



**NONRESIDENT
TRAINING
COURSE**

June 1993



Electronics Technician

Volume 2—Administration

NAVEDTRA 14087

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.

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: In completing this nonresident training course, you should be able to: Identify the primary reports and periodicals of importance to the Electronics Technician Second Class; Identify and briefly describe the primary components of and forms associated with the Maintenance Data System (MDS); Identify the primary publications that an Electronics Technician should expect to find in the ET technical library; Identify and briefly describe the major components of the Naval Supply Systems Command; Identify the major parts of the Coordinated Shipboard Allowance List (COSAL); Explain the basic procedures involved in the requisition and turn in of supplies and equipment in the naval supply systems.

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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SUMMARY OF THE ELECTRONICS TECHNICIAN TRAINING SERIES

This series of training manuals was developed to replace the *Electronics Technician 3 & 2 TRAMAN*. The content is directed toward personnel working toward advancement to Electronics Technician Second Class.

The nine volumes in the series are based on major topic areas with which the ET2 should be familiar. Volume 1, *Safety*, provides an introduction to general safety as it relates to the ET rating. It also provides both general and specific information on electronic tag-out procedures, man-aloft procedures, hazardous materials (i.e., solvents, batteries, and vacuum tubes), and radiation hazards. Volume 2, *Administration*, discusses COSAL updates, 3-M documentation, supply paperwork, and other associated administrative topics. Volume 3, *Communication Systems*, provides a basic introduction to shipboard and shore-based communication systems. Systems covered include man-pat radios (i.e., PRC-104, PSC-3) in the hf, vhf, uhf, SATCOM, and shf ranges. Also provided is an introduction to the Communications Link Interoperability System (CLIPS). Volume 4, *Radar Systems*, is a basic introduction to air search, surface search, ground controlled approach, and carrier controlled approach radar systems. Volume 5, *Navigation Systems*, is a basic introduction to navigation systems, such as OMEGA, SATNAV, TACAN, and man-pat systems. Volume 6, *Digital Data Systems*, is a basic introduction to digital data systems and includes discussions about SNAP II, laptop computers, and desktop computers. Volume 7, *Antennas and Wave Propagation*, is an introduction to wave propagation, as it pertains to Electronics Technicians, and shipboard and shore-based antennas. Volume 8, *System Concepts*, discusses system interfaces, troubleshooting, sub-systems, dry air, cooling, and power systems. Volume 9, *Electrooptics*, is an introduction to night vision equipment, lasers, thermal imaging, and fiber optics.

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 2 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, Volume 2—Administration

NAVEDTRA: 14087 **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.
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NETPDTC 1550/41 (Rev 4-00)

CHAPTER 1

GENERAL ADMINISTRATION

Records and reports are the bywords in administration. They are vital in each of the following department and division functions:

- The supervision and assignment of ETs
- The upkeep and cleanliness of the spaces
- Electronics supply
- Allocation of funding
- Procurement of tools; consumables (such as fuses, bulbs, solder), and equipage items to replace those lost, expended, or surveyed

Without records and reports, performing these functions would be impossible.

As an ET2, you will be involved with either creating or maintaining various administrative records and reports in addition to maintaining and repairing electronic equipment.

In this chapter we will discuss some of the reports that you may be involved in filling out. We will also cover the different periodicals that will assist you in your administrative responsibilities.

REPORTS

Reports, like inspections, are a “necessary evil” to the working technician. Without reports and a system of accountability, our job of maintenance and repair would be impossible. There would be no way to maintain supply support for our equipment, no way to know what equipment was on board, in what quantity, or where. In this section, we will introduce surveys, getting under way reports, casualty reports, and trouble reports and logs.

SURVEY

A survey is made and reported when naval property is (1) condemned as a result of damage, obsolescence, or deterioration, or (2) acknowledged to be nonexistent because of loss, theft, or total destruction. Figure 1-1 is a sample of the Report of Survey, DD Form 200.

You can find more information on DD Form 200 in NAVSUP P-485, *Afloat Supply Procedures*, located in your supply department.

GETTING UNDER WAY REPORT

The electronics material officer (EMO) is normally responsible for turning in an equipment status report before getting under way. You may be asked to furnish information about the equipment in your work center or about such diverse areas as:

- Major systems status
- Estimated time of repair (ETR)
- Power out and MDS readings from the radars
- Power out and receiver sensitivity readings from communications equipment

This report is usually a locally generated form and may vary between commands.

CASUALTY REPORT (CASREP)

The CASREP system contains four types of reports: initial, update, correct, and cancel. CASREPs are not a substitute for, but are in addition to and complement, 3-M data. You can find information on preparation and submission of casualty reports in *Operational Reports*, NWP 10-1-10 (formerly NWP 7 [REV. A]).

TROUBLE REPORTS AND LOGS

Trouble reports and logs are locally generated and, if used, are a great help in filling out 3-M documents. They are usually filled out each time an equipment trouble is detected. These reports and logs indicate such things as equipment affected, nature of the trouble, and time of failure. When the trouble has been corrected, the technician ensuring that the correction has been completed should then make an entry on the report or in the log stating so with the date of completion and his or her signature.

Other locally generated logs that your shop may maintain are a *test equipment checkout log*, to track test equipment on loan to other divisions; a *consumable usage log*, to track the use of the shop's consumable supplies; and a *tool accountability log*, to track the tools issued to individuals.

REPORT OF SURVEY				1. DATE		2. SURVEY NUMBER	
3. CLASS OF PROPERTY			4. STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD AND STATION				
5. ACCOUNTABLE OR RESPONSIBLE OFFICER (Name, grade, SSN and designation)							
6. NATIONAL STOCK NUMBER	7. DESCRIPTION	8. QUANTITY	9. UNIT PRICE	10. TOTAL COST	11. DISPOSITION		
RECOMMENDED PECUNIARY CHARGE →				12. FOR LOSS		13. FOR DAMAGE	
14. DATE AND CIRCUMSTANCES							
15. AFFIDAVIT I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.		16. CERTIFICATE I certify that the loss, destruction, damage, or unserviceability of the articles of public property shown above, and/or on attached sheets, was caused in the manner stated and without fault or neglect on my part, and that each article listed with a view to elimination by destruction has been examined by me personally, has never been previously condemned, and is, in my opinion, worthless for further public use.		18. THIS SPACE RESERVED FOR ACTION BY AUTHORITY OF:			
SIGNATURE		SIGNATURE (Accountable or Responsible Officer)					
NAME, GRADE, SSN AND ORGANIZATION		NAME, GRADE, SSN AND ORGANIZATION					
SUBSCRIBED AND SWORN TO (or affirmed) BEFORE ME AT THIS _____ DAY OF _____ 19____		17. HEADQUARTERS STATION _____ DATE _____					
SIGNATURE		TO _____					
NAME, GRADE, SSN AND ORGANIZATION OR TITLE; IF NOTARY PUBLIC, AFFIX SEAL		YOU ARE APPOINTED SURVEYING OFFICER BY ORDER OF _____ SIGNATURE OF ADJUTANT/EXECUTIVE OFFICER & DATE _____					
						19. PROPERTY VOUCHER NUMBER	

DD FORM 200
1 DEC 73

EDITION OF 1 APR 73 MAY BE USED UNTIL EXHAUSTED
S/N 0102-LF-000-2000

Figure 1-1.—Report of Survey, DD Form 200.