4 Discuss the process for each of the following if a Sailor fails a third PFA within the recent two year period. (Ref. a)
   a) Members with less than 18 years of Service
   b) Member with 18 or more years of Service
   c) Special Case Waivers

_____
         (Signature and date)

.8.5 Discuss each of the following regarding PFA Medical Waivers.
   a) BCA
   b) PRT
   c) Approval and Documentation
   d) Term and Expiration
   e) Medical Evaluation Board (MEB)

_____
         (Signature and date)

101.9 Performance Counseling

References:
   [a] BUPERSINST 1610.10 (Series)

101.9.1 What is the purpose of performance counseling? (Ref. a)

_____
        (Signature and date)

.9.2 Which worksheet should you use to perform Mid-Term Counseling? (Ref. a)

_____
        (Signature and date)

.9.3 What promotion recommendation should the counselor use? (Ref. a)

_____
        (Signature and date)

.9.4 What are the six major objectives to accomplish during the counseling session? (Ref. a)

a.   _____
b.   _____
c.   _____
d.   _____
e.   _____
f.   _____

_____
        (Signature and date)

.9.5 Discuss how to effectively prepare for a counseling secession. (Ref. a)

_____
        (Signature and date)

.9.6 When are Mid-term Counseling's scheduled for the following?

CAPT	_____	MCPO	_____
CDR	_____	SCPO/CPO	_____
LCDR	_____	PO1	_____
LT	_____	PO2	_____
LTJG	_____	PO3	_____
ENS	_____	E3/2/1	_____
CWO5	_____		
CWO2	_____		

_____
        (Signature and date)

101.10 Transaction Online Processing System (TOPS)

References:
  [a] https://twms.nmci.navy.mil/tops/loginTops.asp
  [b] OPNAVINST 3000.13 (Series)
  [c] NAVADMIN 335/12

101.10.1 Discuss the benefits of using TOPS. (Ref. a)

_____
      (Signature and date)

101.10.2 Discuss the various products provided by TOPS. (Ref. a)

_____
      (Signature and date)

101.10.3 Discuss the roles and responsibilities of the Command PAY and Personnel Administrator (CPPA). (Ref. a)

_____
      (Signature and date)

101.10.4 When submitting OPTEMPO reports to PSD, which PSD Section do you send them to? (Ref. b)

_____
      (Signature and date)

101.10.5 What information should be captured on the ITEMPO reports? (Ref. c)

_____
      (Signature and date)

101.11 Navy Reserve Readiness Module (NRRM) (FTS/RC only)

References:
 [a] https://nrrm.navyreserve.navy.mil/Nrrm.Web/Modules/Shell/Shell.aspx

101.11.1 Discuss various products contained within NRRM. (Ref. a)

_____
        (Signature and date)

.11.2 Who should have command access to the NRRM? (Ref. a)

_____
        (Signature and date)

.11.3 What is a major manpower benefit associated with NRRM access? (Ref. a)

_____
        (Signature and date)

.11.4 NRRM captures data from what sources? (Ref. a)

_____
        (Signature and date)

.11.5 Briefly discuss the Search Module and what information you can review from a search. (Ref. a)

_____
        (Signature and date)

.11.6 When using the Search Criteria panel, what data categories are available for selection? (Ref. a)

_____
        (Signature and date)

102 Professional Development

References:
[a] https://nsips.nmci.navy.mil/
[b] http://www.npc.navy.mil
[c] https://wwwa.nko.navy.mil/portal
[d] NAVPERS 15878K, Bureau of Naval Personnel Career Counselor Handbook
[e] https://www.cmsid.navy.mil
[f] http://www.public.navy.mil/BUPERS-NPC/CAREER/CAREERCOUNSELING/Pages/C-WAY.aspx
[g] https://www.cool.navy.mil
[h] https://usmap.cnet.navy.mil

102.1 How can a Sailor create an Electronic Service Record (ESR) account? (Ref. a)

_____
(Signature and date)

.2 Where can a Sailor view, verify and locate instructions on how to correct his/her ESR/PSR? (Ref. b)

_____
(Signature and date)

.3 Where can a Sailor access and view his/her Official Military Performance File (OMPF), Enlisted Summary Record (ESR) and Performance Summary Record (PSR) and what are they used for? (Ref. b)

