



JOB QUALIFICATION REQUIREMENTS

FOR

NAVY CARGO HANDLING BATTALIONS (NCHB) AIR CARGO HANDLING

NAME(Rate/Rank)_____

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Although the words “he”, “him” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material

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The Model Manager for this Job Qualifications Requirement (JQR):
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INTRODUCTION

JQR PROGRAM

This JQR program is a qualification system for officers and enlisted personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A JQR is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of JQR is to standardize and facilitate these qualifications.

CANCELLATION

None.

APPLICABILITY

This JQR is applicable to Navy Cargo Handling Battalion Air Company/Detachment personnel.

MODEL MANAGER

The Model Manager Command (MMC) manages a specific JQR manual. This includes overseeing the process of monitoring and updating assigned JQR manuals from the standpoint of technical content and relevance within the community.

TAILORING

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.

QUALIFIER

The JQR Qualifier is designated in writing by the Commanding Officer to sign off individual watchstations. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the JQR they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of JQR Qualifiers, see the PQS Unit Coordinator's Guide.

CONTENTS

JQR is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate at your watchstation/workstation. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final JQR qualification for a particular watchstation/workstation. All three sections may not apply to this JQR, but where applicable, detailed explanations are provided at the front of each section.

INTRODUCTION (CONT'D)

REFERENCES

The references used during the writing of this JQR package were the latest available to the workshop, however, the most current references available should be used when qualifying with this Standard.

NOTES

Classified references may be used in the development of JQR. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

TRAINEE

Your supervisor will tell you which watchstations/workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another JQR, a school, or other watchstations/workstations within this package. It will also tell you which fundamentals and/or systems from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good luck!

All newly reporting Air Cargo personnel will be assigned the JQR according to the following matrix or watch bill position:

	O1 – O4	E8/9	E7	E6	E5	E4	E1 - E3
Air OIC/AOIC	X	X					
ATOC Supervisor		X	X	X			
ATOC Info Control Technician			X	X	X		
Aircraft Load Planner			X	X	X		
Load Team/Ramp Supervisor			X	X	X	X	
Air Documentor				X	X	X	
Passenger Service Representative				X	X	X	X
MHE Operator				X	X	X	X
Air Cargo Handling Specialist				X	X	X	X
Flight Line Operations	X	X	X	X	X	X	X

INTRODUCTION (CONT'D)

The suggested time requirements for above JQR are as follows:

WATCHSTATION	TIME REQUIREMENTS
Air OIC/AOIC	12 months
ATOC Supervisor	12 months
ATOC Information Control Technician	3 months
Aircraft Load Planner	3 month (School Required)
Load Team/Ramp Supervisor	12 months
Air Documentor	9 months
Passenger Services Representaive	9 months
MHE Operator	9 months
Air Cargo Handling Specialist (Pallet Builder)	6 months (School Required)

INTRODUCTION (CONT'D)

JQR FEEDBACK REPORTS

This JQR was developed using information available at the time of writing. When equipment and requirements change, the JQR needs to be revised. The only way the JQR Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Version #	Section(s)	Change	Author/Editor (Rank/Rate, First, Last Name)	Date

WATCHSTATION REQUALIFICATIONS

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this JQR may be required to re-qualify IAW NAVEDTRA 43100-1K, Ch. 5, PQS Unit Coordinator's Guide.

The following watchstations regardless of qualifications achieved in previous versions, shall be completed.

NONE

ACRONYMS USED IN THIS JQR

Not all acronyms or abbreviations used in this JQR are defined here. The Subject Matter Experts from the Navy Expeditionary Logistic Support Group who wrote this Standard determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page nor anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

AACG	Arrival Airfield Control Group
AALPS	Automated Air Load Planning System
ACA	Airlift Clearance Authority
ACL	Allowable Cabin Load
ADS	Aerial Delivery Rail System
AE	Aeromedical Evacuation
AIT	Automatic Identification Technology
ALOC	Air Lines of Communication
AMC	Air Mobility Command
AMT	Air Mail Terminal
AMWC	Air Mobility Warfare Command
APO	Aerial Port Operations
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APU	Auxiliary Power Unit
ARFID	Active Radio Frequency Identification
ATCMD	Advanced Transportation Control and Movement Document
ATOC	Air Terminal Operations Center
ATSEV	Air Transportation Standardization Evaluation
ATWBT	Air Transportation Web-Based Training
CB	Center of Balance
CESE	Civil Engineer Support Equipment
CONUS	Continental United States
DACG	Departure Airfield Control Group
DCS	Defense Courier Service
DGR	Dangerous Goods Regulation
DOD	Department of Defense
DOT	Department of Transportation
DV	Distinguished Visitor
EOSS	Engineering Operational Sequencing System
ERO	Engine Running Operations
FOD	Foreign Object Damage
GATES	Global Air Transportation Execution System
GMT	Greenwich Mean Time
GSE	Ground Support Equipment
JHCS	Joint Hazard Classification System
JQR	Job Qualification Requirements
HR	Human Remains
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
ITV	Intransit Visibility
JI	Joint Inspection
MHE	Material Handling Equipment
MMC	Model Manager Command
MSDS	Material Safety Data Sheet

ACRONYMS (CONT'D)

NATOPS	Naval Air Training and Operating Procedures Standardization
NAVAIR	Naval Air Systems Command
NAVEDTRA	Navy Education and Training
NFPA	National Fire Protection Association
NVG	Night Vision Goggles
OPNAVINST	Chief of Naval Operations Instructions
PPE	Personnel Protective Equipment
PPR	Prior Permission Request
OJT	On-the-Job Training
OCONUS	Outside the continental limits of the United States.
RFID	Radio Frequency Identification
RT	Rough Terrain
SAAM	Special Assignment Airlift Missions
SET	System Entry Time
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
USTRANSCOM	United States Transportation Command
VIP	Very Important Person
VTO	Vertical Takeoff
WBT	Web Based Training

100 INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This JQR begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this JQR, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals. If you are re-qualifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. 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 watchstation.

101 SAFETY FUNDAMENTALS

References:

- [a] OPNAVINST 3500.39C, Operational Risk Management
 - [b] OPNAVINST 5100.23G, Navy Occupational Safety and Health (NAVOSH) Program Manual
 - [c] OPNAVINST 4790.2J, Vol. I, The Naval Aviation Maintenance Program (NAMP), Ch. 10
 - [d] NAVAIR 00-80T-96, U.S. Navy Support Equipment Common Basic Handling and Safety Manual
 - [e] NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual, Ch. 10
-

101.1 Discuss the concept of ORM. [ref. a]

(Signature and Date)

- .2 Explain the following as they apply to ORM: [ref. a]
- a. Identifying hazards
 - b. Assessing hazards
 - c. Making risk decisions
 - d. Implementing controls
 - e. Supervising

(Signature and Date)

- .3 Who has the responsibility to be alert for defects and discrepancies having an adverse effect on safety?
[ref. b, ch. 1]

(Signature and Date)

- .4 Who is assigned the overall responsibility of safety in a shore activity? [ref. d, ch. 1]

(Signature and Date)

- .5 What four major items attribute to most FOD? [ref. c]

(Signature and Date)

101 SAFETY FUNDAMENTALS (CONT'D)

101.6 At what distance shall no engine be started or stopped regardless of its configuration during refueling and defueling operations? [ref. e]

(Signature and Date)

.7 Explain the right of way priority system used on the flight line during heavy traffic in aircraft handling areas. [ref. d, ch. 2]

(Signature and Date)

.8 Discuss the emergency and first aid procedures if someone gets JP-5/JP-8 fuel on their skin or in their eyes. [ref. e]

(Signature and Date)

.9 Describe the dangers of working near aircraft intakes/exhausts and propellers/rotor blades. [ref. d, ch. 2]

(Signature and Date)

.10 Explain the major reasons for tool accountability as related to FOD. [ref. c]

(Signature and Date)

.11 Discuss the Hearing Conservation Program. [ref. b, ch. 18]

(Signature and Date)

.12 Discuss the hazards of directors walking while taxiing aircraft. [ref. d, ch. 2]

(Signature and Date)

.13 Discuss the Sight Conservation Program. [ref. a]

(Signature and Date)

102 AIR CARGO FUNDAMENTALS

References:

- [a] OPNAVINST 4660.3A Department of the Navy Air Terminal Procedures
 - [b] AMCI 24-101, Volume 11, Cargo and Mail Policy
 - [c] T.O. 36M-1-141 463L Material Handling System
-

102.1 State the characteristics of the following military airlift aircraft. [ref. a]

- a. C-130 Hercules
- b. C-17 Globemaster III
- c. C-5 Galaxy
- d. KC 10 Extender
- e. KC 135 Stratotanker

(Signature and Date)

.2 How should cargo pallets be constructed? [ref. b, ref c]

(Signature and Date)

.3 What is the maximum restraint capacity of the following? [ref. c]

- a. MB-1 Chain Device
- b. MB-2 Chain Device
- c. CGU 1B Strap Device
- d. 463L Pallet Net Set

(Signature and Date)

.4 What is the maximum capacity of a 463L Pallet? [ref. c]

(Signature and Date)

