



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

IN REPLY REFER TO

OPNAVINST 3500.34E  
N7  
05 June 2000

OPNAV INSTRUCTION 3500.34E

From: Chief of Naval Operations

Subj: PERSONNEL QUALIFICATION STANDARDS (PQS) PROGRAM

Ref: (a) NAVEDTRA 43100-1 (series) Personnel Qualification  
Standard Unit Coordinator's Guide

1. Purpose. To issue policy, procedures, and responsibilities for the Personnel Qualification Standards (PQS) program. This instruction has been revised extensively and should be read in its entirety.
2. Cancellation. OPNAVINST 3500.34D
3. Background. The PQS program ensures that personnel have the required competency before performing specific duties. PQS compile the minimum knowledge and skills that an individual must demonstrate before standing watches or performing other specific routine duties necessary for the safety, security, or proper operation of a ship, aircraft, or support system. PQS standardize qualification requirements.
4. Policy. This instruction is intended for the use of commanding officers and officers in charge in implementing and conducting a qualification program. Commands need not reiterate this instruction in local directives. The following general guidance applies:
  - a. PQS use is mandatory except when suspended or canceled by a Fleet Commander in Chief (FLTCINC).
  - b. Qualification programs predating PQS, such as the submarine qualification program, will be adopted as PQS. Formal certification or licensing programs will substitute as PQS.
  - c. Units are authorized to develop qualification standards modeled after PQS and entitled "Job Qualification Requirements (JQRs)" to distinguish them from PQS. JQRs allow greater flexibility in the format, content, and use of qualification standards.
5. Responsibilities and Action
  - a. Chief of Naval Operations

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(1) OPNAV Program Sponsors reviewing draft Navy Training Systems Plans (NTSPs) shall ensure that these plans adequately address PQS development or revisions for new aircraft and ship classes, systems, and equipment.

(2) The Director of Naval Training (N7) shall:

(a) Plan and program for resources necessary to operate and administer the PQS program.

(b) Change the PQS program in response to fleet requirements.

b. Fleet Commanders in Chief

(1) Direct standardized implementation and management of the PQS program in their respective fleets, in accordance with reference (a), with minimal administrative and reporting requirements.

(2) Approve all new or revised PQS submitted by Model Managers and Systems Commands (SYSCOMs).

(3) Designate and oversee PQS Subject Matter Experts (SMEs) and PQS Model Managers in developing, modifying, maintaining, or canceling PQS. Coordinate this designation with the Chief of Naval Education and Training (CNET), when desired, for PQS that complement training courses (i.e., Tactical Action Officer, Sonar Operator, Engineering Officer of the Watch, etc.).

(4) Review draft NTSPs to ensure fleet requirements for PQS development are included for new platforms, ship classes, or systems.

(5) Approve and forward to the Naval Education and Training Professional Development and Technology Center (NETPDTC) urgent PQS changes to meet emergent fleet requirements.

(6) Conduct preliminary reviews of PQS workshop products for completeness and technical accuracy prior to finalization.

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c. Type Commanders (TYCOMS). Forward a copy of the JQRs they choose to adopt force-wide to CNET with a recommendation on whether the JQR should be included in a related course of instruction.

d. CNET

(1) Provide oversight and guidance, and establish priorities for the PQS program.

(2) Budget for and fund the PQS program.

(3) When requested by FLTCINCs, assist in designating a PQS Model Manager.

(4) Ensure that commanding officers of schools whose course objectives satisfy PQS items inform each trainee's gaining command which PQS line items were covered by course graduates by entering this information in the graduate's service record.

(5) Modify courses as appropriate based on JQRs.

(6) Ensure that draft NTSPs reviewed by CNET adequately address PQS development or revisions for new aircraft and ship classes, systems, and equipment.

e. NETPDTC

(1) Serve as executive agent for FLTCINCs and CNET in managing the PQS program.

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

(b) Coordinate with FLTCINCs to improve the PQS development process, PQS content, and PQS interface with schoolhouse and fleet training.

(c) Annually issue a master listing of PQS and PQS Model Managers. Issue PQS additions, modifications and deletions via the most effective method (hard copy, the PQS Development Group Bulletin Board System, Internet, and/or CD-ROM).

(2) Manage the PQS development, review, and revision process, coordinating with the FLTCINCs and SYSCOMs, to ensure PQS are current and standardized.

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(3) Issue the annual PQS requirements call and provide the necessary Naval Education and Training Command (NAVEDTRACOM) support to develop the PQS workshop schedule.

(4) Coordinate with the FLTCINCs to conduct PQS workshops in accordance with the NETPDTC/FLTCINC-approved schedule and the annual requirements call, granting final approval only within funding and resource parameters established by CNET. Conduct PQS workshops in excess of CNET-approved funding limits only if they are fully funded by the requesting activity and the required personnel (SMEs and NETPDTC facilitators) are available to support the workshop.

(5) Coordinate with CNET to incorporate PQS in training courses when practical, and ensure the compatibility of PQS with course curriculum where appropriate.

(6) Coordinate assignment of NAVEDTRACOM SMEs to PQS workshops.

(7) Provide support to the SYSCOMs for determining the task and skill analysis data requirements required to develop PQS for new acquisition/construction units.

f. Chief of Naval Personnel. Provide for the recording of PQS qualifications in service records and/or the Electronic Training Jacket.

g. SYSCOMS

(1) Coordinate with CNET for developing and maintaining a process for PQS development, review, and revision.

(2) Serve as new acquisition PQS Model Managers. Identify to FLTCINCs recommended PQS development to support new aircraft and ship classes, systems, and equipment.

(3) Review for technical accuracy and adequacy all PQS and JQRs related to ship classes, systems, and equipment, and aviation weapons systems.

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

(5) Provide Personnel Performance Profile or Front-End Analysis data obtained during acquisition of new systems or equipment to NETPDTC for use in developing preliminary PQS.

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h. Commanding Officers/Officers in Charge

(1) Implement and manage their respective PQS programs in accordance with reference (a).

(2) Forward to CNET, via TYCOMs, those JQRs recommended for use in related training courses.

i. PQS Model Managers

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

(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 the FLTCINCs for approval prior to distribution.

j. Acquisition Model Managers

(1) Adopt existing PQS, as appropriate, to support PQS requirements in a new platform, ship class, or system.

(2) Identify new PQS for development, and ensure they are included in the annual PQS workshop schedule.

(3) List all applicable PQS and PQS development and/or revision requirements, along with required delivery dates, in the applicable NTSP.

(4) Identify and provide SMEs to participate in PQS development workshops.

(5) Provide materials for PQS workshops until sufficient fleet expertise exists/fleet introduction occurs, and FLTCINCs assume PQS model management responsibilities.

J. W. CRAINE, JR.  
Director of Naval Training

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