_____
(Signature and date)

.4 Where should a Sailor ensure his/her professional and personal education accomplishments be documented? (Ref. c)

_____
(Signature and date)

.5 Discuss CDBs to include topics, frequency and participants. (Ref. d)

_____
(Signature and date)

.6 Explain how a Sailor views available billets and requests billet assignments in CMS. (Ref. e)

_____
(Signature and date)

.7 Discuss Career Waypoints to include how it applies to your Sailors. (Ref. f)

_____
(Signature and date)

.8 Explain what the Navy Credentialing Opportunities Online (COOL) tool provides for Sailors. (Ref. g)

_____
(Signature and date)

.9 Discuss the USMAP program and what it can do for our Sailors. (Ref. h)

_____
(Signature and date)

103 Navy Customs, Traditions and History

103.1 Colors

References:
  [a] NTP 13(B), Flags Pennants and Customs
  [b] http://www4.law.cornell.edu/uscode/4/ch1.html
  [c] http://mysite.verizon.net/vzeohzt4/Seaflags/customs/trads.html
  [d] http://www.gadsden.info/history.html

103.1.1 Explain the traditional meaning of each color represented on the flag of the United States of America. (Ref. a)
  a. Red
  b. White
  c. Blue

_____
       (Signature and date)

.1.2 Discuss the sequence of events for raising and lowering the National Ensign at half-mast. (Ref. a)

_____
       (Signature and date)

.1.3 Discuss the procedures for properly disposing of a worn U.S. Ensign. (Ref. b)

_____
       (Signature and date)

.1.4 Why is colors held at 0800? (Ref. c)

_____
       (Signature and date)

.1.5 Discuss the history behind the Gadsden flag. (Ref. d)

_____
       (Signature and date)

103.2 Military Courtesies

References:
   [a] NTP 13(B), Flags, Pennants and Customs
   [b] OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy
   [c] Social Customs and Traditions of the Sea Service

103.2.1 There are three commonly used methods to call attention to ceremonies, events, departures, arrivals, ETC aboard a Navy Ship. List and discuss them in order of precedence. (Ref. a)

   a. _____
   b. _____
   c. _____

_____
      (Signature and date)

.2.2 List and discuss the standard Navy watch bill by times. (Ref. b)

   a. Mid Watch   _____   _____
   b. Morning Watch   _____   _____
   c. Forenoon Watch   _____   _____
   d. Afternoon Watch   _____   _____
   e. First Dog Watch   _____   _____
   f. Second Dog Watch   _____   _____
   g. Evening Watch   _____   _____

_____
      (Signature and date)

.2.3 Discuss procedures when using whistle signals for morning and evening colors. (Ref. a)

_____
      (Signature and date)

.2.4 The Change of Office, The Posting and Relief of the Sergeant Major and The Change of Watch are all examples of what type of ceremony? (Ref. c)

_____
      (Signature and date)

103.3 Navy History

References:
   [a] OPNAVINST 1710.7(Series), Social Usage and Protocol Handbook
   [b] *The Blue Jacket's Manual*, 24th Edition
   [c] *PT 105*, Bluejacket Books by Dick Keresey
   [d] www.usnwc.edu/Students/Senior-Enlisted-Academy/Command-Master-Chief-Program.aspx
   [e] *A Sailor's History of the U.S. Navy* by Thomas J. Cutler

103.3.1 Discuss the first milestone in the history of a Navy ship. (Ref. a)

_____
      (Signature and date)

.3.2 What event caused Congress to authorize the creation of a Continental Navy? (Ref. b)

_____
      (Signature and date)

.3.3 Explain where the term "Skipper" originated? (Ref. a)

_____
      (Signature and date)

.3.4 When was the U.S. Navy established? (Ref. b)

_____
      (Signature and date)

.3.5 When was the U.S. Navy Reserve established? (Ref. b)

_____
      (Signature and date)

.3.6 When was the rank "Chief Petty Officer" established?

_____
      (Signature and date)

.3.7 When was the rank of Senior and Master Chief Petty Officer established?

_____
      (Signature and date)

.3.8 When was the office of the MCPON established?

_____
      (Signature and date)

.3.9 Who was the first MCPON?