102 AIR CARGO FUNDAMENTALS (CONT'D)

102.5 Recognize and describe the following visual hand signals for day and night K-Loader operations. [ref. c]

- a. Front upward
- b. Front Downward
- c. Rear upward
- d. Rear downward
- e. Raise the deck
- f. Lower the deck
- g. Roll deck right
- h. Roll deck left
- i. Side shift right
- j. Side shift left
- k. Front end left
- l. Front end right
- m. Rear end left
- n. Rear end right

(Signature and Date)

103 GENERAL AIRCRAFT HANDLING SIGNALS FUNDAMENTALS

References:

[a] NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual

103.1 Recognize and describe the following visual hand signals for day and night fixed-wing air operations:
[ch. 2]

- a. Affirmative (all clear)
- b. Negative (not clear)
- c. Proceed to next marshaller
- d. This way
- e. Slow down
- f. Turn to left
- g. Turn to right
- h. Move ahead
- i. Brakes
- j. Stop
- k. Move back
- l. Turns while backing (tail to left)
- m. Turns while backing (tail to right)
- n. Clearance for personnel to approach aircraft
- o. Personnel approaching aircraft
- p. Insert chocks
- q. Remove chokes
- r. Install down locks/undercarriage pins
- s. Remove down locks/undercarriage pins
- t. Connect ground electrical power supply
- u. Disconnect ground electrical power supply
- v. Start engine(s)
- w. Slow down engine(s)
- x. Cut engine(s)
- z. Takeoff
- aa. Engine fire
- ab. Lower wing flaps
- ac. Raise wing flaps
- ad. Remove chocks/tiedowns (pilot)
- ae. Removes tiedowns (director)
- af. Insert chocks/tiedowns (pilot)
- ag. Tiedowns in place (director)
- ah. Hot brakes
- ai. Lights (on/off)
- aj. I have command
- ak. Connect air starting unit
- al. Disconnect air starting unit
- am. Start aircraft auxiliary power unit
- an. Stop aircraft auxiliary power unit
- ao. Need aircraft starting unit
- ap. Fuel discharge during start

103 GENERAL AIRCRAFT HANDLING SIGNALS FUNDAMENTALS (CONT'D)

103.1

- aq. Pass control
- ar. Ramp open (COD/helicopter)
- as. Ramp closed (COD/helicopter)
- at. Extend or lower struts
- au. Throttle back

(Signature and Date)

.2 Recognize and describe the following visual hand signals for day and night helicopter operations. [ch. 3]

- a. Landing direction
- b. Move upward
- c. Hover
- d. Move downward
- e. Move to left
- f. Move to right
- g. Lower wheels
- h. Waveoff
- i. Land
- j. Droop stops out
- k. Droop stops in
- l. Engage rotors
- m. Ready to start engine
- n. Ready to engage rotors
- o. Ready for takeoff
- p. Disengage rotor (LSE)

(Signature and Date)

104 AIRFIELD LAYOUT/VISUAL LANDING AIDS FUNDAMENTALS

References:

- [a] NAVAIR 00-80T-114, NATOPS Air Traffic Control Manual
 - [b] NAVAIR 51-50AAA-2, (Change 2) General Requirements for Shore Based Airfield Marking and Lighting
-

104.1 Discuss the training course requirements for airfield vehicle operators. [ref. a, ch 2]

(Signature and Date)

.2 Discuss what equipment is required by all vehicles operating on airfield operating areas. [ref. a, ch. 2]

(Signature and Date)

.3 Discuss what is required on other than airport vehicles. [ref. a, ch. 2]

(Signature and Date)

.4 Discuss local airfield rules. [ref. a, ch. 2]

(Signature and Date)

.5 Discuss danger marking requirements for all military flying fields. [ref. a, ch. 2]

(Signature and Date)

- .6 Identify and describe the following visual landing aids: [ref. b]
- a. Runway entrance/exit markings [ch. 005 01]
 - b. Taxiway centerline markings [ch. 005 01]
 - c. Holding position markings [ch. 005 01]
 - d. Taxiway shoulder markings [ch. 005 01]
 - e. Taxiway edge markings [ch. 005 01]
 - f. Closed taxiway markings [ch. 005 01]
 - g. Helicopter taxiway lights and markings [ch. 007 03]

(Signature and Date)

105 HAZMAT HANDLING PROCEDURES

References:

- [a] OPNAVINST 5100.19E, Navy Occupational Safety and Health (NAVOSH) Program for Forces Afloat
 - [b] OPNAVINST P-45-110-91, Hazardous Material User's Guide, Introduction b
 - [c] NAVSAFECEN P-5100/35-006, Hazardous Material Afloat Program Management, Ch. 4
-

- 105.1 Define: [ref. a, ch. B0301]
- a. Hazardous material
 - b. Hazardous waste

(Signature and Date)

- .2 What are the general handling precautions for HAZMAT? [ref. a, Vol. II, ch. C2304]

(Signature and Date)

- .3 What information is provided in the HAZMAT user's guide? [ref. b]

(Signature and Date)

- .4 What are the general PPE requirements for handling HAZMAT? [ref. a, Vol. II, ch. C2304]

(Signature and Date)

- .5 Describe the labeling required on manufacturer's containers of HAZMAT. [ref. a, Vol. II, ch. B3]

(Signature and Date)

105 HAZMAT HANDLING PROCEDURES (CONT'D)

105 .6 What are the handling precautions for each of the following categories of HAZMAT:
[ref. a, Vol. II, ch. C2303]

- a. Flammable materials
- b. Toxic materials
- c. Corrosive materials
- d. Oxidizers
- e. Aerosols
- f. Compressed gases

(Signature and Date)

.7 Describe the types of labels used by manufacturers to mark HAZMAT containers.
[ref. a, Vol. III, ch. D1502]

(Signature and Date)

.8 Describe the requirements for labeling unmarked containers of HAZMAT. [ref. a, Vol. II, ch. C2302]

(Signature and Date)

.9 Describe the use of each of the following labels or symbols:
a. DOT symbol [ref. b, pg. 4]
c. Hazardous Chemical Warning Label, DOD Form 2522 [ref. c, pg. 8]

(Signature and Date)

.10 What information should be reported when a spill is discovered? [ref. a, Vol. I, app. B3-A]

(Signature and Date)

.11 What steps are to be taken to clean up a HAZMAT spill? [ref. a, Vol. I, app. B3-A]

(Signature and Date)

106 ENGINE RUNNING OPERATIONS (ERO) FUNDAMENTALS

References:

[a] AMCI 24-101V 11, CL-1, C-130 Engine Running Onload/Offload

[b] AMCI 24-101V11, CL-3, C-5 Engine Running Onload/Offload

[c] AMCI 24-101V11, CL-4, C-17 Engine Running Onload/Offload

[d] AMCI24-101V11, Cargo and Mail Policy

106.1 Define ERO:[ref. a]

(Signature and Date)

.2 Outline the briefing requirements for ERO's ? [ref. a,b,c, ch. 3]

(Signature and Date)

.3 Describe the use minimum safe distance of the following:

a. C-130 [ref. a]

b. C-5 [ref. b]

c. C-17 [ref. c]

(Signature and Date)

.4 Explain who is is the aerial port coordination and approving authority for ERO request? [ref. d, sec f]

(Signature and Date)

.5 Describe the authorization requirements when dealing with explosive cargo during an ERO? [ref. d, sec f, ref. a,b,c, ch. 3]

(Signature and Date)

.6 Explain the proper procedures for wearing PPE for onload and offload personnel during ERO operations? [ref. d, sec f]

(Signature and Date)

.7 What are the procedures for loading and offloading passengers during an ERO? [ref. d, sec f]

(Signature and Date)

200 INTRODUCTION TO SYSTEMS

200.1 BASIC BUILDING BLOCKS

In this section, the system and/or mission area is broken down into smaller, more comprehensible, functional systems as basic building blocks in the learning process. Each system/mission area is written to reflect specific warfare specialist requirements by identifying the equipment most relevant.

200.2 SYSTEMS AND SYSTEM PARTS

For learning purposes each system/mission area is disassembled into two levels. Mission areas have systems and systems have parts. Do not expect to see every item which appears on a parts list to be in the PQS. Only those items which must be understood for operation are listed. Normally a number of very broad (overview) mission areas are disassembled into their systems or system parts with the big picture as the learning goal.

200.3 FORMAT

Each system/mission area is organized within the following format:

- It lists the References to be used for study and asks you to explain the function of each system/mission area.
- It asks for the static facts of what or where the system and system parts are in relation to the system/mission area.
- It directs attention to the dynamics of how the system and system parts operate to make the system/mission area function.
- It specifies the parameters that must be immediately recalled.
- It requires study of the relationship between the system/mission area being studied and other systems/mission areas.

200.4 HOW TO COMPLETE

The systems/mission areas you must complete are listed in the Prerequisites section of each watchstation. When you have mastered one or more systems/mission areas, contact your Qualifier. The Qualifier will give you an oral examination on each system/mission area and, if satisfied you have sufficient knowledge of the system/mission area, will sign the appropriate system/mission area line items. You will be expected to demonstrate through oral or written examinations a thorough understanding of each system/mission area required for your watchstation.

201 463L PALLETS AND RESTRAINTS

Estimated Completion Time: 3 Days

201.1 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard drawing of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- A. What is its function?
- B. What is the function of each component?
- C. What are the modes of operation or control
- D. What protection is provided by this component/part
- E. What are the possible indications if this component fails?

