DEPARTMENT OF THE NAVY
CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

OPNAVINST 3500.34F
N00T
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OPNAV INSTRUCTION 3500.34F

From: Chief of Naval Operations

Subj: PERSONNEL QUALIFICATION STANDARDS (PQS) PROGRAM

Ref: (a) NAVEDTRA 43100-1, PQS Unit Coordinator's Guide

1. Purpose. To issue policy, procedures, and responsibilities for the PQS program. This instruction has been revised extensively and should be read in its entirety.

2. Cancellation. OPNAVINST 3500.34E.

3. Background. The PQS program ensures personnel demonstrate required competencies prior to performing specific duties. PQS delineates the minimum knowledge and skill sets an individual must demonstrate before standing watches or performing other specific duties necessary for the safe, secure, and proper operation of a ship, aircraft, or support system. The realignment of PQS model management with the Revolution in Training (RIT) and the establishment of Learning Centers make PQS an integral part of the development of Sailors with the right knowledge, skills, and abilities to perform watch and other tasks.

4. Policy. This instruction is intended for use by commanding officers and officers in charge in implementing and managing a PQS qualification program. Commands need not reiterate this instruction in local directives. The following general guidance applies:

a. PQS use is mandatory, except when suspended or canceled by the respective lead Type Commander (TYCOM). Two TYCOMs using a specific PQS can each direct the suspension of a PQS requirement regardless of the other TYCOM's direction, but should collaborate and inform the other TYCOM, Naval Personnel Development Command (NAVPERSDEVCOM), and Learning Center Model Manager of their intentions.

b. Qualification programs predating PQS, such as the submarine qualification program, will be adopted as PQS and incorporated into the PQS system for numbering and inclusion into the 5-Vector Model (5VM) certifications and qualifications

vector. Formal certification or licensing programs may substitute for PQS.

c. In the past, Job Qualification Requirements (JQRs) provided commands the flexibility to satisfy a specific qualification requirement where no PQS existed. When a qualification requirement shortfall exists, JQRs may continue to be developed to fulfill immediate qualification requirements but will be forwarded to the TYCOM and Learning Center Model Manager for incorporation into the PQS program to keep JQRs to a minimum.

d. JQRs not accepted into the PQS program will not be considered for inclusion into the 5VM certifications and qualifications vector or Programs of Record due to their development as a local command standard.

e. JQRs developed within the Navy Afloat Maintenance Training Strategy (NAMTS) shall continue to be used to develop the necessary maintenance skills supporting Battle Force Intermediate Maintenance Activity (BFIMA) requirements.

5. Responsibilities and Action

a. Chief of Naval Operations

(1) OPNAV Program Sponsors reviewing draft Navy Training Systems Plans (NTSPs) shall ensure these plans adequately address PQS development or revisions for new aircraft and ship classes, systems, and equipment.

(2) The Director of Naval Education and Training (N00T) will plan and program resources necessary to operate and administer the PQS program.

b. Commander, Fleet Forces Command (CFFC). CFFC will support standardized implementation and management of the PQS program in the fleet per reference (a).

c. TYCOMs

(1) Review draft NTSPs to ensure fleet requirements for PQS development are included for new aircraft, ship classes, systems, and equipment.

(2) Approve and forward to the appropriate Learning Center urgent PQS changes to meet emergent fleet requirements.

(3) Conduct preliminary reviews of PQS workshop products for alignment with fleet requirements.

(4) Review JQR submissions and forward a copy of the JQR that meets force-wide or multi-unit applicability to the appropriate Learning Center with a recommendation that the JQR be included in a related course of instruction and/or incorporated into the PQS program.

(5) In conjunction with NAVPERSDEVCOM and Systems Commands (SYSCOMs), ensure availability of fleet PQS subject matter experts (SMEs) to support scheduled workshops.

(6) Approve all final PQS development, new and revised. When multiple TYCOMs are involved, each is responsible for approval of new or revised PQS.

d. NAVPERSDEVCOM

(1) Serve as the program manager for CFFC and Commander, Naval Education and Training Command (NETC) in managing the PQS program.

(a) Provide PQS program oversight and guidance.

(b) Routinely review PQS program procedures to improve development, maintenance, and distribution of PQS products.

(c) Establish priorities for the PQS program.

(d) Assign PQS responsibility to the appropriate Learning Center.

(e) Issue an annual master listing of Learning Centers with points of contact and assigned PQS. Issue PQS additions, modifications, and deletions via the internet and CD-ROM.

(f) Issue the annual PQS requirements call and develop the PQS workshop schedule. Publish the workshop schedule in August for the next fiscal year.

(g) Coordinate and conduct PQS workshops per the annual requirements call and published schedule. Final PQS workshop approval will only be granted within the established funding and resource parameters. PQS workshops outside of the approved funding limits may only be conducted if resourced by the requesting activity and if qualified SMEs and facilitators are available.

(h) Approve all PQS prior to distribution.

(2) Budget for and fund the PQS program.

(3) In coordination with CFFC and TYCOMs, support Learning Centers in developing, modifying, maintaining, or canceling PQS.

(4) In conjunction with TYCOMS and SYSCOMs, ensure availability of PQS SMEs to support scheduled workshops.

(5) Support SYSCOMs in determining the task and skill analysis data requirements to develop PQS for new acquisition/construction units.

(6) Ensure commanding officers of Learning Centers document in the Sea Warrior's electronic training jacket (ETJ) basic PQS knowledge or skill sets satisfied in formal courses.

(7) Develop reusable learning objects to support the 100/200 basic levels of knowledge incorporating them in the learning continuum.

e. NAVPERSDEVCOM Learning Centers

(1) Maintain designated PQS, ensuring relevancy, currency, and technical accuracy.

(2) Revise the PQS program in response to fleet requirements.

(3) Ensure PQS is part of the training continuum qualification for specific duties and that it remains current.

(4) Ensure PQS qualification requirements contain no more than the minimum knowledge and skills necessary to qualify.

(5) Forward all new or revised PQS to TYCOMs and NAVPERSDEVCOM for approval prior to distribution.

f. Chief of Naval Personnel. Provide for the recording of PQS final qualifications in electronic service records.

g. SYSCOMs

(1) In conjunction with TYCOMs and NAVPERSDEVCOM, ensure availability of acquisition PQS SMEs to support scheduled workshops.

(2) Serve as new acquisition PQS Model Managers.

(a) Include PQS as an integral part of the Human Systems Integration (HSI) process.

(b) Adopt existing PQS, as appropriate, to support PQS requirements in a new aircraft, ship class, system, or equipment.

(c) Identify new PQS requirements, and ensure they are included in the annual PQS workshop schedule.

(d) List all applicable PQS and PQS development and/or revision requirements, along with required delivery dates, in the applicable NTSP.

(e) Provide materials for PQS workshops until sufficient fleet expertise exists/fleet introduction occurs.

(f) Transfer Model Manager responsibilities of new acquisition PQS to NAVPERSDEVCOM upon fleet introduction.

(3) Review for technical accuracy and adequacy all new acquisition PQS and JQRs related to ship classes, systems, equipment, and weapons systems.

(4) Incorporate information in technical manuals to enhance their use as PQS qualification reference materials.

h. Commanding Officers/Officers in Charge

(1) Implement and manage their respective PQS programs per reference (a).

(2) Forward to TYCOMs all JQRs for determination of applicability to multiple units and/or recommendation for use in related training courses and inclusion in the PQS program.

(3) Record the completion of PQS in the appropriate training documentation application (RADMIN, NSIPS) for capture in the Sea Warrior's ETJ.

J. K. MORAN
Director of Naval Education
and Training

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