

# **Personnel Qualification Standards Program Management Manual**

**NSCTM 1101-A  
September 2007**



## TABLE OF CONTENTS

SECTION 100 - INTRODUCTION .....	2
SECTION 200 - PROGRAM ADMINISTRATION .....	2
200.1 Background .....	2
200.2 PQS Program .....	2
200.3 Demonstrating Competency.....	3
200.4 Organization of Manuals.....	3
200.5 Types of PQSMG Publications.....	4
200.6 Revisions, Changes and Errata. ....	4
SECTION 300 – PROGRAM PARTICIPANTS AND RESPONSIBILITIES .....	5
300.1 General.....	5
300.2 Executive Director. ....	5
300.3 National Headquarters (NHQ). ....	5
300.4 Director, PQS Management Group (PQSMG). ....	5
300.5 Headquarters Representatives (HQREP). ....	5
300.6 Regional Directors (RD). ....	5
300.7 Unit Commanding Officers (CO). ....	6
300.8 Unit Training Officer (TO). ....	6
300.9 Unit PQS Coordinator.....	6
300.10 PQS Qualifier.....	6
Sample PQS Qualifier Designation Letter (Individual).....	7
Sample PQS Qualifier Designation Letter (Blanket).....	8

## **SECTION 100 - INTRODUCTION**

100.1 This manual, the PQS Manager Guide, describes the Manager's responsibilities relevant to the maintenance, development, review, and distribution of PQS publications. This guide also defines U.S. Naval Sea Cadet PQS Committee's role in assisting the PQS Program participants.

100.2 Additionally, this manual provides guidance and helpful information relevant to other areas of the PQS Program. Although this handbook mainly addresses the duties and functions performed by the Manager, other personnel involved in the management or implementation of a PQS Program, such as command PQS Coordinators, instructors, and qualifiers could also find this handbook useful.

## **SECTION 200 - PROGRAM ADMINISTRATION**

### 200.1 Background.

a. The NSCC Personnel Qualification Standard (PQS) program is a qualification system of basic training performance objectives (TPO) designed to establish the minimum level of competency required for a member to successfully perform in their grade. This PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify for advancement. The objective of PQS is to standardize and facilitate these qualifications.

b. A PQS is intended to present the objectives of a training program that combines formal training with informal command organized training. The primary responsibility for training rests with established training/support activities and traditional "senior-to-subordinate" instruction, on-job-training, and supervision. The PQS program allows trainee self-study in preparation for supervised practice. It is intended to promote initiative and responsibility by providing the trainee with specific objectives, job relevant training requirements, and a list of readily available references and resources. The ultimate goal of a PQS is to produce a functional competent and proficient cadet.

c. The PQS program is mandatory for all units within the Naval Sea Cadet Corps.

### 200.2 PQS Program.

a. General. Functionally the PQS program is a local unit training program. While managed at the national level to ensure a training standard is maintained throughout the program, unit commanding officers will be the primary authority who will certify that PQS qualifiers are competent to evaluate trainees and that unit training is meeting the standards set forth in the PQS.

b. The PQS is divided into four sections: general military knowledge, professional development, naval science, and advancement requirements. Each section is divided into subsections and TPO's. There are five different types of TPO's they are:

(1) DISCUSS. Members must demonstrate, with aid of the appropriate reference, a basic understanding of the subject performance factor in the opinion of the PQS qualifier.

(2) IDENTIFY. Members must demonstrate through written or oral examination without error in the presence of a PQS qualifier.

(3) STATE/DEFINE. Members must state through oral or written examination without error the performance factor in the presence of a PQS qualifier.

(4) DEMONSTRATE. Given a scenario members must physically demonstrate from memory and without error in the presence of a PQS qualifier the subject performance factor.

(5) SUCCESSFULLY COMPLETE. Complete with minimal error and having demonstrated the ability to meet or exceed the minimum standards required by the performance factor.

### 200.3 Demonstrating Competency.

(1) Satisfying the requirements of a TPO may be done in several ways including but not limited to formal classroom training, on-the-job training, or one-on-one demonstration. Once a trainee has demonstrated the TPO to the PQS qualifier's satisfaction, the PQS qualifier may sign the PQS.