		<u>Questions</u>
201.1.1	463L Material Handling Equipment System	A
	a. 463L Cargo Pallets	A B
	1. 463L Pallet	A B
	2. Pallet Train	A B
	b. Pallet Restraints	A B D E
	1. Pallet Nets	A B D E
	2. MB-1 Chain Device	A B D E
	3. MB-2 Chain Device	A B D E
	4. CGU-1B Strap Device	A B D E
	c. Roller Platform	A B
	d. Portable Pallet Scale	A B
	e. Aircraft Roller Rail System	A B

(Signature and Date)

201.2 PRINCIPLES OF OPERATION

201.2.1 How do the Components work together to achieve the systems function?

(Signature and Date)

201.3 PARAMETERS/OPERATING LIMITS

For the items listed, answer the following questions:

A. What are the allowable operating limits?

		<u>Questions</u>
201.3.1	a. 463L Cargo Pallet	A
	b. Pallet Restraints	A
	c. Roller Platform	A
	d. Portable Pallet Scale	A
	e. Roller Rail System	A

(Signature and Date)

201.4 SYSTEM INTERFACE – None to be discussed

201.5 SAFETY PRECAUTIONS

201.5.1 What safety Precautions must be observed when operating this system?

(Signature and Date)

202 MATERIAL HANDLING - ROUGH TERRAIN FORKLIFT SYSTEM

Estimated Completion Time: 3 Days

References:

[a] FM-55-17, Cargo Specialists Handbook

[b] Technical Manuals for specific MHE

202.1 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- A. What is its function?
- B. Where is it located?
- C. What are the sources of power?
- D. What are the modes of operation or control?
- E. What are the safety/protective devices for this component/component part?
- F. What protection is provided by this component/component part?
- G. What are the probable indications if this component fails

202.1.1 Millennia Military Vehicle (MMV) Rough Terrain Forklift (7K – 11K)

Questions

A B C D E F G

- a. Lifting Controls
- b. Tilt Controls
- d. Mast
- c. Power Supply
- d. Brake system
- e. Tire system
- f. Steering system
- g. Safety Features
- h. Fork System
- i. Hydraulic System
- j. Electrical System

(Signature and Date)

202 MATERIAL HANDLING - ROUGH TERRAIN FORKLIFT SYSTEM

Questions
A B C D E F G

202.1.2 Rough Terrain Forklift 20K

- a. Lifting Controls
- b. Tilt Controls
- d. Mast
- c. Power Supply
- d. Brake system
- e. Tire system
- f. Steering system
- g. Safety Features
- h. Fork System
- i. Hydraulic System
- j. Electrical System

(Signature and Date)

202.2 PRINCIPLES OF OPERATION

202.2.1 How do the components work together to achieve the systems function?

(Signature and Date)

202.3 PARAMETERS/OPERATING LIMITS

For the items lifted below answer the following questions:

- a. What is the allowable weight capacity limits used in break-bulk cargo operations?
- b. What are the allowable lifting heights used in break-bulk cargo operations?
- c. What are the allowable operating limits?

202.3.1 Millennia Military Vehicle (MMV) Rough Terrain Forklift (7K – 11K)

A B C

(Signature and Date)

.2 Rough Terrain Forklift 20K

A B C

(Signature and Date)

202 MATERIAL HANDLING - ROUGH TERRAIN FORKLIFT SYSTEM

202.4 SYSTEM INTERFACE – NONE TO BE DISCUSSED

202.5 SAFETY PRECAUTIONS

202.5.1 What safety precautions must be observed when operating this MHE?

(Signature and Date)

203 MATERIAL HANDLING TRUCK, K-LOADER

Estimated Completion Time: 3 Days

References:

[a] Technical Manuals for specific MHE

203.1 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard drawing of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- A. What is its function?
- B. Where is it located?
- C. What are the sources of power?
- D. What are the modes of operation or control?
- E. What are the safety/protective devices for this component/component part?
- F. What protection is provided by this component/component part?
- G. What are the probable indications if this component fails

203.1.1 Truck, K-Loader (25 – 60K)

Questions

A B C D E F G

- a. 25K - 60K Loader propulsion
- b. 25K - 60K Loader capacity
- c. 25K - 60K Loader platform
- d. 25K - 60K Loader platform equipment
- e. 25K - 60K Loader winch
- f. 25K - 60K Loader suspension
- g. 25K - 60K Loader electrical systems

(Signature and Date)

203.2 PRINCIPLES OF OPERATION

203.2.1 How do the Components work together to achieve the systems function?

(Signature and Date)

203 MATERIAL HANDLING TRUCK, K-LOADER (CONT'D)

203.3 PARAMETERS/OPERATING LIMITS

For the items lifted below answer the following questions:

- a. What is the allowable weight capacity limits used in break-bulk cargo operations?
- b. What are the allowable lifting heights used in break-bulk cargo operations?
- c. What are the allowable operating limits?

203.3.1 Truck, K-Loader (25 – 60K)

Questions

A B C

(Signature and Date)

203.4 SYSTEM INTERFACE – NONE TO BE DISCUSSED

203.5 SAFETY PRECAUTIONS

203.5.1 What safety precautions must be observed when operating this MHE?

(Signature and Date)

NOTE 1: 25K K-Loader is a Navy Expeditionary Logistic Support Group (NAVELSG) specific Table of Allowance (TOA) item. 60K K-Loader is the primary ground support vehicle found at most airfields.

300 INTRODUCTION TO WATCHSTATIONS

300.1 INTRODUCTION

The Watchstation section of your JQR is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, 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 watchstation qualification.

300.2 FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.
- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS/JQR books, and fundamentals, systems, or watchstation 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 operating tasks that are performed frequently)
- Infrequent Tasks
- Abnormal Conditions
- Emergencies
- Training Watches

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

300 INTRODUCTION TO WATCHSTATIONS (CONT'D)

300.3 OPERATING PROCEDURES

The JQR deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

301 Flight Line Operations

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Job Qualification Requirements (JQR). Only specified supervisors 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 examinee's knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations. A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all JQR requirements for this watchstation. Recommend designation as qualified in Flight Line Operations.

RECOMMENDED _____ DATE _____
Supervisor (LPO)

RECOMMENDED _____ DATE _____
Air Terminal Supervisor (LCPO)

RECOMMENDED _____ DATE _____
Air Company/Detachment OIC

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

301 Flight Line Operations

Estimated completion time: 2 weeks

301.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

301.1.1 Schools:
Basic Air Cargo Handling CIN G-060-2030 (REQUIRED)

Completed _____
(Qualifier and Date)

.2 FUNDAMENTALS FROM THIS PQS

101 Safety

Completed _____ 5% of Watchstation
(Qualifier and Date)

102 Air Cargo Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

103 General Aircraft Handling Signals

Completed _____ 5% of Watchstation
(Qualifier and Date)

104 Airfield Layout/Visual Landing Aids

Completed _____ 5% of Watchstation
(Qualifier and Date)

301 Flight Line Operations (CONT'D)

301.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

301.2.1 Inspect and properly don flight line uniform (2 times)

Questions
A B C D E F G

(Signature and Date)

(Signature and Date)

.2 Observe flight line operations (nights) (3 times)

A B D F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Observe flight line operations (days) (3 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

301 Flight Line Operations (CONT'D)

301.2.4 Participate in FOD walk down (2 times)

Questions
A B C D E F G

(Signature and Date)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 40% OF WATCHSTATION.

301.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What parameters must be monitored?
- F. Satisfactorily perform or simulate this infrequent task.

301.3.1 Verify communication with the following:

- a. Hand held radio
- b. Tower/airfield radios
- c. Vehicle radios
- d. Air terminal radios

Questions
A B C D E F
A B C D E F
A B C D E F
A B C D E F

(Signature and Date)

.2 Verify flight line lighting is operational

A B C D E F

(Signature and Date)

COMPLETED .3 AREA COMPRISES 15% OF WATCHSTATION.

301 Flight Line Operations (CONT'D)

301.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this condition affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

301.4.1 Adverse weather flight line operations (nights)

Questions

A B C D E F G H

(Signature and Date)

(Signature and Date)

COMPLETED .4 AREA COMPRISES 25% OF WATCHSTATION.

301.5 EMERGENCIES – None to be discussed.

301.6 WATCHES – None.

301.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

301.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER)

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Job Qualification Requirements (JQR). Only specified supervisors 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 examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations. A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all JQR requirements for this watchstation. Recommend designation as qualified in Air Cargo Handling Specialist.

