



**NONRESIDENT
TRAINING
COURSE**



November 1991

Military Requirements for Petty Officer First Class

NAVEDTRA 14145

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

COMMANDING OFFICER
NETPDTC
6490 SAUFLEY FIELD RD
PENSACOLA, FL 32509-5237

ERRATA #1

22 Sep 1997

Specific Instructions and Errata for
Training Manual

MILITARY REQUIREMENTS FOR PETTY OFFICER FIRST CLASS

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc.
2. In the training manual, delete the information under the following heading, which begins on page 2-8 and ends on page 2-27.

Heading
"Enlisted Performance Evaluation Report"

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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Sailor's Creed

“I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.”

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INTRODUCTION TO MILITARY REQUIREMENTS AND THE NAVAL STANDARDS

The United States Navy has always placed great emphasis on the pride and professionalism of its personnel. In keeping with this strong tradition, the Navy has taken a different approach in teaching military subjects by developing individual military requirements training manuals. These manuals are divided into the basic military requirements (BMR) for apprenticeships and advanced requirements for third class, second class, first class, chief petty officers, and senior and master chief petty officers. These manuals cover the MINIMUM naval standards required for advancement in rate.

The purpose of the separate manuals for each rate is to define more clearly the duties and responsibilities of the petty officer at each rate. That simply means if you are studying for advancement to first class petty officer, you will study material that applies to the first class. This is not to say that a first class petty officer performs only at that level. Many times the needs of the service require a first class petty officer to fill the billet of a more senior petty officer or a commissioned officer. That has always been the case and will continue to be true.

Because the manuals have been separated according to rate, you can now study the required material at the appropriate time in your career.

NAVAL STANDARDS

Naval standards (NAVSTEs) are those qualifications which specify the minimum knowledges required of all enlisted personnel in

the Navy. Your knowledge of NAVSTDs will be tested on the military/leadership examination. Unlike the Navy occupational standards, which state the tasks enlisted personnel are required to perform, naval standards, for the most part, state the knowledge required.

NAVSTDs encompass military requirements, essential virtues of professionalism and pride of service in support of the oath of enlistment, and maintenance of good order and discipline. They also include knowledges pertaining to the well-being of Navy personnel that directly contribute to the mission of the Navy.

NAVSTDs apply to all personnel at the specified paygrade except where specific limitations are indicated. Primarily two factors make these qualifications necessary—the basic requirements of duty at sea and the requirements of duty in an armed force. For example, all Navy personnel must know certain elements of seamanship and must be prepared to assume battle station duties. Both men and women must learn the general orders for a sentry, be able to stand a security watch, and possess certain skills and knowledges needed for their own protection and survival. Certain other qualifications, mainly in clerical and administrative duties, have been added to the military and seagoing requirements because knowledge of them is important for all enlisted personnel regardless of occupational specialty.

This training manual covers the naval standards (military requirements) for petty officer first class.

INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

<https://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<https://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n314.products@cnet.navy.mil
Phone: Comm: (850) 452-1001, Ext. 1826
DSN: 922-1001, Ext. 1826
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC (CODE 314)
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC (CODE N331)
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 11 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

COURSE OBJECTIVES

In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: U.S. naval tradition; leadership and administrative responsibilities; programs and policies; professional responsibilities; military requirements; safety and survival; and damage control.

Student Comments

Course Title: Military Requirements for Petty Officer First Class

NAVEDTRA: 14145 **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

<p>Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
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