(2) Commanding officers of training contingent (COTC) are encouraged to notify unit commanding officers of TPO's that may have been covered during the course of their training evolution. Commanding officers may then authorize TPO's to be signed-off for cadets who have participated in training where as part of the training they accomplish a performance objective. COTC's shall not sign rate training PQS nor authorize the signing of a rate training PQS unless they have been designated in writing as a PQS qualifier by the trainee's home unit commanding officer.

200.4 Organization of Manuals. The PQS Program is organized as a series of Sea Cadet Training Manuals. Each manual will be issued a unique course number and edition letter. They will be organized in series as follows:

<b>Series</b>	<b>Subject</b>
1000	Program Administration/Policy
2000	E-2 Rate Training
3000	E-3 Rate Training
4000	E-4 Rate Training
5000	E-5 Rate Training

6000	E-6 Rate Training
7000	E-7 Rate Training
8000	Watch Station Qualifications
9000	National Training
10000	Reserved

#### 200.5 Types of PQSMG Publications.

a. General. There are currently two basic types of PQS Manuals in distribution. They are the PQS Rate Training Manuals and the PQS Watch Standing/Station Manuals. Each Manual is structured to build on fundamentals, theories, operating procedures, and the ability to maintain a minimum level of competency for the Cadet. There are other manuals associated with the National Training Curriculum.

b. PQS Rate Training Manual. The Rate Training Manual is separated into five sections, General Military Knowledge, Policy and Regulations, Professional Development, Seamanship and Naval Science, and Advancement Requirements.

c. PQS Watch Standing/Station Manuals. The Watch Standing/Station Manual is organized in three sections, Introduction to Fundamentals, Introduction to Systems, and Introduction to Watch Station. These manuals are designed for training in Watch Standing as well as technical qualifications.

d. National Training Curriculum. National Training Curriculum is not PQS. National Training Curriculum shall conform to Naval Instruction Theory with formal training missions, enabling objectives, performance objectives, and terminal objectives. The curriculum may include a Job Qualification Requirement to facilitate the achievement of terminal objectives.

e. Lesson Plan Books. The Lesson Plan Book is a compilation of all lesson plans for the associated PQS Manual.

f. Student Note & Handout Books. Student Note & Handout Books are designed to supplement classroom lesson plans.

g. Quiz Books. The Quiz Book is a collection of optional exams and quizzes that may be used to evaluate a trainee's knowledge. Passing a quiz is sufficient demonstration of associated requirements and the qualifier may sign off PQS.

h. Quiz Answer Book. The Quiz Answer Book contains answer keys to quizzes and exams. ONLY designated officers shall have access to answer books. Cadets shall never have access to the answer books.

#### 200.6 Revisions, Changes and Errata.

a. Errata. A PQS erratum is a change announcement of limited scope that is issued to correct an error in a specific PQS. A PQS Errata change will affect only copies of the PQS that are distributed electronically in the future. It will not affect those PQS already in the hands of the user, i.e. The availability of a PQS Errata Change for a PQS manual can be easily identified by the presence of a second entry with the same NSCTM number, but followed by the extension “/ERR” after the NSCTM number.

b. “Pen and Ink Change”. A “Pen and Ink” change is a directive that is sent without delay to all users within the PQS community by the PQSMG director. It directs that users download the new changes or that handwritten modifications be made on every copy of the PQS that is in use, or already on-hand within the PQS user community. Since all PQS are electronically distributed, minor changes, such as the “Pen and Ink” change can easily be incorporated into the PQS. The PQSMG director may need to periodically reissue this change (such as annually) to ensure that all in-use PQS are consistent and in line with the master copy on the PQS website.

c. PQS Revision Or Development Request. Comments, corrections, errors, and suggestions for PQS should be forwarded to the director of the PQSMG via the group’s website at <http://pqs.seacadets.org>.

## **SECTION 300 – PROGRAM PARTICIPANTS AND RESPONSIBILITIES**

300.1 General. The participants of the PQS program range from the executive director and NHQ staff down to the individual PQS qualifiers. The following participants establish the policies that control the PQS Program, determine the need for PQS development and revision, and monitor requests for changes to the PQS to ensure that qualification standards remains pertinent and effective.