_____
      (Signature and date)

.3.10 When was the rating of CMDCM established? (Ref. e)

_____
(Signature and date)

.3.11 Discuss who earned the first Medal of Honor of World War II? (Ref. c)

_____
(Signature and date)

.3.12 In World War II, who was the captain of Patrol Boat 109 (PT 109) and what happened to the vessel? (Ref. d)

_____
(Signature and date)

.3.13 Discuss who is memorialized at the Senior Enlisted Academy.

_____
(Signature and date)

.3.14 Discuss the origin and history of the Navy Hymn "Anchors Aweigh."

_____
(Signature and date)

.3.15 Discuss the Navy tradition of Piping Over the Side. (Ref. f)

_____
(Signature and date)

.3.16 On May 31, 2002, Secretary Gordon England declared what symbol would be visible from every Navy ship in port until the War on Terrorism is won? Discuss.

_____
(Signature and date)

.3.17 In September of 1813, Captain James Lawrence of USS *Chesapeake* said what famous last words as he lay mortally wounded on her decks? Discuss how his inspiration was demonstrated by the crews of the USS *Lexington* (CV 16), USS *Cole* (DDG 67) and USS *George Washington* (CVN 73)? (Ref. d)

_____
(Signature and date)

103.4 Social Usage and Protocol

References:
   [a] The Blue Jacket's Manual, 24th Edition
   [b] OPNAVINST 1710.7, Social Usage and Protocol Handbook
   [c] NTP 13(B), Flags Pennants and Customs
   [d] Social Customs and Traditions of the Sea Services

103.4.1 Discuss the origin of the Salute. (Ref. a)

_____
     (Signature and date)

.4.2 Discuss saluting procedures during the following: (Ref. b & c)
   a. When parading the Colors at a military ceremony, how should military personnel (not in formation) conduct themselves?
   b. Civilian and military personnel not in uniform, covered or uncovered, shall..?

_____
     (Signature and date)

.4.3 Discuss rendering a salute to the National Ensign while moving in a column. (Ref. c)

_____
     (Signature and date)

.4.4 Discuss and demonstrate rendering a salute when the National Anthem is played but the National Ensign is not displayed and/or visible? (Ref. c)

_____
     (Signature and date)

.4.5 Who is normally asked to cut the cake during the Navy Birthday Ball? (Ref. d)

_____
     (Signature and date)

.4.6 Discuss the differences associated with Dining Ins and Dining Outs (Ref. d)

_____
     (Signature and date)

104 Military Forces Fundamentals

References:
[a] The United States Constitution
[b] The 2015 United States Nation Strategy
[c] The 2016 CNO Strategic Guidance
[d] http://www.defenselink.mil/specials/unifiedcommand/
[e] http://www.msc.navy.mil/pm3
[f] http://www.navy.mil/navydata/our_ships.asp
[g] http://www.public.navy.mil/Pages/AirSquadrons.aspx

104.1   Discuss the origin of power to provide, govern, regulate and maintain our Navy. (Ref. a)

_____
        (Signature and date)

.2 Briefly discuss the four enduring national interests listed in the United States 2015 National Strategy. (Ref. b)

_____
        (Signature and date)

.3 Briefly discuss the CNO's Strategic Guidance. (Ref. c)

_____
        (Signature and date)

.4 Discuss the civilian chain of command and how it relates to the military. (Ref. d)

_____
        (Signature and date)

.5 Discuss your military chain of command. (Ref. d)

_____
        (Signature and date)

.6 List and discuss the six U.S. Combatant Commanders, their area of responsibility and the three Functional Component Commanders. (Ref. d)

_____
        (Signature and date)

.7 Explain the mission and capabilities of the Maritime Prepositioning Force. (Ref. e)

_____
        (Signature and date)

.8 Discuss the mission of the following platforms: (Ref. f, g)
   a. Littoral Combat Ship Squadrons
   b. Destroyer Squadron
   c. Carrier Strike Group

_____
        (Signature and date)

105 Drills and Ceremonies

References:
   [a] SECNAVINST 5060.22, Drills and Ceremonies Manual
   [b] NTP 13(B), Flags Pennant and Customs

105.1 Discuss the purposes of drill. (Ref. a)

_____
         (Signature and date)

.2 Define the following: (Ref. a)
   a. Element
   b. Line
   c. Formation
   d. Rank
   e. Column
   f. File
   g. Flank
   h. Guide
   i. Quick Time
   j. Double Time

_____
         (Signature and date)

.3 Discuss the purposes of a squad formation. (Ref. a)

