



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 3500.34G
N15
15 May 2014

OPNAV INSTRUCTION 3500.34G

From: Chief of Naval Operations

Subj: PERSONNEL QUALIFICATION STANDARDS PROGRAM

Ref: (a) NAVEDTRA 43100-1J (NOTAL)
(b) NAVEDTRA 43100-2F (NOTAL)

1. Purpose

a. To issue policy, procedures, and responsibilities for the Personnel Qualification Standards (PQS) Program.

b. This revision updates the role of Commander, Navy Installations Command (CNIC) in the sustainment of the PQS program, as well as clarifies the roles and responsibilities of the Chief of Naval Operations resource sponsors, type commanders (TYCOM), systems commands (SYSCOM), Naval Education and Training Command (NETC) and learning centers. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 3500.34F.

3. Background. The PQS Program ensures personnel demonstrate required competencies prior to performing specific duties. PQS delineates the minimum knowledge, skills, and abilities that an individual must demonstrate before standing watches or performing other specific duties. These watches or duties will be necessary for the safe, secure, and proper operation of a ship, aircraft, or support system. PQS is an integral part of the development of the Navy's workforce.

4. Scope. PQS is a qualification process for officer, enlisted, government civilians, and contract civilian personnel and is used when certification to a minimum level of competency is required prior to qualifying to perform specific duties.

5. Policy. This instruction is intended for use by commanding officers (CO) and officers in charge (OIC) in implementing and managing a PQS program. Commands need not reiterate this instruction in local directives. The following general guidance applies:

a. PQS use is mandatory, except when suspended or cancelled by the respective lead TYCOM. Two TYCOMs using a specific PQS can each direct the suspension of a PQS requirement irrespective of the other TYCOM's direction, but should collaborate with and inform the other TYCOM, NETC, and the designated PQS model manager of their intentions.

b. Job qualification requirements (JQR) provide commands the flexibility to satisfy a specific qualification requirement where no PQS exists. When a qualification requirement shortfall exists, JQRs should be developed to fulfill immediate qualification requirements; to keep JQRs to a minimum, forward to the appropriate TYCOM and specific PQS model manager for incorporation into the PQS Program. JQRs should continue to be used by local commands for site-specific requirements not covered by Navywide PQS.

c. JQRs not considered for inclusion into the Navywide PQS Program shall be maintained as a local command standard; for example, knowledge of specific theater country studies or local chain of command reporting requirements.

d. JQRs developed within the Navy afloat maintenance training strategy shall continue to be utilized to develop the necessary maintenance skills supporting Commander, Navy Regional Maintenance Center requirements.

6. Responsibilities and Action

a. Chief of Naval Operations Resource Sponsors

(1) Ensure draft Navy training systems plans (NTSP) adequately address PQS development and revisions for all systems, sub-systems, and or equipment.

(2) Serve as the executive agent for U.S. Fleet Forces Command (USFLTFORCOM) in managing the PQS program.

(3) Maintain responsibility for PQS Program. Delegate authority to TYCOMs as PQS model manager. Establish priorities for the PQS program, in coordination with USFLTFORCOM.

b. USFLTFORCOM and CNIC

(1) Support standardized implementation and management of the PQS Program in the fleet and shore, per reference (a).

(2) CNIC functions as training TYCOM for regions and installations in the absence of an identified TYCOM.

c. NETC

(1) Provide oversight and guidance for PQS execution.

(a) Assign PQS sustainment responsibility to the appropriate learning center.

(b) Update and distribute an annual master listing of learning centers with points of contact and assigned PQS. Post new PQS additions, modifications, and deletions via the PQS Web site.

(c) Coordinate and conduct PQS workshops per annual requirements. Final PQS workshop approval should only be granted within the established funding and resource parameters. PQS workshops outside of the approved funding limits may be conducted if resourced by the resource sponsor, and coordinated with the model manager. The model manager should arrange workshop(s) based on qualified subject matter experts (SME) and facilitator availability.

(2) Provide for the recording of PQS qualifications in a Sailor's electronic training jacket.

(3) Revise PQS, as necessary, in response to USFLTFORCOM approved fleet and shore installation requirements.

(a) Routinely review PQS procedures to improve development, maintenance, and distribution of PQS products.

(b) Assign naval education and training (NAVEDTRA) numbers for all PQS.

(c) Recommend approval of all unclassified PQS prior to distribution. Classified PQS is developed and approved through the enterprise responsible for development and posted on the applicable Web site. NETC issues NAVEDTRA number and provides a listing of classified PQS in the PQS Catalog.

(4) Coordinate with requirements sponsor, USFLTFORCOM, CNIC, and TYCOMs to support learning centers in modifying, maintaining, or canceling PQS.

