

Navy Advancement Center

Web site: <http://www.advancement.cnet.navy.mil>

Advancement Handbook for Equipment Operator

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Equipment Operator rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for EO3

Advancement Handbook for EO3

General EO <i>Skill Area</i>	Technical Administration
<i>A skill</i> you are expected to perform from the General Skill Area above:	Fill out forms used in dispatch
<i>Knowledge</i> you should have to perform this skill:	Identify NAVFAC 9-11260/4, DD Form 518, and NAVFAC 9-11240/3. • Purpose of each form • How to fill it out properly • Who's responsibility to fill it out
<i>References</i> you should study to gain the knowledge you need to perform this skill:	• EO Basic, NAVEDTRA 12535 • NMCB Equipment Management, COMSECOND/COMTHIRDNCBINST 11200.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the types and uses of forms used in daily dispatch operations, such as the hard card, daily PM cards, the accident identification card; the procedures for correctly filling out each form, and who has the responsibility for filling out each form.

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General EO <i>Skill Area</i>	Construction Support
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare materials and equipment for embarkation
<i>Knowledge</i> you should have to perform this skill:	Identify procedures and techniques used in preparing materials and equipment for embarkation. • Cleaning and staging equipment • Building a 463L pallet
<i>References</i> you should study to gain the knowledge you need to perform this skill:	• Embarkation Manual, COMSECOND/THIRDNCBINST 3122.1 • EO Basic, NAVEDTRA 12535
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the cleaning and staging of equipment for a mount-out exercise and the proper way to build a 463L pallet.