_____
         (Signature and date)

.4 Discuss the following commands: (Ref. a)
   a. Normal Arms Interval
   b. Close Arms Interval
   c. Dress Right Dress
   d. Ready, Front
   e. Cover
   f. Halt
   g. At Ease
   h. Rest

_____
         (Signature and date)

.5 Explain the purpose of a guidon. (Ref. a)

_____
         (Signature and date)

.6 Discuss the following guidon positions: (Ref. a)
   a. Order Guidon
   b. Carry Guidon
   c. Present Guidon
   d. Parade Rest
   e. Rest

_____
         (Signature and date)

.7 Discuss the location of the guidon during the following: (Ref. a)
   a. Quarters

_____
         (Signature and date)

.8 What honors are observed when aboard a ship passing the following locations? (Ref. b)
   a. George Washington's Tomb
   b. USS *Arizona* (BB 39)

_____
         (Signature and date)

106 Military Programs

References:

   [a] SECNAVINST 1754.5 (Series), Exceptional Family Member Program
   [b] OPNAVINST 1754.2 (Series), Exceptional Family Member Program
   [c] OPNAVINST 1740.3 (Series), Command Sponsor and Indoctrination Program
   [d] http://www.nmcrs.org/index.html
   [e] http://www.militaryonesource.com
   [f] http://www.navycollege.navy.mil/
   [g] http://benefits.va.gov/gibill/
   [h] https://wwwa.nko.navy.mil
   [i] NAVADMIN 017/09, Perform To Serve
   [j] NAVPERS 15607D, Casualty Assistance Call Officer Handbook
   [k] https://www.dol.gov/vets/programs/userra/
   [l] OPNAVINST 5354.1 (Series), Navy Equal Opportunity Program
   [m] http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/Pages/default.aspx
   [n] SECNAVINST 1754.1 (Series), Department of the Navy Family Support Program
   [o] SECNAVINST 5354.2 (Series), DON EO, EEO, and Diversity
   [p] SECNAVINST 5350.16 (Series) Equal Opportunity
   [q] SECNAVINST 5300.26 (Series) DON Policy ON Sexual Harassment

106.1 What is the purpose of the EFM program, who can enroll and what directives govern the program? (Ref. a and b)

_____
(Signature and date)

.2 Discuss the Navy Sponsor Program/Indoctrination Program and how your command executes. (Ref. c)

_____
(Signature and date)

.3 Discuss the Mentor Program and its importance throughout a Sailor's career.

_____
(Signature and date)

.4 Discuss the services NMCRS provides and who is eligible for assistance. (Ref. d)

_____
(Signature and date)

.5 Discuss Military One-Source. (Ref. e)

_____
(Signature and date)

.6 Discuss the Navy College Program. (Ref. f)

_____
(Signature and date)

.7 Discuss the current GI Bill. (Ref. g)

_____
(Signature and date)

.8 Discuss the Joint Services Transcript (JST) report to include access and update procedures. (Ref. h)

_____
(Signature and date)

.9 Explain and discuss the programs outlined in the 21st Century Sailor. (Ref. m)

_____
(Signature and date)

.10 Discuss the CACO Program to include the responsibilities of a CACO and the timelines for casualty calls. (Ref. j)

_____
(Signature and date)

.11 Who appoints a CACO? (Ref. j)

_____
(Signature and date)

.12 Discuss USERRA and how it applies to the reserve uniformed services. (Ref. k)

_____
(Signature and date)

.13 Who is responsible for the prevention of sexual harassment? (Ref. l)

_____
(Signature and date)

.14 What are the procedures for reporting and resolving discrimination complaints? (Ref. l)

_____
(Signature and date)

.15 What are the procedures for reporting and resolving harassment complaints? (Ref. l)

_____
(Signature and date)

.16 Discuss the establishment of the Fleet and Family Support Center. (Ref. n)

_____
(Signature and date)

.17 List the four types of information delivery methods FFSC shall use. (Ref. f)

1. _____
2. _____
3. _____
4. _____

_____
(Signature and date)

.18 Where is NSA Mid-South's FFSC office located?