(5) In conjunction with TYCOMs and SYSCOMs, ensure availability of PQS SMEs to support scheduled workshops.

(6) Support SYSCOMs in determining the task and skill analysis data requirements to develop PQS for acquisition, construction, and modernization units during the development of an NTSP.

d. Commander, Naval Personnel Command. Provide for the recording of PQS final qualifications in electronic service records.

e. TYCOMs

(1) Delegate PQS model manager authority to a command within its claimancy that is able to advise the TYCOM on individual PQS content.

(2) Review draft NTSPs to ensure fleet and shore requirements for PQS development are included for all systems, sub-systems, and equipment.

(3) Approve, prioritize, and forward PQS development and revisions to the appropriate learning center and model manager to meet fleet and shore requirements.

(4) Conduct preliminary reviews of PQS workshop products for alignment with fleet and shore requirements.

(5) Review JQR submissions and forward a copy of JQRs that meet force-wide or multi-unit applicability to the appropriate learning center and model manager with a recommendation that the JQR be included in a related course of instruction and or incorporated into the PQS program.

(6) In conjunction with model managers, NETC learning sites, and SYSCOMs, ensure availability of PQS SMEs to support scheduled workshops.

(7) Approve all final PQS development, new and revised. When multiple TYCOMs are involved, approval of the new or revised PQS must be obtained from each TYCOM involved.

f. NETC Learning Centers and CNIC Training and Readiness (N7)

(1) Execute designated PQS, ensuring relevancy, currency, and technical accuracy.

(2) Develop an annual workshop schedule based on TYCOM requirements and submit to NETC for funding approval.

(3) Support standardized implementation and management of PQS in the fleet and shore per, reference (b).

(4) Ensure PQS is part of the human performance requirements review process for the training continuum qualification for specific duties.

(5) Conduct workshops for revision of new and revised PQS.

(6) Ensure approved classified PQS are safeguarded and available to authorized users via applicable Web sites.

(7) Support SYSCOM in development of draft PQS for acquisition and modernization systems by providing PQS templates, editing assistance, and guidance on initial effort.

(8) Recommend to SYSCOMs the resources required to develop the draft PQS. When resources are received, work with the applicable SYSCOM to develop, and then provide a draft PQS for all new acquisitions to the applicable TYCOM.

(9) Serve as acquisition PQS model managers.

(a) Conduct gap analysis between legacy and acquisition or modernization PQS requirements for all platforms, systems, sub systems, and equipment and include in PQS workshops.

(b) List all applicable PQS and PQS development and or revision requirements, in coordination with the SYSCOM, along with ready-for-training dates, in the applicable NTSP.

(c) Provide materials and SMEs for PQS workshops until sufficient expertise exists, fleet and or shore introduction occurs, or as requested by TYCOM.

(d) Transfer model manager responsibilities of new acquisition PQS to TYCOM upon fleet introduction.

g. Model Manager

(1) Work with TYCOM to prioritize fleet and shore requirements for PQS development.

(2) Ensure PQS qualification requirements contain no more than the minimum knowledge and skills necessary to qualify.

(3) Forward all new or revised PQS to TYCOMs and NETC for approval prior to distribution.

(4) Distribute all classified PQS, including paragraph markings and overall classification of document, for publication on applicable Web sites.

h. Acquisition Program Executive Offices

(1) In coordination with TYCOMs and NETC, ensure availability of acquisition and modernization PQS SMEs to support scheduled workshops.

(2) The acquisition and modernization program managers have overall responsibility for the initial PQS. The acquisition and modernization program managers should work with the learning center to identify resources required to develop a draft PQS and program and budget resources to complete draft PQS.

(a) Provide resources and technical documentation to learning centers to support execution of new and revised PQS.

(b) Provide a draft PQS of acquisition and modernization to the learning center for editing and forwarding to TYCOM.

(c) Deliver initial deployment PQS, with the applicable system, after TYCOM approval.

(3) Review, for technical accuracy and adequacy, all new acquisition PQS and JQRs related to all platforms, systems, sub-systems and equipment.

(4) Incorporate information in technical manuals to enhance their use as PQS qualification reference materials.

i. CO or OIC

(1) Implement and manage respective PQS programs, per reference (a).

(2) Forward to TYCOMs all JQRs for determination of applicability to multiple units and or recommendation for use in related training courses and inclusion in the PQS program.

(3) Record the completion of PQS in the appropriate training documentation application (e.g., relational administrative data management or Navy Standard Integrated Personnel System) for capture in a Sailor's electronic training jacket.

(4) For Government civilian and contract civilian personnel, record PQS completion in appropriate training documentation and maintain locally.

OPNAVINST 3500.34G
15 May 2014

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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