NONRESIDENT TRAINING COURSE

April 1992

Electronics Technician Supervisor (ETC)

NAVEDTRA 14084

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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

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PREFACE

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

COURSE OVERVIEW:

Describe the basic electronics division organization.

Identify the primary reports, forms, publications, and procedures used in administering the electronics division.

Describe the primary types of training and the procedures used to provide such training to members of the electronics division.

Discuss the quality assurance program that covers electronics equipment, the primary components of the program, reports associated with the program, and the responsibilities of the personnel concerned with the program.

Discuss how electronic test equipment is managed at the division level, and the administrative requirements associated with such management.

Describe the sources and types of electromagnetic interference (EMI), their effect on communications, and how they can be controlled or prevented.

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

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

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

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Sailor's Creed

"I am a United States Sailor.

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

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

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

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

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INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

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

SELECTING YOUR ANSWERS

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

SUBMITTING YOUR ASSIGNMENTS

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

Grading on the Internet: Advantages to Internet grading are:

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

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the assignments. To submit your assignment answers via the Internet, go to:

http://courses.cnet.navy.mil

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

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

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

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

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

COMPLETION TIME

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

PASS/FAIL ASSIGNMENT PROCEDURES

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

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

COMPLETION CONFIRMATION

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

ERRATA

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

http://www.advancement.cnet.navy.mil

STUDENT FEEDBACK QUESTIONS

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

For subject matter questions:

E-mail: n315.products@cnet.navy.mil
Phone: Comm: (850) 452-1001, Ext. 1713
DSN: 922-1001, Ext. 1713
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N315
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

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

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 8 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty,* BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: *Electronics Technician Supervisor (ETC)*

NAVEDTRA: 14084 **Date**: _____

We need some information about you:

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

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

Your comments, suggestions, etc.:

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

NETPDTC 1550/41 (Rev 4-00

CHAPTER 1

INTRODUCTION

This training manual is designed to help you understand your work in the electronics division. It will also help you meet the requirements for advancement to Electronics Technician (ET) first class and chief. This manual is not the only publication you need to use as you prepare for advancement. You also need to read other publications to be well prepared for the advancement-in-rate examination. This manual provides background information on subjects, but you must study the indicated references to learn each topic in depth.

In this manual we use the terms "ET supervisor" and "electronics supervisor" interchangeably. Although you will be a supervisor in the ET rating, you may also have to supervise personnel from other ratings. The ratings you deal with daily will depend on your command's organizational make-up.

The manual is organized as follows:

This chapter explains how the electronics supervisor has evolved. The section entitled "Sources of Information" identifies publications you should study to advance and to help your subordinates with their careers.

Chapter 2, "Organization and Administration," is divided into two sections. The organization section discusses the electronics organization. The administration section describes the duties and responsibilities of electronics supervisors.

Chapter 3, "Supervision and Training," is divided into two sections. The supervision section describes supervision practices that effective electronics division managers follow. The training section describes the training organization and training procedures in an electronics division.

Chapter 4, "Combat Systems," describes combat system organization. It also describes the naval tactical data system/weapon direction system (NTDS/WDS) and combat system testing.

Chapter 5, "Casualty Control and Reporting," is divided into two sections. The casualty control section describes the electronics casualty control (ECC) organization and its functions. The casualty reporting section describes casualty report (CASREP) procedures.

Chapter 6, "Quality Assurance," explains the concepts of quality assurance and describes the primary QA programs and shipboard organization and procedures.

Chapter 7, "Test Equipment, " describes the programs set up to control test equipment, and your role in managing and maintaining test equipment.

Chapter 8, "Maintenance/COSAL," explains (1) your role in managing the maintenance of electronic equipment, (2) the problems and control of electromagnetic interference (EMI), and (3) your relationship with the supply system.

RESPONSIBILITIES

By becoming an electronics supervisor, you will have taken a big step in your career. Previous advancement brought increased rewards. Along with those rewards came increased responsibilities. The responsibilities of an electronics supervisor are even greater. Your work as a supervisor will be important to the successful management of the Electronics Division. For general information on the advancement system and on the increased responsibilities of a supervisor, review *Military Requirements for Petty Officer First Class,* NAVEDTRA 12046.

By this time in your career, you are valuable as a technical specialist. You are also valuable as a supervisor, leader, and trainer of others. You can, therefore, make far-reaching and long-lasting contributions to the Navy. The extent of your contribution to the Navy depends on your willingness and ability to accept increased responsibility for military matters and for the professional requirements of the Electronics Technician. It also depends on your skill in getting other people to work for you.

You will find that your responsibilities for military leadership are much the same as those of petty officers in other ratings. Every petty officer is a military person as well as a technical specialist.