RECOMMENDED _____ DATE _____
 Supervisor (LPO)

RECOMMENDED _____ DATE _____
 Air Terminal Supervisor (LCPO)

RECOMMENDED _____ DATE _____
 Air Company/Detachment OIC

QUALIFIED _____ DATE _____
 Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER)

Estimated completion time: 4 weeks

302.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

302.1.1 Courses:

Aerial Port Vehicles	(PDS:AN6)	WBT AMWC	(REQUIRED FOR DRIVERS ONLY)
Air Freight	(PDS:IDL)	WBT AMWC	(REQUIRED)

Completed _____
(Qualifier and Date)

302.1.2 Qualification/Certifications:

Air Cargo Procedures WBT AMWC (REQUIRED)

302.1.3 Schools:

Basic Air Cargo Handling CIN G-060-2030 (REQUIRED)

Completed _____
(Qualifier and Date)

302.1.4 Ground Support Equipment (GSE) License (REQUIRED FOR DRIVERS ONLY)

302.1.4.1 Additional Courses:

Ammo 67-DL HAZMAT Familiarization and Safety in Transportation WBT (REQUIRED)

Completed _____
(Qualifier and Date)

302.1.4.2 Qualification/Certifications/License requirement: (REQUIRED FOR DRIVERS ONLY)

Truck, Thru 1.25 Ton License (REQUIRED FOR DRIVERS ONLY)

Completed _____
(Qualifier and Date)

15 Ton Tractor License (REQUIRED FOR DRIVERS ONLY)

Completed _____
(Qualifier and Date)

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

25 Ton Tractor/Trailer License

Completed _____
(Qualifier and Date)

Airfield Driving Permit/License (AS REQUIRED)

Completed _____
(Qualifier and Date)

302.1.5 WATCHSTATIONS FROM THIS JQR:

301 Flight Line Operations

Completed _____
(Qualifier and Date)

302.1.6 FUNDAMENTALS FROM THIS JQR

105 HAZMAT Handling Procedures

Completed _____ 5% of Watchstation
(Qualifier and Date)

106 Engine Running Operations Fundamentals (ERO)

Completed _____ 5% of Watchstation
(Qualifier and Date)

302.1.7 SYSTEMS FROM THIS JQR (All)

201 463L Pallets and Restraints

Completed _____
(Qualifier and Date)

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

302.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

Questions

302.2.1 Describe the following characteristics of the 463L air pallet:

A B C E F G

- a. Pallet design
- b. Pallet dimensions
- c. Usable Pallet dimensions
- d. Pallet nets
- e. Pallet net capacities
- f. Storage of pallets and nets
- g. Care of pallets and nets

(Signature and Date)

.2 Perform cargo pallet inspection (3 times)

A B C E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Perform cargo net inspection (3 times)

A B C E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

Questions
A B C D E F G

302.2.4 Position pallet on dunnage (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.5 Build single cargo pallet (3 times)

A B C E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.6 Weigh cargo pallet on scale

A B C E F G

(Signature and Date)

.7 Determine cargo gross weight

A B C E F G

(Signature and Date)

.8 Load built-up pallet onto:

a. Forklift

A B C D E F G

(Signature and Date)

b. K-loader

A B C D E F G

(Signature and Date)

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

Questions
A B C D E F G

302.2.9 Prepare belly loaded cargo

(Signature and Date)

.10 Inspect outboard cargo

(Signature and Date)

.11 Demonstrate the proper use of a cargo strap (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.12 Perform upload and download of aircraft using proper cargo handling equipment (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.13 Interpret and respond to verbal/visual signals (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

A B C D E F G

A B C D E F G

A B C D E F G

A B C D E F G

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

COMPLETED .2 AREA COMPRISES 40% OF WATCHSTATION.

302.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What parameters must be monitored?
- F. How are the monitored parameters changed by this infrequent task?
- G. What conditions require this infrequent task?
- H. Satisfactorily perform or simulate this infrequent task.

302.3.1 Proper procedures of damaged nets and pallets (2 times)

Questions
A B C D E F G H

(Signature and Date)

(Signature and Date)

.2 Build pallet using:

a. Side nets and cargo straps (2 times)

A B C D E F G H

(Signature and Date)

(Signature and Date)

b. Top net and cargo straps (2 times)

A B C D E F G H

(Signature and Date)

(Signature and Date)

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

		Questions
302.3.2	c. Cargo straps (2 times)	A B C D E F G H I

	(Signature and Date)	

	(Signature and Date)	
.3	Load rolling stock on to aircraft (2 times)	A B C D E F G H I

	(Signature and Date)	

	(Signature and Date)	
.4	Build pallet train (2 times)	A B C E F G

	(Signature and Date)	

	(Signature and Date)	
.5	Shipping dangerous materials (class 1 explosives)	A B C D E F G H

	(Signature and Date)	
.6	Shipping dangerous materials (class 2-9)	A B C D E F G H

	(Signature and Date)	
.7	Scale calibration (2 times)	A B C D F G H I

	(Signature and Date)	

	(Signature and Date)	

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

Questions
A B C D E F G H I

302.3.8 Manually on/off load cargo (2 times)

(Signature and Date)

(Signature and Date)

.9 Damaged and pilfered cargo (2 times)

A B C D E F G H I

(Signature and Date)

(Signature and Date)

.10 Load a Fixed Wing Aircraft with pallets (3 times)

A B C D E F G H I

(Signature and Date)

(Signature and Date)

(Signature and Date)

.11 Load a rotary aircraft (3 times)

A B C D E F G H I

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .3 AREA COMPRISES 15% OF WATCHSTATION.

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

302.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this condition affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

		Questions
		A B C D E F G H
302.4.1	Overweight pallet (3 times)	

	(Signature and Date)	

	(Signature and Date)	

	(Signature and Date)	
.2	Improper pallet configuration (3 times)	A B C D E F G H

	(Signature and Date)	

	(Signature and Date)	

	(Signature and Date)	
.3	Outsized Cargo (3 times)	A B C D E F G H

	(Signature and Date)	

	(Signature and Date)	

	(Signature and Date)	

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

Questions
A B C D E F G H

302.4.4 Shipping dangerous materials (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.5 Load cargo during adverse weather conditions (3 times)

A B C D E F G H

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .4 AREA COMPRISES 15% OF WATCHSTATION.

302.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

Questions
A B C D E F G H

302.5.1 HAZMAT spill (2 times)

(Signature and Date)

(Signature and Date)

302 AIR CARGO HANDLING SPECIALIST (PALLET BUILDER) (CONT'D)

Questions
A B C D E F G H

302.5.2 Pallet shift on forklift (2 times)

(Signature and Date)

(Signature and Date)

COMPLETED .5 AREA COMPRISES 20% OF WATCHSTATION.

302.6 WATCHES – None.

302.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

302.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

303 MATERIAL HANDLING EQUIPMENT OPERATOR

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Job Qualification Requirements (JQR). Only specified supervisors 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 examinee's knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations. A copy of this completed page shall be kept in the individual's training jacket.

Recommend designation as a qualified Material Handling Equipment Operator

RECOMMENDED _____ DATE _____
Supervisor (LPO)

RECOMMENDED _____ DATE _____
Air Terminal Supervisor (LCPO)

RECOMMENDED _____ DATE _____
Air Company/Detachment OIC

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

303 MATERIAL HANDLING EQUIPMENT OPERATOR

References:

[a] COMFIRSTNCDINST 11200.2 Naval Construction Force (NCF) Equipment Management Instruction

[b] NAVFAC P-300 Management of Civil Engineering Support Equipment

Estimated completion time: 3 weeks

303.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

303.1.1 Courses:

Aerial Port Vehicles (PDS:AN6) WBT AMWC (REQUIRED)

Completed _____
(Qualifier and Date)

.2 Qualification/Certification:

Vehicle and MHE WBT AMWC (REQUIRED)

Completed _____
(Qualifier and Date)

.3 WATCHSTATIONS FROM THIS JQR:

301 Flight Line Operations (REQUIRED)

Completed _____
(Qualifier and Date)

302 Air Cargo Handling Specialist (REQUIRED)

Completed _____
(Qualifier and Date)

303.1.4 Material Handling Equipment (MHE)/Ground Support Equipment (GSE) License (REQUIRED)

Forklift, MMV 7K- 11K (per ref a & b)

Completed _____
(Qualifier and Date)

Forklift, Rough Terrain (RT) 20K (per ref a & b)

Completed _____
(Qualifier and Date)

303 MATERIAL HANDLING EQUIPMENT OPERATOR (CONT'D)

Truck, K-Loader (25-60K) (per ref a & b)

Completed _____
(Qualifier and Date)

Airfield Driving Permit/License (AS REQUIRED)

Completed _____
(Qualifier and Date)

303.1.5 SYSTEMS FROM THIS JQR (REQUIRED)

202 Material Handling Equipment Rough Terrain Forklift System

Completed _____
(Qualifier and Date)

203 Material Handling Equipment Truck, K-Loader (up to 60K)

Completed _____
(Qualifier and Date)

303.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

303.2.1 Conduct a pre-start inspection on Forklift, MMV 7K- 11K (2 times)

Questions
A B C D E F G

(Signature and Date)

(Signature and Date)

303 MATERIAL HANDLING EQUIPMENT OPERATOR (CONT'D)

303.2.3 Conduct a pre-start inspection on Forklift, Rough Terrain (RT) 20K (3 times) A B C D E F G

(Signature and Date)

(Signature and Date)

.4 Conduct a pre-start inspection on K Loader (25 – 60K) (3 times) A B C D E F G

(Signature and Date)

(Signature and Date)

.5 Explain the following K Loader (25 – 60K) characteristics C E F G

- a. Loader Propulsion
- b. Loader Cold Weather Starts

(Signature and Date)

COMPLETED .2 AREA COMPRISES 20% OF WATCHSTATION.

303.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What parameters must be monitored?
- F. How are the monitored parameters changed by this infrequent task?
- G. What conditions require this infrequent task?
- H. Satisfactorily perform or simulate this infrequent task.

