



**NONRESIDENT  
TRAINING  
COURSE**



March 1995

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# **Naval Construction Force/Seabee 1 & C**

**NAVEDTRA 14233**

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.

COMMANDING OFFICER  
NETPDTC  
6490 SAUFLEY FIELD RD  
PENSACOLA, FL 32509-5237

ERRATA #1

23 Oct 2001

Specific Instructions and Errata for  
Nonresident Training Course

NAVAL CONSTRUCTION FORCE/SEABEE 1 & C, NAVEDTRA 14233

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc., that do not affect your ability to answer the question or questions.
2. Delete the following questions, and leave the corresponding spaces blank on the answer sheets:

Questions

1-37  
2-30  
7-8  
7-28  
7-45  
8-16  
8-30

## 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.

**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: n314.products@cnet.navy.mil  
Phone: Comm: (850) 452-1001, Ext.1826  
DSN: 922-1001, Ext.1826  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC (CODEN314)  
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 (CODEN331)  
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 12 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

## **COURSE OBJECTIVES**

In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following subjects: administration; project and construction planning management; advanced base planning and embarkation; battalion turnover and tool management; NCF camp maintenance; environmental pollution control; contract Quality Assurance; and facilities maintenance management.



## Student Comments

**Course Title:** Naval Construction Force/Seabee 1 & C

**NAVEDTRA:** 14233 **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.

NETPDTC 1550/41 (Rev 4-00)

# CHAPTER 1

## ADMINISTRATION

*LEARNING OBJECTIVE: Identify the administrative duties and responsibilities of a petty officer first class within a Naval Construction Force occupation in relation to the Personnel Readiness Capability Program, crew member training, preparation of work assignment/schedules, and writing of evaluations.*

As you attain each higher rate in your rating, both you and the Navy benefit. This is understandable since you have more experience in your particular rating, you have probably been to several Navy schools, and your overall attitude is generally well oriented to Navy life. You are now better qualified and in a better position to impart your knowledge and experience to the personnel under you. Your bearing, actions, and disposition are under scrutiny not only by your seniors, but also by your subordinates.

Advancement brings both increased rewards and increased responsibilities. These include higher pay, greater prestige, more interesting and challenging assignments, and the satisfaction of getting ahead in your chosen career. As a first class petty officer, you will have many responsibilities added to those you had as a second class petty officer. You have acquired valuable knowledge, and now it is your turn to pass this technical know-how on to others.

In addition to supervising and training lower-rated personnel, you must be able to perform various administrative duties. These duties include giving Personnel Readiness Capability Program interviews, maintaining reports, drafting rough evaluation reports, and organizing daily work assignments for team/crew leaders.

The command to which you are assigned will determine the way you should carry out your administrative responsibilities. But it is your skills in planning and organizing, applying effective techniques of supervision, and getting along with people that will help you succeed in the Navy, regardless of your assignment.

### **THE PERSONNEL READINESS CAPABILITY PROGRAM**

The Personnel Readiness Capability Program (PRCP) is a management tool used throughout the

active and reserve Naval Construction Force (NCF). It is a skill inventory designed to provide managers at all levels of the NCF with timely personnel information. This information tool increases management's capabilities in planning, decision making, control, and determining unit readiness.

Before PRCP was developed, personnel information was kept on an as-required basis by various members of the unit in personal notebooks, files, and records. This information was collected as management required it to determine military and construction capabilities, training requirements, logistics support, and so forth. The collection of this information was usually a time-consuming, laborious task that required a piecemeal inventory of the command's capabilities and requirements. Another way of getting this information was through the use of rough estimates. Neither way, however, produced the accuracy or rapid response desired. PRCP has established standard procedures for identifying, collecting, processing, and using this information.

The PRCP requires each command to gather and continuously update information on each member of the unit. Most of this information concerns skills acquired through actual job experience or through some type of training program. Other information, such as expiration of enlistment or rotation date, is required for accurate planning. This information is placed in a document called a skill update record. Each enlisted individual within an NCF unit is required to have a skill update record, which is maintained at the company/department level. Regular updates are forwarded to the unit's PRCP manager.

