

## **Navy Counselor**

Interviews, advises, and counsels enlisted personnel about career development opportunities, benefits, and regulations; organizes and implements recruiting and retention programs. Prepares recruiting and pre-enlistment brochures and kits; writes news releases; supervises non-schooled duty career counselors; coordinates retention programs; instructs and trains recruiters and retention teams in counseling skills and Navy programs and benefits; writes and delivers public relations and recruiting talks; participates in community events; conducts interviews, counsels, and advises enlisted personnel; administers, scores, and records results of vocational preference and aptitude tests; informs personnel of local agencies capable of assisting Naval personnel and their families; may specialize in career counseling or recruiting. Trains and supervises subordinates; prepares and submits operating budgets for recruiting station; develops training schedules; trains recruiters in prospecting, sales, time management, recruit processing, and resource management; may specialize in career counseling, or recruiting.

## **Enlisted Processing Division Supervisor**

To provide selected personnel with the skills, knowledge, and techniques required to supervise Enlisted Processing Divisions. The course consists of competency-based instruction explaining administration, training, Recruiter Qualification System, Computerized Enlistment Systems, waiver processing, basic enlistment eligibility requirements, forms and documents, mental and physical testing and quality control procedures

## **Chief Petty Officer Leadership**

Upon completion of the course, the student will be able to identify basic principles of leadership including the use oral and written communication in professional relationships; the role of motivation, empowerment, and counseling in development of subordinates; and ways to manage human resources, teams, and stress to create a quality organizational climate. Lectures, discussions, exercises, interrogatories and questionnaires, and case studies and responses are used to cover the material.

## **Nuclear Power Machinist Mate**

Trained and experienced in the field of nuclear propulsion with a background in Nuclear Propulsion Plant Operation. Has a broad academic background in subjects related to nuclear propulsion; a theoretical knowledge and understanding of the principles of nuclear physics and reactor engineering; and with practical knowledge of naval nuclear propulsion plant construction instrumentation, operation and mechanical and electrical systems and components.

## **Submarine Nuclear Propulsion Plant Operator - Engineering Laboratory Technician**

Performs radiological chemistry control functions and associated analyses in addition to operating and performing organizational maintenance on submarine nuclear propulsion plants.

## **Machinist Mate**

Basic operation of high pressure steam plants and associated equipment. Lectures and practical exercises in the duties of machinist's mates, class A, including refrigeration, auxiliary plant operation, lubrication, and propulsion systems. Experience includes steam turbines, turbo-generators and duties of watch standing. Operates, repairs, and performs maintenance on ship propulsion machinery and auxiliary equipment. Basic propulsion auxiliary equipment. Instruction and practical exercises in basic propulsion engineering including maintenance of and introduction to auxiliary equipment, such as pumps, heat exchanges, bearings, centrifuges, air compressors, valves, power transfer equipment

and measuring devices.

Operates, maintains, and repairs auxiliary equipment, mechanical systems, and air conditioning, shafts, valves, and steering systems; uses test equipment for electrical and electronic maintenance; performs quality inspection and assurance; provides personnel supervision and counseling; provides technical administration. Operates main propulsion steam engines, turbo generators, and associated systems (condensate, circulating water, lube oil, etc.); operates auxiliary systems, including compressed air, potable water, air conditioning and refrigeration systems, and steering systems; completes maintenance forms; exercises environmental control procedures to prevent or minimize air pollution and oil spills.

Calibrates pressure and temperature sensing devices; carries out chemical water treatment procedures; performs maintenance on whistles, sirens, anchor windlasses, cranes, winches, steering engines, food preparation and dishwashing machinery, and air and reefer compressors; operates and performs mechanical maintenance on propulsion system equipment; adjusts thermal expansion valves, pressure switches, thermostats, and regulator valves; may serve as lead man; completes maintenance reports; inventories installed equipment; orders repair parts; uses computer software.

Identifies factors governing main propulsion plant efficiency, causes of poor performance, and appropriate remedies; tests, dehydrates, and recharges refrigeration and air conditioning systems; may serve as engine room watch supervisor (underway); instructs engine room personnel in casualty control and plant operation procedures; reviews completed maintenance forms; uses computer to prepare weekly schedules of preventive maintenance and environmental pollution control reports.

Prepares equipment and machinery performance and repair reports; monitors the qualifications of engine room watch standers; supervises personnel in carrying out casualty control procedures; plans and schedules work load; supervises and assists in the repair, overhaul, and procurement of ship propulsion and auxiliary equipment. Supervises hull charging of oxygen/nitrogen systems; conducts quality assurance safety surveys; documents special project alterations; and implements engineering casualty drills.

Start-up, air conditioning, and water circulating, oxygen and ventilation, air compressor, vacuum pump, hose assembly, main feed, valves, and steering; adjusts and secures diesel engines; maintains calibration logs; performs laboratory analysis on oil and water samples; provides support for damage control for casualty and oil spills; inspects and adjusts capstans.

Performs mechanical maintenance; conducts quality assurance inspections; inspects security alarm systems, heat exchangers, and sea water circulating systems; submits corrective action requests.

### **Main Propulsion Boiler water - Feed water Test and Treatment Certification**

The course provides instruction in the following areas based upon Naval Standard Training Manuals for the principles of boiler water - feed water (BW/FW) test and treatment, idle boiler lay-up, BW/FW administrative procedures, coordinated phosphate boiler water treatment principles, preparation of chemical reagents and indicators, performance of chemical tests and treatment of boiler water and feed water, auxiliary boiler water testing and treatment procedures and boiler water chemical casualty control procedures.

