JOB QUALIFICATION REQUIREMENTS (JQR)

Locally produced PQS-type manuals are to be titled "Job Qualification Requirements (JQR)" to distinguish them from the fleet-wide mandatory PQS and to allow the developing organization greater flexibility in tailoring the format, content, use, and revision to the particular needs of the user.

INTRODUCTION

You may be confronted with a situation where a PQS doesn't exist but you need a method for qualifying operations or maintenance personnel. One method for solving the problem is to request development of a PQS. The second and most expedient method is to develop a JQR. Naval units are permitted to develop local qualification standards modeled after PQS in those instances where qualified operators are required and no PQS exists. The unit’s Subject Matter Experts (SMEs) will develop the JQR.

DEVELOPMENT

There is no set procedure for developing a JQR. However, the following guidelines should be followed to ensure a thorough qualification is produced:

The first step is to conduct a task analysis for each required watchstation. A task analysis is simply a procedure designed to identify all the important elements of a task or job. This analysis may be accomplished in one of two ways:

a. Have on-watch personnel record all the tasks performed while standing the particular watchstation

b. Assemble a group of SMEs and brainstorm the tasks required of that particular watchstation

The second step is to begin writing the JQR, and we recommend using any PQS as a guide. The 300 section (watchstations) should be written first, followed by the 200 section (systems) and the 100 section (fundamentals) last.

300 SECTION (WATCHSTATIONS/AIRCREW EVOLUTIONS)

All the required watchstations should first be identified and then listed on a chalkboard or a large tablet in order of precedence. With each qualification, the watchstations/aircrew evolutions with the simplest tasks should be written first, with the supervisory watchstation(s) written last. As each task is developed, keep a record of the systems and fundamentals required to support it.

There are seven point areas that should be covered in watchstations.

1. Prerequisites - such as schools, other PQS, medical clearances, other qualifications, watchstations, systems, or fundamentals from the PQS being developed, etc.

2. Tasks - routine tasks to be performed by an individual standing the watch.

3. Infrequent Tasks - tasks which are performed under casualty conditions or are not done as a regular part of watchstation routine.

4. Abnormal Conditions - recognition of trouble symptoms or situations that will require special attention or handling.

5. Emergencies - recognize and prompt an automatic response to an emergency condition. An emergency is an event or series of events in progress that will cause damage to equipment and/or injury to personnel unless corrective steps are immediately taken.

6. Watches - specifies name, level of supervision required, and number of watches, which need to be stood to be considered qualified.

7. Examinations - a required section to mention that an examination is optional except as required by the TYCOM, ISIC, etc.

There are five point areas that should be covered in aircrew evolutions.

1. Prerequisites - such as schools, other PQS, medical clearances, other qualifications, aircrew evolutions, systems, or fundamentals from the PQS being developed, etc.

2. Normal Procedures - broad grouping of tasks or procedures to be performed by an individual operating an aircraft system or at a specific aircrew position in an aircraft.

3. Discrepancies/Malfunctions - equipment or system failures that may occur or may have an impact on performance of the tasks identified in the .5 section.

4. Emergencies - conditions that may occur in, on, or around the aircraft, or in the performance of aircrew duties, which may cause injury to personnel, damage to equipment or the aircraft, or loss of an aircraft.
5. Tasks - identifies performance of tasks or procedures specific to a particular type of mission or mission profile. Each task item will be individually graded. Verbiage for grading criterion may vary, but will, at minimum, reflect grades for unsatisfactory, marginal, and acceptable performance.

200 SECTION (SYSTEMS)

This section supports the 300 section. Stress thinking about systems as functional. Compile tentative lists of systems including all systems and equipment identified in the 300 section tasks, and write the names on a chalkboard or a large tablet.

Each system is disassembled, for learning, into two levels. systems have components and components have parts. Don't feel you must include every item appearing on the parts list in the technical manual; list only those items which must be understood for operation.

There are five point areas that should be covered.

1. System Component and Component Parts – Components refer to major units that make up a system when properly connected. Evaluate all components to determine if they require a breakdown into component parts (major parts of a component). Identification of system and its specific application.

2. Principles of Operation – How the components and component parts interact to produce the desired result within the system.

3. Parameter/Operating Limits – Variables which must be indicated, monitored, checked, or sensed in any way during operation or testing.

4. System Interface – Significant effects of outside influences on the system under discussion, such as operation or failure of other equipment or systems.

5. Safety Precautions – Safety precautions that are unique to this system.

100 SECTION (FUNDAMENTALS)

This is the last section to be written and contains the basic knowledge and principles needed to understand the equipment to be operated and duties to be performed. References for this section should be selected according to their credibility and availability. Because safety is of paramount consideration, the first fundamental should describe the safety precautions that apply throughout the JQR.

The 100 section should cover such topics as: references used, drawings, symbols, terminology, relevant laws, potential hazards, first aid, protective devices, terms and definitions, equipment and devices, and publications.

APPROVAL PROCESS

JQRs shall be forwarded through the chain of command to the Type Commander who will determine their application for similar units under his authority, verify accuracy, and approve subject JQR for use. Type Commanders may forward the JQR with endorsements to the PQSDEVGRU and the appropriate FLTCINC for determination of fleet-wide applicability.

CONVERTING JQR TO PQS

A request to convert a JQR to a PQS is submitted from the command to the appropriate Type Commander. The Type Commander will then determine if the scope of the JQR warrants development into PQS. From there, the request is submitted to PQSDEVGRU.