### **SKILL INVENTORY**

An accurate and current skill inventory is the backbone of PRCP. Without it, the reliability of any planning based on information stored in the PRCP

data bank is questionable. Unreliable data can result in unnecessary retraining, reduced manpower availability, or skill deficiencies. The PRCP is the management tool used to determine a unit's readiness and skill deficiencies. It is used in conjunction with the requirements established by the Commander, Second Naval Construction Brigade (COM2ND-NCB), and the Commander, Third Naval Construction Brigade (COM3RDNCB), which are issued in their joint instruction COMSECOND/COMTHIRDNCB-INST 1500.1 (series). Additionally, these skills have been conveniently classified into the following five major categories:

1. Individual general skills (PRCP 040 - 090). These are essentially nonmanipulative skills (knowledge) related to two or more ratings, such as material liaison office operation (PRCP 040), instructing (PRCP 080), and safety (PRCP 090).
2. Individual rating skills (PRCP 100 - 760). These are primarily manipulative skills associated with one of the seven Occupational Field 13 (Construction) ratings. Some examples are light-frame construction (PRCP 150) for the Builder, cable splicing (PRCP 237) for the Construction Electrician, and shore-based boiler operation (PRCP 720) for the Utilitiesman.
3. Individual special skills (PRCP 800 - 830). These are technical skills performed by personnel in several ratings, including people that are not in Occupational Field 13; for example, forklift operation (PRCP 800), ham radio operation (PRCP 804), and typing (PRCP 803).
4. Military skills (PRCP 901 - 981). These skills are further classified into three subcategories: mobilization, disaster recovery, and Seabee combat readiness. Examples are aircraft embarkation (PRCP 902); M-16 rifle use and familiarization (PRCP 953); and disaster recovery, heavy rescue (PRCP 979).
5. Crew experience skills (PRCP 1000A - 1010A). These skills are gained by working with others on specific projects. Most of these projects are related to advanced base construction, such as observation tower (PRCP 1002A), fire fighting (PRCP 1009A), and bunker construction (PRCP 1008A).

A skill inventory has three principal steps. First, each skill is closely defined and broken down into task elements. Second, a standard procedure for obtaining the information is developed. This procedure helps to ensure that the information, regardless of where it is

collected or by whom, meets certain standards of acceptability. The third step is the actual collection of the skill data and includes the procedures for submitting the data to the data bank.

## **Skill Definitions**

PRCP, NAVFAC P-458, volume I, *Skill Definitions*, contains a definition for every PRCP skill identified in the PRCP. Each definition has been jointly approved by COM2NDNCB and COM3RDNCB and applies to the entire NCF.

## **PRCP Standards and Guides**

The skill definitions alone do not contain sufficiently detailed information to accurately classify people, nor do they provide any classification procedures. Recognizing this, the Civil Engineer Support Office (CESO) conducted special Seabee workshops where the PRCP, NAVFAC P-458, volume II, *Standards and Guides*, was developed under the guidance of CESO. This volume consists of seven separate manuals—one for each Seabee rating. The PRCP *Standards and Guides* is the principal tool used in collecting and updating skill data. By following the interviewing procedures in the PRCP *Standards and Guides*, a trained interviewer is able to classify people to a predetermined skill level with an acceptable degree of uniformity. With a thorough knowledge of the tasks required of each skill, anyone so authorized can classify others to an appropriate skill level by actually observing them perform the tasks, either in training or on the job.

Skill information obtained by interview or observation is recorded on the individual's skill update record (fig. 1-1). Skill information is forwarded to the unit's training department where it is recorded on the Seabee Automated Mobile Management System (SAMMS) and forwarded to the appropriate Naval Construction Regiment (NCR). The information is reviewed, skill deficiencies determined, and training requirements established to maintain the unit's readiness. Complete instructions and information for using the PRCP skill update record, and other PRCP data processing information, can be obtained from the training officer of the units participating in the program.

As a crew/squad leader, you are directly responsible for using the PRCP *Standards and Guides* to assist a designated interviewer in maintaining an accurate skill profile on your personnel. You also are