### **Nuclear Weapons Refresher Training for Nuclear Submarines**

Has a board background in the administrative and technical procedures associated with Nuclear Weapons. Course of instruction includes a sampling of the Personnel Reliability Program, Security Clearances, Service and Medical record entries, Nuclear Safety and Security Programs, Physical Security, Accident/Incident reporting procedures, Logistic Movements, Pertinent unit bills and instructions, Publications, unit training program and accounting procedures. Technical instruction includes practical application in receipt inspections, magazine stowage and handling gear, disassembly/assembly procedures, component unpacking and inspection, Logistics Movements.

### **Diesel Engine (Fairbanks-Morse) Maintenance & Operation**

Performs preventive, organizational and/or intermediate level maintenance on submarine diesel engines and components including pumps, blowers, governors, injectors, cylinders, liners, pistons, connection rods, bearings, crankshaft, vertical drive assembly, lubrication oil, fuel oil, scavenging air, exhaust, starting air, and cooling water systems. Takes readings and makes adjustments required for the proper operation and repair of the engines. Performs shipboard duties required for lube oil, trend and water analysis. My Training was designed to provide personnel on submarines, submarine tenders, repair facilities and civilian shipyards with the training necessary to enable them to repair and maintain diesel engines and diesel engine components for on board maintenance. Experience includes theory of engine operating procedures, and organizational and intermediate level maintenance of the Fairbanks-Morse 38-ND 8 1/8 diesel engine and its components including pumps, blowers, governors, injectors, cylinder liners, pistons and connecting rods, bearings, crankshafts, vertical drive assembly, lubricating oil, fuel oil, scavenging air, exhaust, starting air and cooling water systems, including readings and adjustments required for operation and repair of the engine. Additionally, my experience includes instruction on the Preventive Maintenance System as applied to this engine.

### **Submarine Force Quality Assurance Supervisor/Officer**

Experienced Submarine Force Supervisory personnel in the information, references, and procedures necessary to manage and administer the Submarine Force Quality Assurance Program. This experience includes the requirements of the Quality Assurance Program as contained in the Submarine Force Quality Assurance Manual. My experience is oriented to the effective management of the Quality Assurance Program.

### **Lithium Bromide Plant Operation & Maintenance**

Experienced in the operation, testing and maintenance of lithium bromide air conditioning units. To include, performance testing, and maintenance of lithium bromide air conditioning systems and the study of system components, component interfaces, operating criteria, leak testing, purge system operation and preventive maintenance.

### **York 150 ton R-114 Air Conditioning System and the York R-12 Refrigeration system maintenance & Operation**

Possess the knowledge and skill required to properly operate and perform required repairs and preventive maintenance on the York 150 ton R-114 (centrifugal compressors) air conditioning plant and the Large R-12 (reciprocating compressors) Refrigeration system right down to the component level.

### **Oxygen Acetylene Cutting and Silver Brazing System**

Possesses the knowledge and skill necessary to perform oxygen-acetylene cutting and silver brazing with an oxygen-acetylene torch. This includes use of the oxygen - acetylene gas torch as used for gas cutting and silver brazing. Projects include fit up and silver brazing of pipe joints and gas cutting of steel plate. Safety procedures are always stressed.

### **Air Capable Ship Helicopter Fire Fighting Team Training**

Lead an experienced and organized helicopter fire fighting team on two separate ships. Exercised helicopter fire fighting team members in assigned duties of the team. The Operational Naval damage control proficiency level satisfied by this course is Level III.

### **Shipboard Fire Fighting Team Training**

Leading member of fire fighting team exercised in experienced organized emergency detail. Lead team members to effectively operate as a unit to combat shipboard emergencies involving class Alpha, Bravo, and Charlie fires. Supervised, trained and lead team members in duties as On-Scene Leader, Team Leader, Investigator, Nozzle-man, Hose-man, Access-man and Plug-man. To measure the teams ability to: (a) comprehend and apply fire fighting principles, rules and concepts, and (b) to solve problems and perform assigned tasks when combating live fires, using standard fire fighting equipment. The naval damage control proficiency level satisfied by this course is level III

### **Seaman**

Performs all basic seamanship functions aboard ship that involve line or wire, including knot tying, whipping and seizing, and rigging used to secure the ship to a pier, moor, or anchor; is able to identify functions of navigation and shipboard equipment, including fixed or portable items and power or non-powered items; lowers, raises, and launches life saving equipment; handles small boats; navigates by using several different types of compasses; keeps records by degrees or points; knows navigational aids, Nautical Rules of the Road, and the buoys of inland waters of the U.S.; knows the nomenclature of decks, superstructures, and parts of the hull; knows the purpose and limitations of first aid and the first aid treatments for electrical shock, simple and compound fractures, heat exhaustion, heat stroke, and burns; must be a qualified swimmer, requiring floating for a minimum of five minutes, preparing and using clothing and buoyant object for staying afloat, and swimming through oil, flames, and debris; knows how to determine the classes of fire hoses and how to use carbon dioxide, dry chemical, and water-portable fire extinguishers; knows the function of the typical fire main system, fixed carbon dioxide system, water wash-down system, and magazine sprinkling system; knows the difference between flooding and progressive flooding and the dangers involved.

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**EDO**

**OOD**

**RQAT Deputy Director**