_____
(Signature and date)

.19 List the programs that are congressionally directed for FFSC to execute. (Ref. n)

_____
(Signature and date)

.20 What is the definition of Crisis Assistance? (Ref. n)

_____
(Signature and date)

.21 What is Mobilization and Deployment Assistance? (Ref. n)

_____
(Signature and date)

.22 What is the meaning of Diversity? (Ref. o)

_____
(Signature and date)

.23 How often must a commander provide Equal Opportunity (EO) training to the command? (Ref. p)

_____
(Signature and date)

.24 When must the commanding officer be notified of an EO complaint? (Ref. p)

_____
(Signature and date)

.25 What actions are considered a substantiated incident? (Ref. q)

_____
(Signature and date)

.26 What is sexual harassment? (Ref. q)

_____
(Signature and date)

.27 What is the meaning of Reprisal? (Ref. q)

_____
(Signature and date)

107 Navy Regulations

References:
   [a] OPNAVINST 3120.32(d) Standard Organization and Regulations of the U.S. Navy
   [b] MILPERSMAN

107.1 Discuss the following as it relates to the Standard Organization and Regulations Manual (SORM) [Ref. A]
   a. Purpose
   b. Structure of the SORM
   c. Basis for organizational manning and it's intended use
   d. The role of the Division Officer
   e. The role of the leading Chief Petty Officer
   f. Considerations when developing a watch organization
   g. Objective of the Safety Program
   h. Three basic features of an effective training program
   i. Contents of the Division Officer's Notebook

_____
         (Signature and date)

.2 Identify the location in the Military Personnel Manual (MILPERSMAN) as it relates to the following:
   a. Corrections to the Enlisted Official Military Performance File (OMPF)
   b. Policies regarding the Enlisted Expeditionary Warfare Specialist
   c. Requirements for assignment as the Command Career Counselor
   d. Guidance regarding the frocking of Sailors
   e. Guidance regarding pregnant Sailors
   f. Guidance for conducting retirement ceremonies and transfers to Fleet Reserve

_____
         (Signature and date)

108 Navy Uniforms

References:
[a] NAVPERS 15665I, U.S. Navy Uniform Regulations
[b] NAVADMIN 082/16
[c] NAVADMIN 070/11
[d] OPNAVINST 1306.2 (Series), Command Master Chief Program

108.1 Discuss the five classes of Petty Officer uniforms and the occasions they would be worn. (Ref. a)
a. Dinner Dress uniforms
b. Ceremonial uniforms
c. Service Dress uniforms
d. Working uniforms
e. Service uniforms

_____
(Signature and date)
.2 Discuss the difference between basic, prescribed and optional uniform items. (Ref. a)

_____
(Signature and date)

.3 Identify and discuss the regulation for the wearing/carrying of bags while in uniform. (Ref. a)

_____
(Signature and date)

.4 Discuss the Navy's policy on tattoos. (Ref. a)

_____
(Signature and date)

.5 Explain the Navy's policy on the wearing of cell phones while in uniform. (Ref. a)

_____
(Signature and date)

.6 Describe the components of the NWU and how it benefits the Sailor. (Ref. a)

_____
(Signature and date)

.7 Describe the components of the NSU and how it benefits the Sailor. (Ref. a)

_____
(Signature and date)

.8 Define and discuss organizational clothing to include the occasion for wear (Ref. a)

_____
(Signature and date)

.9 Currently, what rating does a Senior Chief with the NEC 9578 hold when assigned and executing a valid 9578 assignment? (Ref. b)

_____
      (Signature and date)

.10 Currently, what rating does a Master Chief with the NEC 9580 wear when not in a valid 9580 billet? (Ref. b)

_____
      (Signature and date)

.11 Currently, what color are the stars of the Command Senior Enlisted Leader rating badge and how many are there? (Ref. b)

_____
      (Signature and date)

.12 Who will wear a rating badge with two gold stars on top and one in the middle? (Ref. b)

_____
      (Signature and date)

.13 Who will wear a rating badge with three gold stars on top and one in the middle? (Ref. b)

_____
      (Signature and date)

109 Navy Core Values

References:
  [a] http://www.navy.mil/cno/
  [b] http://www.navy.mil
  [c] http://www.navy.mil/mcpon/

109.1 Discuss and define the Navy's core values and what they mean to you. (Ref. a)

_____
(Signature and date)

.2 Where do our service core values originate? (Ref. b)

_____
(Signature and date)

.3 Explain the MCPON's Mission. (Ref. a)

_____
(Signature and date)

.4 Explain the MCPON's Vision. (Ref. a)

