



NONRESIDENT TRAINING COURSE

April 1995



Fire Controlman Supervisor

NAVEDTRA 14097

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 will demonstrate a knowledge of the subject matter by correctly answering questions on the following subjects: Fire Controlman supervisor responsibilities; organization, administration, inspections, and maintenance; supervision and training; combat systems, subsystems, and their maintenance; and weapons exercises.

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: n311.products@cnet.navy.mil
Phone: Comm: (850) 452-1503
DSN: 922-1503
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N311
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 3 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: Fire Controlman Supervisor

NAVEDTRA: 14097 **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

FIRE CONTROLMAN SUPERVISOR RESPONSIBILITIES

LEARNING OBJECTIVES

Upon completing this chapter, you should be able to do the following:

1. Discuss the responsibilities of an FC supervisor.
2. Describe the basic requirements for effective communications as a supervisor.
3. Identify the supervisor's role in enforcing performance and equipment standards.
4. Identify the sources of information available for use by supervisory personnel.

INTRODUCTION

This training manual (TRAMAN) is designed to help you understand your work in the division as a Fire Controlman (FC) supervisor. It will also assist you in meeting the requirements for advancement to Fire Controlman first class and chief.

This manual is not the only publication you will need to prepare for advancement, as you will need to study other publications to prepare for the advancement-in-rate examination. Since this manual provides only background information on subjects, you will need to study the indicated references to learn each topic in depth.

Although you will be a supervisor in the FC rating, you may also have to supervise personnel from other ratings. The ratings you deal with daily will depend on your command's organization. Most of the information given in this TRAMAN is based on the assumption that you are familiar with volumes 1 through 4 of FC2, NAVEDTRA 10277.

This first chapter includes topics on supervisory responsibilities, effective communications, professional updates, performance and equipment standards, technical materials, and a brief bibliography for information and advancement study.

SUPERVISORY RESPONSIBILITIES

By becoming an FC supervisor, you will have taken a big step in your career. Previous advancement brought increased responsibilities, which also brought increased rewards. The responsibilities of an FC supervisor are even greater, as your work will be important to the successful management of the division and the department. 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, there-

fore, 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 a Fire Controlman. 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.

Your responsibilities for technical leadership are directly related to the nature of your work. Operating and maintaining the ship's combat systems equipment is a vital job. It is a teamwork job requiring a special kind of leadership ability. This leadership ability can be developed only by personnel who have a high degree of technical competence and a deep sense of personal responsibility.

RESPONSIBILITIES WITHIN THE COMBAT SYSTEM/WEAPONS DEPARTMENT CHAIN

You will be expected to translate the general orders given by officers into detailed, practical, on-the-job language that even relatively inexperienced personnel can understand and follow. In dealing with your juniors, you must see that they perform their work properly. You must also be able to explain to officers what your juniors may need or any problems they may experience.

RESPONSIBILITIES FOR TRAINING

Training is essential. Even if you are blessed with a highly skilled and well-trained electronics force, you will still find training necessary. For example, some of your best workers may be transferred and replaced by inexperienced or poorly trained personnel. Often, a job may call for skills that your assigned personnel do not have, especially if your division must maintain new equipment.

These and similar problems require you to be a training specialist who can conduct both formal and informal training programs. You must train individuals and groups to work safely, neatly, and accurately, and in a spirit of cooperation.

RESPONSIBILITIES TO SUBORDINATES

Any discussion of responsibilities must include the responsibility that you, as a supervisor, have toward your subordinates. You are responsible for developing their professional and general military skills.

You must also help them to become mature, competent technicians who are prepared to assume supervisory responsibilities. You must teach them and encourage them to use their skills and knowledge to make decisions. You must then support those decisions when they are correct and fair.

However, you must also advise or counsel your subordinates when their decisions may cause harm to themselves, others, or equipment. Use the "learn-by-mistakes" theory to teach your subordinates. But be constantly aware of what is happening to ensure that the lessons taught are worth the consequences if any problems develop.

As a supervisor, you have an overriding responsibility to take care of your people before caring for yourself. This responsibility requires steadfast devotion to your subordinates. Gaining the loyalty of subordinates requires unselfish actions on the part of seniors.

*TAKE CARE OF YOUR PEOPLE
AND THEY WILL TAKE CARE OF YOU!*

RESPONSIBILITIES TO OTHER RATINGS

As you advance to FC1 and then to FCC, you will find that your plans and decisions may affect many people. Some of these people may not be in your division or even in the combat systems/weapons.