300.2 Executive Director. The executive director is the approving authority for all new PQS Manuals.

300.3 National Headquarters (NHQ). NHQ will provide logistical support as necessary.

300.4 Director, PQS Management Group (PQSMG). The PQSMG is the controlling authority for all NHQ approved PQS manuals. The PQSMG is also responsible for the development and maintenance of all PQS manuals and associated training materials. The PQSMG director will issue interim changes and errata for current editions of PQS. From time to time the PQSMG director may also issue directives and/or guidance to the field to ensure standard PQS program implementation throughout the Corps.

300.5 Headquarters Representatives (HQREP). Headquarters representatives will monitor PQS program implementation in their respective field area and address any issues to the PQSMG.

300.6 Regional Directors (RD). Regional directors will direct the implementation and management of the PQS program within their respective regions. The RD shall ensure unit

commanding officers are incorporating PQS into their unit training plans. The RD shall review and evaluate the effectiveness of unit training programs on an annual basis.

300.7 Unit Commanding Officers (CO). The Commanding Officers will appoint a collateral duty PQS coordinator who will report to the training officer to administer the unit's PQS program. The CO will maintain and ensure the unit has a PQS chart and PQS qualifier list. The CO is also responsible for maintaining a unit-training program utilizing PQS manuals.

300.8 Unit Training Officer (TO). The unit training officer is responsible to maintaining and administering the unit-training plan and ensuring integration of the PQS system. The TO is responsible for the review of all PQS manuals, revisions, and errata corrections.

300.9 Unit PQS Coordinator. The unit PQS coordinator is responsible to the training officer for the administration of the unit's PQS program, issues manuals, tracks progress of cadets, maintains the qualifier List, and trains PQS qualifiers.

300.10 PQS Qualifier. The PQS Qualifier is designated in writing by the commanding officer to sign off individual PQS line items. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers shall be listed on the PQS Progress Chart or Command Qualifiers List. PQS qualifiers have a duty to ensure that trainees are meeting or exceeding requirements of the TPO listed in the PQS. Only qualifiers authorized by a trainee's unit commanding officer may sign their PQS.

## Sample PQS Qualifier Designation Letter (Individual)

DATE

### MEMORANDUM

From: Commanding Officer, CHALLENGER Division  
To: PO1 John Smith, NSCC

Ref: (a) NSCC/NLCC Training & Advancement Manual

Subj: PQS QUALIFER LETTER OF DESIGNATION

1. Having been evaluated and deemed competent and trustworthy, I hereby designate you as PQS Qualifier in the CHALLENGER Division.
2. As a PQS qualifier I am entrusting a great responsibility to you. It will be your duty to ensure that the cadets you training and evaluate meet or exceed the requirements set forth in the PQS. “Gun-decking” qualifications serves no one and cheapens the advancement process. You are charged with upholding the standard and ensuring the integrity the PQS program.
3. You are authorized to sign all PQS that you have satisfactorily completed. (or list PQS individually).

/s/

I. R. COMMANDING

**Sample PQS Qualifier Designation Letter (Blanket)**

DATE

MEMORANDUM

From: Commanding Officer, CHALLENGER Division

Ref: (a) NSCC/NLCC Training & Advancement Manual

Subj: PQS QUALIFER LETTER OF DESIGNATION

1. Having been evaluated and deemed competent and trustworthy, I hereby designate the following personnel as PQS Qualifiers in the CHALLENGER Division.

Name	PQS authorized to sign
INST Peter Doe	E-2 through E-7
PO1 John Smith	E-2 through E-6
PO2 David Sams	E-2 through E-5

2. As PQS qualifiers I am entrusting a great responsibility to you. It will be your duty to ensure that the cadets you training and evaluate meet or exceed the requirements set forth in the PQS. "Gun-decking" qualifications serves no one and cheapens the advancement process. You are charged with upholding the standard and ensuring the integrity the PQS program.

/s/

I. R. COMMANDING