Questions

.1 Load a Fixed Wing aircraft with pallets using a Forklift, Rough Terrain (RT) (2 times) A B C D E F G H

(Signature and Date)

(Signature and Date)

303 MATERIAL HANDLING EQUIPMENT OPERATOR (CONT'D)

303.3..2 Load a Fixed Wing aircraft with pallets using a K Loader (2 times) A B C D E F G H

(Signature and Date)

(Signature and Date)

COMPLETED .3 AREA COMPRISES 15% OF WATCHSTATION.

303.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

A. What indications and alarms are received?

B. What immediate action is required?

C. What are the probable causes?

D. What operating limitations are imposed?

E. What emergencies or malfunctions may occur if immediate action is not taken?

F. How does this condition affect other operations/equipment/watchstations?

G. What follow-up action is required?

H. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition

.1 Shipping dangerous materials (class explosives) (2 times) **Questions**
A B C D E F G H

(Signature and Date)

(Signature and Date)

.2 Shipping dangerous materials (Class 2 -9) (2 times) A B C D E F G H

(Signature and Date)

(Signature and Date)

.3 Load cargo during adverse weather conditions (2 times) A B C D E F G H

(Signature and Date)

(Signature and Date)

COMPLETED .4 AREA COMPRISES 15% OF WATCHSTATION.

303 MATERIAL HANDLING EQUIPMENT OPERATOR (CONT'D)

303.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

		Questions A B C D E F G H
303.5.1	Loss of communication (2 times)	

	(Signature and Date)	

	(Signature and Date)	
.2	HAZMAT spill (2 times)	A B C D E F G H

	(Signature and Date)	

	(Signature and Date)	
.3	Medical emergencies (2 times)	A B C D E F G H

	(Signature and Date)	

	(Signature and Date)	
.4	Accident (2 times)	A B C D E F G H

	(Signature and Date)	

	(Signature and Date)	

COMPLETED .5 AREA COMPRISES 25% OF WATCHSTATION

303 MATERIAL HANDLING EQUIPMENT OPERATOR (CONT'D)

303.6 WATCHES : STAND THE FOLLOWING WATCHES UNDER INSTRUCTION:

a. Forklift, MMV 7K- 11K (2 times)

(Signature and Date)

(Signature and Date)

b. Forklift, Rough Terrain (RT) 20K (2 times)

(Signature and Date)

(Signature and Date)

c. Truck, K - Loader 25K - 60K (2 times)

(Signature and Date)

(Signature and Date)

COMPLETED .6 AREA COMPRISES 25% OF WATCHSTATION

303.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

303.7.1 EXAMINATIONS Pass a written license examination for Forklift, MMV Rough Terrain (RT) 7-11K

(Signature and Date)

.2 EXAMINATIONS Pass a written license examination for Forklift, MMV Rough Terrain (RT) 20K

(Signature and Date)

.3 EXAMINATIONS Pass a written license examination for K Loader 25K

(Signature and Date)

.4 EXAMINATIONS Pass an oral examination board (Not applicable)

(Signature and Date)

304 AIR TERMINAL PASSENGER SERVICES REPRESENTATIVE

NAME _____ RATE/RANK _____

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The trainee has completed all JQR requirements for this watchstation. Recommend designation as a qualified Terminal Passenger Services Representative.

RECOMMENDED _____ DATE _____
Supervisor (LPO)

RECOMMENDED _____ DATE _____
Air Terminal Supervisor (LCPO)

RECOMMENDED _____ DATE _____
Air Company/Detachment OIC

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

304 AIR TERMINAL PASSENGER SERVICES REPRESENTATIVE

Estimated completion time: 3 weeks

304.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

304.1.1 Courses:

Global Air Transportation Execution System Gates (PDS:IDN)	WBT AMWC	(REQUIRED)
Passenger Service Operations PAX OPS (PDS:I06)	WBT AMWC	(REQUIRED)
Customer Service (PDS:XAO)	WBT AMWC	(REQUIRED)

Completed _____
(Qualifier and Date)

.2 Qualification/Certification:

Passenger Services Procedures	WBT AMWC	(REQUIRED)
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Completed _____
(Qualifier and Date)

.3 Schools:

CIN G-060-2030 Basic Air Cargo	(REQUIRED)
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Completed _____
(Qualifier and Date)

.4 WATCHSTATIONS FROM THIS JQR:

301 Flight Line Operations	(REQUIRED)
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Completed _____
(Qualifier and Date)

302 Air Cargo Handling Specialist	(RECOMMENDED)
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Completed _____
(Qualifier and Date)

304 AIR TERMINAL PASSENGER SERVICES REPRESENTATIVE (CONT'D)

.5 FUNDAMENTALS FROM THIS JQR:

103 General Aircraft Handling Signals (REQUIRED)

Completed _____ 5% of Watchstation
(Qualifier and Date)

304.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

304.2.1 Update flight advisory arrival/departure board (3 times) **Questions**
A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.2 Update flight information recorder (3 times) A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Update Space A roster (3 times) A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

304 AIR TERMINAL PASSENGER SERVICES REPRESENTATIVE (CONT'D)

		Questions
304.2.4	Prepare distinguished visitor lounge <hr/> (Signature and Date)	A B C D E F G
.5	Manifest scheduled/Space A passengers <hr/> (Signature and Date)	A B C D E F G
.6	Submit box lunch request <hr/> (Signature and Date)	A B C D E F G
.7	Operate baggage x-ray machine <hr/> (Signature and Date)	A B C D E F G
.8	Weigh with calibrated scales and load checked baggage (3 times) <hr/> (Signature and Date) <hr/> (Signature and Date) <hr/> (Signature and Date)	A B C D E F G
.9	Close out flight report and manifest (3 times) <hr/> (Signature and Date) <hr/> (Signature and Date) <hr/> (Signature and Date)	A B C D E F G

304 AIR TERMINAL PASSENGER SERVICES REPRESENTATIVE (CONT'D)

304.2.10 Screen passengers with walkthrough and/or handheld metal detector as per AMC/TSA regulations **Questions**
A B C D E F G

(Signature and Date)

.11 Escort passengers and manifest to aircraft **A B C D E F G**

(Signature and Date)

COMPLETED .2 AREA COMPRISES 40% OF WATCHSTATION.

304.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What parameters must be monitored?
- F. How are the monitored parameters changed by this infrequent task?
- G. What conditions require this infrequent task?
- H. Satisfactorily perform or simulate this infrequent task.

304.3.1 Determine customs/agriculture inspection requirements (2 times) **Questions**
A B C D E F G H

(Signature and Date)

(Signature and Date)

.2 Complete mishandled/lost/damaged baggage claims (2 times) **A B C D E F G H**

(Signature and Date)

(Signature and Date)

304 AIR TERMINAL PASSENGER SERVICES REPRESENTATIVE (CONT'D)

		Questions
.3	Complete firearms manifest report (2 times) <hr/> <p>(Signature and Date)</p> <hr/> <p>(Signature and Date)</p>	A B C D E F G H
.4	Manifest passengers without ID card <hr/> <p>(Signature and Date)</p>	A B C D E F G H
.5	Handle hostile passengers <hr/> <p>(Signature and Date)</p>	A B C D E F G H
.6	Manifest pets for transport <hr/> <p>(Signature and Date)</p>	A B C D E F G H
.7	Procedures for Blue Bark <hr/> <p>(Signature and Date)</p>	A B C D E F G
.8	Procedures for Stowaway <hr/> <p>(Signature and Date)</p>	A B C D E F G
.9	Procedures for Prisoner <hr/> <p>(Signature and Date)</p>	A B C D E F G
.10	Procedures for VIP <hr/> <p>(Signature and Date)</p>	A B C D E F G

COMPLETED .3 AREA COMPRISES 10% OF WATCHSTATION.

304 AIR TERMINAL PASSENGER SERVICES REPRESENTATIVE (CONT'D)

304.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this condition affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

		Questions
304.4.1	Delayed flights	A B C D E F G H

	(Signature and Date)	
.2	Cancelled flights	A B C D E F G H

	(Signature and Date)	
.3	Modified flights in computer systems or status boards (3 times)	A B C D E F G H

	(Signature and Date)	

	(Signature and Date)	

	(Signature and Date)	
.4	Unscheduled flights (3 times)	A B C D E F G H

	(Signature and Date)	

	(Signature and Date)	

	(Signature and Date)	

COMPLETED .4 AREA COMPRISES 10% OF WATCHSTATION.

304 AIR TERMINAL PASSENGER SERVICES REPRESENTATIVE (CONT'D)

304.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

		Questions
304.5.1	Bomb threats	A B C D E F G H

	(Signature and Date)	
.2	Hijacking	A B C D E F G H

	(Signature and Date)	
.3	Medical emergencies	A B C D E F G H

	(Signature and Date)	
.4	Hostage situations	A B C D E F G H

	(Signature and Date)	
.5	Aircraft crash	A B C D E F G H

	(Signature and Date)	

COMPLETED .5 AREA COMPRISES 15% OF WATCHSTATION.

304 AIR TERMINAL PASSENGER SERVICES REPRESENTATIVE (CONT'D)

304.6 WATCHES

304.6.1 STAND THE FOLLOWING WATCHES UNDER INSTRUCTION:

Passenger Service Representative (2 times)

(Signature and Date)

(Signature and Date)

COMPLETED .6 AREA COMPRISES 25% OF WATCHSTATION.

