



NONRESIDENT TRAINING COURSE

February 2001



Fire Controlman, Volume 1—Administration and Safety

NAVEDTRA 14098

NOTICE

Page 4-4
must be printed on a
COLOR printer

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 OBJECTIVES: After completing this course, you will have a basic knowledge of the following topics: Basic workcenter logs and reports; primary sources of FC technical and non-technical job-related information; the Maintenance Data System (MDS) and its associated forms; primary technical manuals associated with the routine duties of Fire Controlmen; electric shock and its effects on the human body; procedures for measuring voltages; electromagnetic radiation hazards; the tagout bill and its associated procedures; hazardous materials found in FC workspaces; storage requirements for hazardous materials; basic safety principles associated with ammunition handling, shipping, and stowage; the Navy's program for qualifying and certifying explosives handling personnel; and types of ammunition stowage and their safety devices.

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."

TABLE OF CONTENTS

CHAPTER	PAGE
1 General Administration	1-1
2 Technical Administration	2-1
3 Electronics Safety	3-1
4 Hazardous Materials	4-1
5 Ammunition Safety, Handling, Shipping, And Stowing	5-1
 APPENDIX	
I References	AI-1
INDEX	Index-1

Course Assignments follow the index.

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) 452-1355
DSN: 922-1355
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC (CODE 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 (CODE N331)
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them 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, Volume 1—*Administration and Safety*

NAVEDTRA: 14098 **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

LEARNING OBJECTIVES

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

1. Describe the basic reports and logs used by work center supervisors.
2. Identify the primary sources of technical and non-technical job-related information.

INTRODUCTION

Throughout your career as a Fire Controlman, you will be involved with receiving and passing on job-related information. The bulk of that information will be contained in reports, logs, and formal publications. This chapter discusses the reports, logs, and publications of importance to you.

Reports and logs are bywords in general administration, without which the performance of many functions would be nearly impossible. As a Fire Controlman, you will be involved with either creating or maintaining various administrative reports and logs in such areas as supervision and assignments, space upkeep and cleanliness, supply and logistics, funding allocation, and tool, consumables, and equipment procurement.

Job-related publications are excellent for discovering new techniques in troubleshooting and testing equipment, obtaining updates on safety procedures, and increasing your knowledge of electronics. These publications are very important to every Fire Controlman technician. Therefore, they must be maintained correctly and updated promptly.

As a Fire Controlman technician or supervisor, you have the responsibility for properly applying the information contained in this chapter and for enhancing your administrative skills. As a work center supervisor, you should ensure that your technicians are aware of the procedures for maintaining and updating various information sources (publications) of importance to them.

REPORTS AND LOGS

Reports and logs, like inspections, are “necessary evils” to the technician. Without reports and an accountability system, maintenance and repair would be almost impossible. There would be no way to maintain supply support for equipment, and no way to know what equipment is on board, its quantity, or location.

This section discusses some of the more important reports and logs you will use.

GETTING UNDERWAY REPORTS

Getting underway reports are also known as “pre-underway check-off lists” or equipment status reports. The Department Head or Combat Systems/Weapons Officer is normally responsible for turning in this report before the ship gets underway. Normally there will be a check-off list of equipment and events that need to be done 72-hours, 48-hours, 24-hours, 12-hours, etc. before your ship’s underway time. These reports are usually locally generated forms and therefore their content and format may vary among commands. 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, power outages, and minimum discernible signal (MDS) readings from radars. You will also be required to initial or sign your name on this check-off list to verify your equipment status. Therefore, it is important that you give timely and accurate information so that your ship can get underway without any delays.

EIGHT AND TWELVE O' CLOCK REPORTS

Eight and twelve o' clock reports are similar to "getting underway reports." These are daily reports that give the commanding officer a specific look at the daily status of all major equipment on board the ship. They provide information on major weapons systems status, estimated time of repair, part ordering status, and daily system operability test results. Twelve o' clock reports are turned in to the commanding officer (or the command duty officer if the commanding officer is absent) just before 1200 each day and are logged into the ship's Deck Log. This is normally coordinated by the Officer of the Deck and delivered by the Messenger of the Watch or Petty Officer of the Watch. Eight o' clock reports are turned in every evening at about 2000 to the command duty officer during inport duty days or to the commanding officer if the ship is underway. Eight o' clock reports have the same type of information as twelve o' clock reports. These reports are all ultimately turned into the commanding officer by duty department heads of all the major departments, not just the combat systems department. As a supervisor you will be required to give information about the status of your equipment to the duty department head. Therefore, it is important that you give accurate and up-to-date information to insure support for equipment maintenance and casualties. Look at your ship's local instructions to find out what specific reports are required for your ship for both eight o' clock and twelve o' clock reports.

CASUALTY REPORTS

Casualty reports (CASREPs) are a method your ship uses to communicate in a written message format your ship's need for outside assistance to fix a broken piece of equipment. The reason you might need to send this report can vary. However, normally it will be either because the part you need is not in your supply system or because you need greater technical expertise to fix your equipment. Your CASREP message will result in getting your equipment fixed and operating in a quick and timely manner.

The casualty report (CASREP) system contains four types of reports: initial (CASREP), update (CASREP with a serial number change), correction (CASCOR), and cancellation (CASCAN). CASREPs are not a substitute for 3-M data, but they are in addition to and complement it. Information on the

preparation and submission of casualty reports is contained in *Operational Reports*, NWP 1.03-1 (IC 1) (formerly NWP 10-1-10).

WORK-CENTER LOGS

Every work center requires many types of logs to work efficiently. The logs mentioned here do not compose a comprehensive list, nor are they all mandatory. They are included to give you an overview of what logs may be required and used on a routine basis in your work center. Always check with your ship's local instructions concerning your work-center's specific log requirements. The logs discussed here include the work-center pass down log, trouble log, supply log, PMS accountability log, tag-out log, and smooth log.

Work-Center Pass Down Log

Work-center pass-down logs are not considered formal documents. They usually contain specific information about equipment that is helpful to the technician for maintenance, trouble shooting, and ordering of parts. Most work centers use a blank book (available through supply) labeled with the work center name and kept with other important documents, such as the 3-M manual. Entries are made with pen and ink by the leading petty officer, work center supervisor, or repair parts petty officer. Each entry is dated and gives enough information to clearly communicate what the problem or sequence of events is. Information can be routine, as in regular maintenance checks, or it can be casualty related. It's up to you how you want to design your work center log so that it's useful for your work center. If you develop the habit of making daily entries, you will be able to determine how long consumable parts actually last before they need to be replaced (consumable parts are those parts you replace on a regular basis, such as filters). There is no formal requirement to keep a work-center log; however, it is highly recommended that you spend the time and energy to maintain one. A work-center log, if properly maintained, is an invaluable tool in getting to know your specific equipment. It can help you to see trends in your system's performance and track recurring casualties resulting in an informal, but accurate, history of your equipment. Not only will it help you, but it will also help future technicians in doing maintenance and trouble shooting long after you have transferred.