_____
(Signature and date)

.5 Discuss the Guiding Principles of a Chief Petty Officer. (Ref. a)

_____
(Signature and date)

.6 Discuss the MCPON's guidance on Zeroing In On Excellence. (Ref. c)

_____
(Signature and date)

.7 Discuss the Navy Ethos and what it means to you. (Ref. c)

_____
(Signature and date)

.8 Discuss the Sailor's Creed and what it means to you. (Ref. c)

_____
(Signature and date)

110 Legal

110.1   Report Chits, EMI, DRB, UCMJ and JAGMAN

References:
   [a] JAGMAN 5800.7(Series),
   [b] Uniform Code of Military Justice, UCMJ
   [c] Manual for Courts Martial – United States (MCM)(2012 Edition)

110.1.1 How is a Report Chit initiated? (Ref. a)

_____
     (Signature and date)

.1.2 What are the routing requirements of a Report Chit? (Ref. a)

_____
     (Signature and date)

.1.3 Who can be assigned as an Investigating Officer and what are their responsibilities? (Ref. a)

_____
     (Signature and date)

.1.4 Who should be read Article 15 rights when conducting an investigation and why? (Ref. b)

_____
     (Signature and date)

.1.5 When should a report chit be initiated? (Ref. a)

_____
     (Signature and date)

.1.6 What is the purpose of EMI? (Ref. a)

_____
     (Signature and date)

.1.7 Is EMI considered punitive or non-punitive? (Ref. b)

_____
     (Signature and date)

.1.8 Who has the authority to authorize EMI? (Ref. b)

_____
     (Signature and date)

.1.9 What task should a Sailor be assigned for EMI? (Ref. b)

_____
     (Signature and date)

.1.10 What is a DRB? (Ref. b)

_____
(Signature and date)

.1.11 What is the purpose of a DRB? (Ref. b)

_____
(Signature and date)

.1.12 Who conducts a DRB? (Ref. b)

_____
(Signature and date)

.1.13 Discuss the UCMJ. (Ref. b)

_____
(Signature and date)

.1.14 What Article specifies who is subject to the UCMJ? (Ref. b)

_____
(Signature and date)

.1.15 What section of the UCMJ contains the punitive articles? (Ref. b)

_____
(Signature and date)

.1.16 Give an example of a violation of Article 86 and of Article 92. (Ref. b)

_____
(Signature and date)

.1.17 What is the purpose of the JAGMAN? (Ref. a)

_____
(Signature and date)

200 - Introduction to Watch Stations

200.1 INTRODUCTION
Before starting the assigned tasking, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watch station qualification.

200.2 FORMAT
Each watch station in this section contains:

THE FINAL QUALIFICATION LINES are used to obtain the required signatures for approval and recording of final qualification.

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

WATCHSTATION Performance which is the practical factors portion of your qualification. The performance is broken down as follows:

Tasks (routine observation of tasks that are performed frequently)

200.3 OPERATING PROCEDURES
This PQS deliberately makes no attempt to specify the procedures to be used to complete a task. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy a Chief Petty Officer.

200.4 NUMBERING
Each final qualification is assigned a watch station number to be used for recording qualifications in service and training records.

200.5 HOW TO COMPLETE
After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified Chief Petty Officer. If you adequately perform the task and can explain each step, your qualifier will sign you off for that task. After all line items have been completed, your qualifier will verify final qualification by signing and dating the final qualification pages.

201 Watch Stations

Estimated completion time: Prior to the beginning of Phase II or 31 Jul 2016

201.1 WATCH STATIONS

For optimum training effectiveness, the following PQS items should be completed prior to release of the FY18 Chief Petty Officer results. The completion of the tasking must be completed prior to final watch station qualification.