304.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

304.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

305 AIR DOCUMENTER

NAME _____ RATE/RANK _____

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Recommend designation as a qualified Air Documenter.

RECOMMENDED _____ DATE _____
Supervisor (LPO)

RECOMMENDED _____ DATE _____
Air Terminal Supervisor (LCPO)

RECOMMENDED _____ DATE _____
Air Company/Detachment OIC

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

305 AIR DOCUMENTER

Estimated completion time: 4 weeks

305.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

305.1.1 Courses:

Data Records Processing (PDS:NIB)	WBT AMWC	(REQUIRED)
Hazardous Material Handler Refresher	WBT AMWC	(REQUIRED)
AMMO 67 HAZMAT Familiarization and Safety in Transportation	WBT	(REQUIRED)

Completed _____
(Qualifier and Date)

.2 Schools:

CIN A-822-0012 Transportation and Storage of Hazardous Material	(REQUIRED)
---	------------

Completed _____
(Qualifier and Date)

.3 WATCHSTATIONS FROM THIS JQR:

301 Flight Line Operations

Completed _____
(Qualifier and Date)

302 Air Cargo Handling Specialist

Completed _____
(Qualifier and Date)

.4 FUNDAMENTALS FROM THIS PQS:

103 General Aircraft Handling Signals

Completed _____ 5% of Watchstation
(Qualifier and Date)

305 AIR DOCUMENTER (CONT'D)

305.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

		Questions
		A B C D E F G
305.2.1	Complete Pallet Identifier, AF Form 2279 (3 times)	

	(Signature and Date)	

	(Signature and Date)	

	(Signature and Date)	
.2	Complete Cargo Manifest, DD Form 1385 (3 times)	A B C D E F G

	(Signature and Date)	

	(Signature and Date)	

	(Signature and Date)	
.3	Explain the purpose of the following: a. DOD 4500.9R b. DOD 4500.32R c. Transportation Priority Number d. Transportation Control Number e. Transportation Control and Movement Document f. Air Clearance Procedures	

	(Signature and Date)	

COMPLETED .2 AREA COMPRISES 20% OF WATCHSTATION.

305 AIR DOCUMENTER (CONT'D)

305.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What parameters must be monitored?
- F. How are the monitored parameters changed by this infrequent task?
- G. What conditions require this infrequent task?
- H. Satisfactorily perform or simulate this infrequent task.

305.3.1 Demonstrate hazardous cargo handling procedures (3 times) **Questions**
A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.2 Complete Special Handling Data\Certification, DD Form 1387-2 (3 times) A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Demonstrate the proper procedures for reporting frustrated cargo using AMC Form 33 A B C D E F G H

(Signature and Date)

COMPLETED .3 AREA COMPRISES 40% OF WATCHSTATION.

305 AIR DOCUMENTER (CONT'D)

305.3 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

		Questions
		A B C D E F G H
305.3.1	Loss of communication (2 times)	

	(Signature and Date)	

	(Signature and Date)	
.2	HAZMAT spill (2 times)	A B C D E F G H

	(Signature and Date)	

	(Signature and Date)	
.3	Medical emergencies (2 times)	A B C D E F G H

	(Signature and Date)	

	(Signature and Date)	

COMPLETED .5 AREA COMPRISES 20% OF WATCHSTATION.

305 AIR DOCUMENTER (CONT'D)

305.4 WATCHES

305.4.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

Air Documenter (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .4 AREA COMPRISES 15% OF WATCHSTATION.

305.5 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

305.5.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

306 **LOAD TEAM/RAMP SUPERVISOR**

NAME _____ RATE/RANK _____

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Recommend designation as a qualified Load Team/Ramp Supervisor.

RECOMMENDED _____ DATE _____
Supervisor (LPO)

RECOMMENDED _____ DATE _____
Air Terminal Supervisor (LCPO)

RECOMMENDED _____ DATE _____
Air Company/Detachment OIC

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

306 LOAD TEAM/RAMP SUPERVISOR

Estimated completion time: 4 weeks

306.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

306.1.1 Courses:

AMMO-49 Naval Explosive Safety Managers/Supervisors	WBT	(REQUIRED)
NAVEDTRA 14167 Naval Safety Supervisor		(REQUIRED)

Completed _____
(Qualifier and Date)

.2 Schools:

CIN G-060-2102	Advanced Air Cargo	(REQUIRED)
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Completed _____
(Qualifier and Date)

.3 WATCHSTATIONS FROM THIS JQR:

301 Flight Line Operations

Completed _____
(Qualifier and Date)

302 Air Cargo Handling Specialist

Completed _____
(Qualifier and Date)

305 Air Documenter

Completed _____
(Qualifier and Date)

306 LOAD TEAM/RAMP SUPERVISOR (CONT'D)

306.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

		Questions
306.2.1	Demonstrate pallet staging according to aircraft load plan (2 times)	A B C D E F G

	(Signature and Date)	

	(Signature and Date)	
.2	Direct the on and/or off load of the following aircraft: a. C-130 b. C-17 c. C-5 d. CH 53	A B C D E F G

	(Signature and Date)	
.3	Supervise MHE to load/off load 463L aircraft pallets (2 times)	A B C D E F G

	(Signature and Date)	

	(Signature and Date)	
.4	Conduct Ramp meeting with aircraft loadmaster (3 times)	A B C D E F G

	(Signature and Date)	

	(Signature and Date)	

	(Signature and Date)	

306 LOAD TEAM/RAMP SUPERVISOR (CONT'D)

Questions

306.2.5 Conduct Pre-departure meeting with aircraft loadmaster (3 times)

A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

6. Demonstrate the proper procedures for:
- a. Ramp Loading
 - b. Horizontal Ramp Loading
 - c. Door Loading

(Signature and Date)

COMPLETED .2 AREA COMPRISES 25% OF WATCHSTATION.

306.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What parameters must be monitored?
- F. How are the monitored parameters changed by this infrequent task?
- G. What conditions require this infrequent task?
- H. Satisfactorily perform or simulate this infrequent task.

303.3.1 Explain the procedures or purpose for:

- a. Shoring
- b. PSI
- c. Rolling Shoring
- d. Parking Shoring
- e. Sleeper Shoring
- f. Bridge Shoring

Questions

A B C D E F G

(Signature and Date)

306 LOAD TEAM/RAMP SUPERVISOR (CONT'D)

Questions
A B C D E F G H

.2 Demonstrate the proper procedures for communicating with the ATOC. (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Properly fill out AMC Form 272 (3 times)

A B C D E F G H

(Signature and Date)

(Signature and Date)

(Signature and Date)

.4 Demonstrate the proper procedures for winch loading

A B C D E F G H

(Signature and Date)

.5 Demonstrate the proper procedures for frustrated cargo

A B C D E F G H

(Signature and Date)

COMPLETED .3 AREA COMPRISES 40% OF WATCHSTATION.

306 LOAD TEAM/RAMP SUPERVISOR (CONT'D)

306.4 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations/equipment/watchstations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

306.4.1 HAZMAT spill (2 times)

Questions
A B C D E F G H

(Signature and Date)

(Signature and Date)

.2 Medical emergencies (2 times)

A B C D E F G H

(Signature and Date)

(Signature and Date)

COMPLETED .3 AREA COMPRISES 20% OF WATCHSTATION.

306 LOAD TEAM/RAMP SUPERVISOR (CONT'D)

306.5 WATCHES

306.5.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

.2 Load Team/Ramp Supervisor

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .5 AREA COMPRISES 15% OF WATCHSTATION.

306.6 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

306.6.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

307 AIR LOAD PLANNER

NAME _____ RATE/RANK _____

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Recommend designation as a qualified Air Load Planner.

RECOMMENDED _____ DATE _____
Supervisor (LPO)

RECOMMENDED _____ DATE _____
Air Terminal Supervisor (LCPO)

RECOMMENDED _____ DATE _____
Air Company/Detachment OIC

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

307 AIR LOAD PLANNER

Estimated completion time: 4 weeks

307.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

307.1.1 Courses:

Air Terminal Operations Center (PDS:YCI)
 Load Planning (PDS:ZIY) WBT AMWC (REQUIRED)

Completed _____
 (Qualifier and Date)

.2 Qualification/Certification:

Air Terminal Operations WBT AMWC (REQUIRED)

Completed _____
 (Qualifier and Date)

.3 Schools:

CIN K-8A-3558 Air Mobility Command (AMC) Affiliation Course (REQUIRED)

Completed _____
 (Qualifier and Date)

.4 WATCHSTATIONS FROM THIS JQR:

304 Air Terminal Passenger Services Representative

Completed _____
 (Qualifier and Date)

306 Load Team/Ramp Supervisor

Completed _____
 (Qualifier and Date)

307 AIR LOAD PLANNER (CONT'D)

307.2 WATCHES

307.2.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

.2 Aircraft Load Plan for a Fixed Wing Aircraft (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Aircraft Load Plan for a Rotary Aircraft (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 30% OF WATCHSTATION.

307.3 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

307.3.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

COMPLETED .3 AREA COMPRISES 70% OF WATCHSTATION.

308 ATOC INFORMATION CONTROL TECHNICIAN

NAME _____ RATE/RANK _____

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Recommend designation as a qualified ATOC Information Control Technician.

RECOMMENDED _____ DATE _____
Supervisor (LPO)

RECOMMENDED _____ DATE _____
Air Terminal Supervisor (LCPO)

RECOMMENDED _____ DATE _____
Air Company/Detachment OIC

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

308 ATOC INFORMATION CONTROL TECHNICIAN

308.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

308.1.1 Schools:

CIN A-553-0025 Air Deployment Planning (REQUIRED)

308.1.2 WATCHSTATIONS FROM THIS PQS:

307 Air Load Planner

Completed _____
(Qualifier and Date)

308.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

308.2.1 Coordinate ramp parking

Questions
A B C D E F G

(Signature and Date)

.2 Maintain PPR log

A B C D E F G

(Signature and Date)

.3 Maintain ATOC Status Boards

A B C D E F G

(Signature and Date)

308 ATOC INFORMATION CONTROL TECHNICIAN (CONT'D)

		Questions
308.2.4	Maintain all reports/records in filing system _____ (Signature and Date)	A B C D E F G
.5	Provide current arrival data based upon inbound GATES Mission Load Report (MLR) _____ (Signature and Date)	A B C D E F G
.6	Provide current departure data based upon inbound GATES Mission Load Report (MLR). _____ (Signature and Date)	A B C D E F G
.7	Monitor aircraft maintenance status, parking spot, and changes in configuration _____ (Signature and Date)	A B C D E F G
.8	Brief the aircraft commander or designated representative concerning hazardous cargo _____ (Signature and Date)	A B C D E F G
.9	Brief the aircraft commander or designated representative(2 times) _____ (Signature and Date)	A B C D E F G
.10	Verify arrival and departure times using SMS (2 times) _____ (Signature and Date)	A B C D E F G
.11	Verify arrival and departure times using GATES (2 times) _____ (Signature and Date)	A B C D E F G

COMPLETED .2 AREA COMPRISES 30% OF WATCHSTATION

308 ATOC INFORMATION CONTROL TECHNICIAN (CONT'D)

308.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What parameters must be monitored?
- F. How are the monitored parameters changed by this infrequent task?
- G. What conditions require this infrequent task?
- H. Satisfactorily perform or simulate this infrequent task.

		Questions
.1	Procedures for Blue Bark	A B C D E F G

	(Signature and Date)	
.2	Procedures for Stowaway	A B C D E F G

	(Signature and Date)	
.3	Procedures for Prisoner	A B C D E F G

	(Signature and Date)	
.4	Procedures for VIP	A B C D E F G

	(Signature and Date)	
.5	Verify arrival and departure times using CMOS	A B C D E F G

	(Signature and Date)	

COMPLETED .3 AREA COMPRISES 25% OF WATCHSTATION

308 ATOC INFORMATION CONTROL TECHNICIAN (CONT'D)

308.4 ABNORMAL CONDITIONS

.1 Loss of Communications

Questions
A B C D E F G

(Signature and Date)

.2 Loss of Power

A B C D E F G

(Signature and Date)

COMPLETED .4 AREA COMPRISES 15% OF WATCHSTATION

308.5 EMERGENCIES

.1 Bomb threats

A B C D E F G H

(Signature and Date)

.2 Hijacking

A B C D E F G H

(Signature and Date)

.3 Medical emergencies

A B C D E F G H

(Signature and Date)

.4 Hostage situations

A B C D E F G H

(Signature and Date)

.5 Aircraft crash

A B C D E F G H

(Signature and Date)

308 ATOC INFORMATION CONTROL TECHNICIAN (CONT'D)

Questions
A B C D E F G H

.6 Vehicle MHE accident

(Signature and Date)

COMPLETED .5 AREA COMPRISES 15% OF WATCHSTATION

308.6 WATCHES

308.6.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

.2 ATOC Information Control (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .6 AREA COMPRISES 15% OF WATCHSTATION

308.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

308.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

COMPLETED .3 AREA COMPRISES 70% OF WATCHSTATION.

309 AIR TERMINAL OPERATIONS CENTER (ATOC) SUPERVISOR

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Job Qualification Requirements (JQR). Only specified supervisors 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 examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations. A copy of this completed page shall be kept in the individual's training jacket.

Recommend designation as a qualified Air Terminal Operations Center Supervisor.

RECOMMENDED _____ DATE _____
Supervisor (LPO)

RECOMMENDED _____ DATE _____
Air Terminal Supervisor (LCPO)

RECOMMENDED _____ DATE _____
Air Company/Detachment OIC

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

309 AIR TERMINAL OPERATIONS CENTER (ATOC) SUPERVISOR

Estimated completion time: 4 weeks

309.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

309.1.1 WATCHSTATIONS FROM THIS PQS:

308 Information Control Technician

Completed _____
(Qualifier and Date)

309.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

309.2.1 Review flight message traffic (as applicable) (3 times)

Questions
A B C D E F G

(Signature and Date)

(Signature and Date)

(Signature and Date)

.2 Review procedures for baggage/pallet scale calibration

A B C D E F G

(Signature and Date)

309 AIR TERMINAL OPERATIONS CENTER (ATOC) SUPERVISOR (CONT'D)

		Questions
309.2.3	Notify loadmaster of signature service material (as applicable) <hr/> (Signature and Date)	A B C D E F G
.4	Sign for signature service (clearance required) (as applicable) <hr/> (Signature and Date)	A B C D E F G
.5	Coordinate and execute a FOD walk down <hr/> (Signature and Date)	A B C D E F G

COMPLETED .2 AREA COMPRISES 25% OF WATCHSTATION.

309.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What parameters must be monitored?
- F. How are the monitored parameters changed by this infrequent task?
- G. What conditions require this infrequent task?
- H. Satisfactorily perform or simulate this infrequent task.

		Questions
.1	Procedures for Blue Bark <hr/> (Signature and Date)	A B C D E F G
.2	Procedures for Stowaway <hr/> (Signature and Date)	A B C D E F G

309 AIR TERMINAL OPERATIONS CENTER (ATOC) SUPERVISOR (CONT'D)

309.3.3 Procedures for Prisoner **Questions**
A B C D E F G

(Signature and Date)

.4 Procedures for VIP A B C D E F G

(Signature and Date)

COMPLETED .3 AREA COMPRISES 25% OF WATCHSTATION

309.4 ABNORMAL CONDITIONS – NONE

309.5 EMERGENCIES

.1 Bomb threats A B C D E F G H

(Signature and Date)

.2 Hijacking A B C D E F G H

(Signature and Date)

.3 Medical emergencies A B C D E F G H

(Signature and Date)

.4 Hostage situations A B C D E F G H

(Signature and Date)

.5 Aircraft crash A B C D E F G H

(Signature and Date)

COMPLETED .5 AREA COMPRISES 25% OF WATCHSTATION

309 AIR TERMINAL OPERATIONS CENTER (ATOC) SUPERVISOR (CONT'D)

309.6 WATCHES – STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

Air Terminal Operations Supervisor (3 times)

(Signature and Date)

(Signature and Date)

COMPLETED .6 AREA COMPRISES 25% OF WATCHSTATION

309.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

309.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

310 AIR COMPANY OFFICER/ASSISTANT OFFICER IN CHARGE (OIC/AOIC)

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Job Qualification Requirements (JQR). Only specified supervisors 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 examinee's knowledge. Should supervisors *give away* their signatures, unnecessary difficulties can be expected in future routine operations. A copy of this completed page shall be kept in the individual's training jacket.

Recommend designation as a qualified Air Company/Detachment OIC/AOIC.

RECOMMENDED _____ DATE _____
Air Terminal Supervisor (LCPO)

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

310 AIR COMPANY OFFICER/ASSISTANT OFFICER IN CHARGE (OIC/AOIC)

Estimated completion time: 4 weeks

310.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

310.1.1 Courses:

Aerial Port Vehicles (PDS:AN6)	WBT AMWC	(REQUIRED)
Global Air Transportation Execution System Gates	WBT AMWC	(REQUIRED)
Passenger Service Operations PAX OPS (PDS:I06)	WBT AMWC	(REQUIRED)
Air Freight Cargo Ops (PDS:IDL)	WBT AMWC	(REQUIRED)
Load Planning (PDS:ZIY)	WBT AMWC	(REQUIRED)
Air Terminal Operations Center (PDS:YCI)	WBT AMWC	(REQUIRED)

310.1.2 Schools:

CIN G-2G-2140	Expeditionary Cargo Operations	(REQUIRED)
CIN A-553-0025	Air Deployment Planning	(REQUIRED)

310.1.3 WATCHSTATIONS FROM THIS PQS:

NONE

310.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What means of communications are used?
- E. What safety precautions must be observed?
- F. What parameters/operating limits must be monitored?
- G. Satisfactorily perform this task.