201.1.1 PQS QUALIFICATIONS:

 201 Final Qualification

Completed _____
                        (Qualifier and date)

.2 FUNDAMENTALS FROM THIS PQS:

101 Unit/Command Level Administration

Completed _____ 10% of Watch Stations
                        (Qualifier and date)

102 Professional Development

Completed _____ 10% of Watch Stations
                        (Qualifier and date)

103 Navy Customs, Traditions, and History

Completed _____ 10% of Watch Stations
                        (Qualifier and date)

104 Military Forces Fundamentals

Completed _____ 10% of Watch Stations
                        (Qualifier and date)

105 Drills and Ceremonies

Completed _____ 10% of Watch Stations
                        (Qualifier and date)

106 Military Programs

Completed _____ 10% of Watch Stations
                        (Qualifier and date)
107 Navy Regulations

Completed _____ 10% of Watch Stations
                        (Qualifier and Date)

108 Navy Uniforms

Completed _____ 10% of Watch Stations
                              (Qualifier and date)

109 Navy Core Values

Completed _____ 10% of Watch Stations
                                (Qualifier and date)

110 Legal

Completed _____ 10% of Watch Stations
                                (Qualifier and date)

300 First Class Petty Officer Tasking

301.1 Complete a "courtesy" BCA within the naval standard.

_____
(Signature and date)

.2 Perform a CDB on a First Class Petty Officer within your Boat Team during a CPO 365 Phase I training.

_____
(Signature and date)

.3 Prepare a mid-term counseling on a First Class Petty Officer within your Boat Team and conduct a debrief during CPO 365 Phase I training.

_____
(Signature and date)

.4 Demonstrate the proper technique and procedures for conducting BCAs for the following:
   a. Men
   b. Women

_____
(Signature and date)

.5 Complete your "mock" PFA with a score of excellent or better.

_____
(Signature and date)

.6 Lead your Boat Team in a physical training evolution.

_____
(Signature and date)

.7 Complete a JSOQ package for "a Sailor" and present it to your Boat Team for review.

_____
(Signature and date)
.8 Present an award input on one of your junior Sailors to your Chief.

_____
(Signature and date)

.9 Observe a reenlistment ceremony (before 31 July 2017).

_____
(Signature and date)

.10 Lead close order drills with your Boat Team.

_____
(Signature and date)

.11 Write a professional biography with a photo and present it to your Boat Team.

_____
(Signature and date)

.12 Participate in a retirement ceremony before 31 July 2017.

_____
(Signature and date)

.13 Lead your Boat Team in reciting "The Sailors Creed" from memory.

_____
(Signature and date)

.14 Learn and sing "Anchors Aweigh" as a Boat Team.

_____
(Signature and date)

.15 Perform a Personnel Inspection on your Boat Team (before 31 July 2017).

_____
(Signature and date)

.16 Present your Boat Teams formal muster to the "most senior" Chief at CPO 365 Phase I training.

_____
(Signature and date)

.17 Select a book from the MCPON reading list and provide a three-minute oral summary to your Boat Team. Include why you believe the book is on the reading list and at least one leadership principle contained.

_____
(Signature and date)

.18 Complete and present to your Boat Team an ORM brief for a CPO-365 Phase I event.

_____
(Signature and date)

.19 Complete a brief OPORD for a CPO 365 Phase I training evolution and deliver it to your Boat Team.

_____
(Signature and date)

.20 Participate in the 2017 Boat Team March Off.

_____
(Signature and date)

.21 Participate in two community relations events before 31 July 2017.

_____
(Signature and date)

_____
(Signature and date)

.22 Complete CPO 365 Phase I Program and present a three-minute brief on what you learned.

_____
(Signature and date)

Final Qualification
CPO 365 PQS

NAME_____ RATE/RANK_____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only Chief Petty Officers may signify completion of applicable sections either by written or oral examination or by observation of performance. The examination or checkout need not cover every item, however, a sufficient number should be covered to demonstrate the First Class Petty Officer's knowledge. Should a CPO "give away" their signatures, unnecessary difficulties can be expected in future routine operations and overall professional development.

This qualification section is to be kept in the Sailors' training jacket and/or division officer record.

The Selectee has completed all PQS requirements for this watch station.

RECOMMENDED   _____   DATE_____
                   Training Committee Chairperson

RECOMMENDED   _____   DATE_____
                   CPO 365 Phase I Chairperson

COMPLETED   _____   DATE_____
                   NSA Mid-South Base Command Master Chief