- 310.2.1** Demonstrate knowledge of the the following:
- a. Air Mobility Command
 - b. Fixed and non-fixed aerial ports
 - c. Aerial Port of Embarkation (APOE)
 - d. Aerial Port of Debarkation (APOD)
 - e. Air Terminal Mission

Questions
A B C G

(Signature and Date)

310 AIR COMPANY OFFICER/ASSISTANT OFFICER IN CHARGE (OIC/AOIC) (CONT'D)

		Questions
310.2.2	Properly diagram the Air Terminal organization chart <hr/> (Signature and Date)	A B C G
.3	Properly diagram an ATOC <hr/> (Signature and Date)	A B C G
.4	Prepare ATOC status boards <hr/> (Signature and Date)	A B C D E F G
.5	Review flight message traffic (as applicable) (3 times) <hr/> (Signature and Date) <hr/> (Signature and Date) <hr/> (Signature and Date)	A B C D E F G
.6	Maintain PPR log <hr/> (Signature and Date)	A B C D E F G
.7	Maintain all reports/records in filing system <hr/> (Signature and Date)	A B C D E F G

310 AIR COMPANY OFFICER/ASSISTANT OFFICER IN CHARGE (OIC/AOIC) (CONT'D)

310.2.8 Properly develop and brief an Air Company watch bill

(Signature and Date) **Questions**
A B C D E F G

.9 Brief HHQ on status of Air Cargo Operations (2 times) A B C D E F G

(Signature and Date)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 25% OF WATCHSTATION

310.3 INFREQUENT TASKS

310.3.1 Procedures for Blue Bark A B C D E F G I

(Signature and Date)

.2 Procedures for Stowaway A B C D E F G I

(Signature and Date)

.3 Procedures for Prisoner A B C D E F G I

(Signature and Date)

.4 Procedures for VIP A B C D E F G I

(Signature and Date).

COMPLETED .3 AREA COMPRISES 25% OF WATCHSTATION

310.4 ABNORMAL CONDITIONS – NONE

310 AIR COMPANY OFFICER/ASSISTANT OFFICER IN CHARGE (OIC/AOIC) (CONT'D)

310.5 EMERGENCIES –

.1 Bomb threats ABCDEFGH

(Signature and Date)

.2 Hijacking ABCDEFGH

(Signature and Date)

.3 Medical emergencies ABCDEFGH

(Signature and Date)

.4 Hostage situations ABCDEFGH

(Signature and Date)

.5 Aircraft Crash ABCDEFGH

(Signature and Date)

COMPLETED .5 AREA COMPRISES 25% OF WATCHSTATION

310 AIR COMPANY OFFICER/ASSISTANT OFFICER IN CHARGE (OIC/AOIC) (CONT'D)

310.6 WATCHES

310.6.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

Air Terminal Operations Supervisor (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .6 AREA COMPRISES 25% OF WATCHSTATION

310.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

310.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

**QUALIFICATION PROGRESS SUMMARY FOR NAVY CARGO HANDLING
BATTALION AIR CARGO HANDLING**

NAME _____ RATE/RANK _____

This qualification progress summary is used to track the progress of a trainee in the watchstations for this JQR and ensure awareness of remaining tasks. It should be kept by the individual or in the individual's training jacket and updated with an appropriate signature (Training Petty Officer, Division Officer, Senior Watch Officer, etc.) as watchstations are completed.

301 FLIGHT LINE OPERATIONS

Completed _____ Date _____
(Signature)

302 AIR CARGO HANDLING SPECIALIST

Completed _____ Date _____
(Signature)

303 MATERIAL HANDLING EQUIPMENT OPERATOR

Completed _____ Date _____
(Signature)

304 AIR TERMINAL PASSENGER SERVICE REPRESENTATIVE

Completed _____ Date _____
(Signature)

305 AIR DOCUMENTER

Completed _____ Date _____
(Signature)

QUALIFICATION PROGRESS SUMMARY FOR NAVY CARGO HANDLING
BATTALION AIR CARGO HANDLING (CONT'D)

306 LOAD TEAM/RAMP SUPERVISOR

Completed _____ Date _____
(Signature)

307 AIR LOAD PLANNER

Completed _____ Date _____
(Signature)

308 AIR TERMINAL OPERATIONS CENTER (ATOC) INFORMATION CONTROL TECHNICIAN

Completed _____ Date _____
(Signature)

309 AIR TERMINAL OPERATIONS CENTER (ATOC) SUPERVISOR

Completed _____ Date _____
(Signature)

310 AIR COMPANY OFFICER/ASSISTANT OFFICER IN CHARGE (OIC/AOIC)

Completed _____ Date _____
(Signature)

LIST OF REFERENCES USED IN THIS JQR

A1-V22AB-CLG-000, CARGO HANDLING MANUAL V-22 TILTROTOR

AFI 11-2C-130 Volume 3 Addenda A, C-130 Operations Configurations Mission Planning

AFI 24-103 AMC Cargo Load Planning Template System

AFI 11-2C-5 Volume 3 Addenda A, C-5 Operations Configurations Mission Planning

AFI 41-301 Worldwide Aeromedical Evacuation

AFI 34-242, Mortuary Affairs ProgramAFI 11-2KC-10V3 Chapter 25, KC-10 Configurations

AFI 11-2C-17 Volume 3 Addenda A, C-17 Operations Configurations Mission Planning

AFI 11-2KC-10V3 Chapter 25, KC-10 Configurations

AFI 11-2C-17 Volume 3 Addenda A, C-17 Operations Configurations Mission Planning

AFI 24-103, AMC Cargo Load Planning Template System

AFMAN 24-204(Interservice) , Preparing Hazardous Materials for Military Air Shipments

AFVA11-224, Aircraft Marshalling Signals

AMCI 24-101, Volume 9, Air Terminal Operations Center

AMCI 24-101, Volume 11, Cargo and Mail Policy

AMC1 24-101 Volume 14, Military Airlift Passenger Service

AMCI24-101Volume 22, Training Requirement for Aerial Port Operation

Code of Federal Regulations (CFR) 49

DOD Directive 1300.22, Mortuary Affairs Policy

DOD 4515.13-R, Air Transportation Eligibility

DOD 4500.9-R, Part I Passenger Movement

DOD 4500.9-R, Part II Cargo Movement

DOD 4500.9-R, Part III Mobility

DOD 4500.9-R Part V Customs Inspection

DOD 4500.9R Part VI, Management & Control of Intermodal Containers & System 463-L Equipment

LIST OF REFERENCES USED IN THIS JQR (CONT)

DOD 4500.9-R, Part VII Human Remains

DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition and Explosives

DOD 5200.33-R, Defense Courier Service Regulation

DOD 6050.5-L, DOD Hazardous Materials Information System Hazardous Item Listing

DOD 6050.L/LR, Hazardous Material Information System, MSDS Form

IATA, ICAO, and Transportation of Dangerous Goods Regulations

MILSTD129, Marking for Shipment and Storage

MTMCTEA REFERENCE 99-55-24, Vehicle Preparation Handbook for Fixed Wing Air Movements

NAVAIR 00-80T-109, Aircraft Refueling NATOPS Manual

NAVAIR 00-80T-113, Aircraft Signals NATOPS Manual

NAVAIR 00-80T-114, NATOPS Air Traffic Control Facilities Manual

NAVAIR 00-80T-96 (Change 1), U.S. Navy Support Equipment Common Basic Handling and Safety Manual

NAVAIR 51-50AAA-2, General Requirements for Shore Based Airfield Marking and Lighting

NAVMEDCOM 5360.1, Decedent Affairs Manual

NAVSAFECEN P-5100/35-006, Hazardous Material Afloat Program Management

NAVSEA S9086-WK-STM-010, Storage, Handling, and Disposal of Hazardous General Use Consumables, Sec. 1

OPNAVINST 3500.39A, Operational Risk Management

OPNAVINST 4790.2H, Vol. I, The Naval Aviation Maintenance Program (NAMP)

OPNAVINST 5100.19D (Change 1), Navy Occupational Safety and Health (NAVOSH) Program for Forces Afloat

OPNAVINST P-45-110-91, Hazardous Material User's Guide, Introduction

OPNAVINST 4660.3A, DEPARTMENT OF THE NAVY AIR TERMINAL PROCEDURES

TM 10794A-12/1, SKY TRAK MMV Operators Manual

TO 1C-5A-9, Loading Instructions USAF Series C-5A Airplanes

TO 1C-10(K) A-9, Cargo Loading Manual, KC-10A

LIST OF REFERENCES USED IN THIS JQR (CONT)

OPNAVINST 4660.3A

TO 1C-17A-9, Technical Manual Cargo Loading, C-17A

TO 1C-130A-9, Cargo Loading Manual, USAF RC-130A, C-130A/B/D/E/H, HC-130H/N/P, LC-130H, MC-130H Airplanes

TO 1C-130A-16-1, Loading and Air Transport of Nuclear Weapon Cargo (Non-palletized) US Air Force F Series C-130A/B/D/E/H Aircraft

TO 1C-130A-16-2, Loading and Air Transport of Nuclear Weapon Cargo (Palletized) US Air Force Series C-130A/B/D/E/H Aircraft

TO 35D33-2-2-2, 463L Air Cargo Pallets

TO 35D33-2-3-1, Maintenance and Repair Instructions Air Cargo Pallet Net

T.O. 36M-1-141 463L Material Handling System

TO 36M2-3-45-1, 25,000 LB. HALVORSEN LOADER Operator Manual

JOB QUALIFICATION REQUIREMENT

Feedback Form for ELSG-JQR-AIR-010

From _____ Date _____

Via _____ Date _____

Department Head Activity _____

Mailing Address _____

Email Address _____ DSN _____

JQR Title _____ NAVELSG JQR _____

Section Affected _____

Page Number(s) _____

Remarks/Recommendations (Use additional sheets if necessary):