List of References Used in this PQS

BUPERSINST 1001.39 (Series), Administrative Procedures for Navy Reservists on Inactive Duty
BUPERSINST 1430.16 (Series), Advancement Manual for Enlisted Personnel in the U.S. Navy
BUPERSINST 1610.10 (Series), Navy Performance Evaluation System
COMNAVRESFORINST 1001.5 (Series), Administrative Procedures for SELRES and IRR
COMNAVRESFORCOMINST 1571.1 (Series), Order Processing & Transportation of Navy Reservists
COMNAVRESFORINST 3060.7(Series), Manpower Availability Status (MAS) Codes
COMNAVRESFORINST 5320.1 (Series), Reserve Functional Area and Sex (RFAS) Codes
NAVOPSPTCENSDIEGOINST 1700.2 (Series), Sailor Of the Year
OPNAVINST 1160.7 (Series), Reenlistment Quality Control for Navy Reservist
OPNAVINST 1306.2 (Series), Command Master Chief Program
OPNAVINST 1710.7 (Series), Social Usage and Protocol Handbook
OPNAVINST 1740.4 (Series), U.S. Navy Family Care Program
OPNAVINST 1750.1 (Series), Family Ombudsman Program
OPNAVINST 1754.2 (Series), Exceptional Family Member Program
OPNAVINST 3120.32 (Series), Standard Organization and Regulations of the U.S. Navy
OPNAVINST 3060.7 (Series), Manpower Mobilization/Demobilization Guide
OPNAVINST 5354.1 (Series), Navy Equal Opportunity Program
OPNAVINST 6110.1 (Series), Physical Readiness Program
OPNAVINST 6120.3 (Series), Periodic Health Assessment
SECNAVINST 1650.1 (Series), Navy and Marine Corps Awards Manual
SECNAVINST 1754.5 (Series), Exceptional Family Member Program
SECNAVINST 6600.5, Dental Health and Readiness
JAGMAN 5800.7 (Series)
MCO P5060.20, Drills and Ceremonies Manual
NAVEDTRA 14274, Dental Technician Volume I
NAVEDTRA 14295, Hospital Corpsman
NAVPERS 15607C, Casualty Assistance Call Officer Handbook
NAVPERS 15665I, U.S. Navy Uniform Regulations
CNO WASHINGTON DC 210130Z MAR 05
A Sailor's History of the U.S. Navy by Thomas J. Cutler
NAVMED P-117 Manual of the Medical Department
Navy Expeditionary Combat Command Concept of Operations
NAVADMIN 120/06, ADSEP Processing Guidance for PHA Failures (Corrected)
NAVADMIN 017/09, Perform To Serve
NAVADMIN 193/10, Change to physical fitness assessment documentation on fitness reports
PT 105, Bluejacket Books by Dick Keresey
Social Customs and Traditions of the Sea Service
The United States Constitution
The United States 2010 National Strategy
The CNO 2010 Execution of Maritime Strategy
The Blue Jacket's Manual, 24th Edition
Uniform Code of Military Justice, UCMJ

List of Websites Used in this PQS

https://navyreserve.navy.mil
https://www.nffsp.org
http://mwr.navy.mil
http://www.military.com
https://awards.navy.mil
http://www.esgr.org/Site/Home/tabid/55/Default.aspx
https://nsips.nmci.navy.mil
http://www.npc.navy.mil
https://wwwa.nko.navy.mil/portal
https://www.cmsid.navy.mil
http://www4.law.cornell.edu/uscode/4/ch1.html
http://mysite.verizon.net/vzeohzt4/Seaflags/customs/trads.html
http://www.gadsden.info/history.html
http://www.defenselink.mil/specials/unifiedcommand
http://www.msc.navy.mil/pm3
http://peoships.crane.navy.mil/lcs
http://www.nmcrs.org/index.html
http://www.militaryonesource.com
http://www.navycollege.navy.mil
http://www.gibill2008.org/benefits.html
http://www.esgr.org/userrathelaw.asp
https://www.directline.navy.mil/DIRECTLINE/tabid/345/Default.aspx
http://www.navy.mil
http://www.defensetravel.osd.mil/dts/site/index.jsp
https://nrrm.navyreserve.navy.mil/Nrrm.Web/Modules/Shell/Shell.aspx
https://www.navsup.navy.mil/ccpmd/travel_card/training
https://private.navyreserve.navy.mil/3447B/n1/CNRFC_N13/default.aspx
https//www.usnwc.edu/Students/Senior-Enlisted-Academy/Command-Master-Chief-Program.aspx

Personal Qualification Standard
Feedback Report

From_____ Date_____

Via_____ Date_____

Activity _____

Mailing Address_____

_____

Section(s) Affected _____

Page Number(s) _____

Remarks/Recommendations (Use additional sheets if necessary) _____

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