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Naval Education and Training Command

NAVEDTRA 12061  
1993 EDITION  
0502-LP-476-8302

Special Publication



# SUPPLEMENT 93-2

## Catalog of Nonresident Training Courses



NAVEDTRA 12061-2  
1993

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## FOREWORD

Supplement 93-2 to the *Catalog of Nonresident Training Courses, 1993 Edition* NAVEDTRA 12061 contains the latest changes to nonresident training products, and articles of information about the Navy's Nonresident Training System and Advancement System.

**Supplement 93-2 COMPLETELY REPLACES Supplement 93-1. Supplement 93-1 may be destroyed. Users should keep this supplement with the main catalog (3-ring binder, screw-posts, etc.). Physical changes to the main catalog are NOT necessary. Treat the supplement as an extension of the main catalog, and always include it in your catalog research.**

The Naval Education and Training Program Management Support Activity (NETPMSA) will publish supplements to the *Catalog of Nonresident Training Courses* as needed to identify new nonresident training products. Each new supplement, identified with a one-up number, will incorporate the previous supplement.

If you have suggestions to improve these supplements, call DSN 922-1328 or Commercial (904) 452-1328.

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## NAVEDTRA 12061 CHANGES

The following pages contain changes to NAVEDTRA 12061. Each change is preceded by a page number and a description of the change. The PAGE number correlates to the same PAGE in the current issue of the main catalog (NAVEDTRA 12061). For example, a supplement entry for PAGE 1-21 will affect a main catalog entry on PAGE 1-21.

**It's not necessary to make changes to the main catalog. Keep this supplement with the main catalog (3-ring binder, screw-posts, etc.). Check the supplement for additions/changes before you order, or make a decision, about a particular item.**

Each new supplement will incorporate the previous supplement (Supplement 93-2 includes Supplement 93-1 and any new changes.) When you receive Supplement 93-2, destroy Supplement 93-1. When a new edition of the main catalog (1994 Edition) is printed, it will incorporate all previous supplements.

### PAGE vii

Add the following items to the Listing of Obsolete Nonresident Training Courses:

OBSOLETE DATE	OBSOLETE NRTC NAVEDTRA	NRTC TITLE	DISENROLLMENT OR CUT-OFF DATE	REPLACEMENT NAVEDTRA
24 MAY 93	003-02-67-81	YN 1&C, MOD 2	22 DEC 93	82614
24 MAY 93	004-01-67-80	YN 1&C, MOD 1	22 DEC 93	82614
07 MAY 93	010-01-69-88	NC 1&C, PART I	04 NOV 93	13068
24 MAY 93	017-03-67-89	YN 1&C, MOD 3	22 DEC 93	82614
01 JUL 93	053-08-67-88	STG 1&C, AND STS 1&C, MOD 8	01 APR 94	82484
12 MAY 93	095-02-44-88	CTTS, MOD 2	12 NOV 93	DISCONTINUED
28 JUN 93	095-08-00-87	CTTS, MOD 8,	27 NOV 93	DISCONTINUED
14 APR 93	095-23-00-88	CTTS, MOD 23	01 SEP 93	095-23-00-92
28 JUN 93	10127-B1	EW 3&2	27 MAY 94	82478
07 MAY 93	10136-D	SM 1&C	06 MAY 94	82104
18 JUN 93	10203-1	DS 1&C, VOL 1	17 NOV 94	DISCONTINUED
26 FEB 93	10258-G1	PN 1&C	23 MAR 94	82606
29 JUN 93	10284	PC 1&C, VOL 1	27 JAN 94	82602
11 DEC 92	10507-5	PRINCIPLES OF NAVAL ENGINEERING, PART I	11 FEB 94	82960
20 NOV 92	10508-4	PRINCIPLES OF NAVAL ENGINEERING, PART II	19 FEB 94	82960

## NAVEDTRA 12061 CHANGES

OBSOLETE DATE	OBSOLETE NRTC NAVEDTRA	NRTC TITLE	DISENROLLMENT OR CUT-OFF DATE	REPLACEMENT NAVEDTRA
25 FEB 93	10521-A	FOOD SERVICE SANITATION	24 AUG 93	13100
10 JUN 93	10561-1	IC 2&1	10 APR 94	82161
26 JUL 93	10717-C	INTERNATIONAL LAW	25 OCT 94	DISCONTINUED
03 MAR 93	10719-C	WATCH OFFICER	03 OCT 93	13073
14 APR 93	10992-E	ENGINEERING ADMINISTRATION	01 MAY 94	82147
14 APR 93	12010	AMR FUNDAMENTALS	14 JAN 94	12010-A
07 JUN 93	172-15-00-85	NEETS, MOD 15	07 NOV 93	172-15-00-93
14 JUL 93	373-05-69-82	PH MOD 5	13 JAN 94	DISCONTINUED
02 APR 92	80046	MILITARY REQUIREMENTS FOR PO 1	02 FEB 93	82046
28 JUN 93	80109	EW 3	27 APR 94	82478
24 MAY 93	80120-1	SEAMAN	21 MAR 94	82016
06 NOV 92	80204	DS 1&C, VOL 2	05 JUL 93	82506
29 JUN 93	80285	PC 1&C, VOL2	27 JAN 94	82602
14 APR 93	80368	AC 1&C	13 FEB 94	82390
07 JUN 93	80548	GSM 3&2	07 DEC 94	82157
07 MAY 93	80550	GSE 3&2	06 NOV 94	82153
07 JUN 93	80641-2	EO 1	07 NOV 93	82537
26 FEB 93	80645	CM 1	23 FEB 94	82528

**PAGES 1-15 through 1-19**

**Changes to the LISTING OF COURSES BY NAVEDTRA NUMBER:**

NOTE: New items are marked with a shadow, such as **095-13-66-93** (check supplement for details); deleted items have a line through them like ~~003-02-67-81~~.

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<del>004-01-67-80</del>	<del>95</del>	10106	81	10250	83
<del>010-01-69-88</del>	<del>77</del>	<del>10119-B1</del>	<del>78</del>	10255	64
010-04-69-90	78	10125-E1	95	10256	64
<del>017-03-67-89</del>	<del>95</del>	10126-E	95	10256	65
<del>053-08-67-88</del>	<del>89</del>	10128-B	45	10263	41
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061-05-67-84	23	10148	90	10271-1	58
061-06-67-88	23	10149	90	10272	58
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063-02-67-88	80	10155	69	10275-G	42
095-01-44-90	34	10156	69	10276-1	50
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10436-A1	92	10647	34	12043	32
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10451	62	10654-E1	91	12046	67
10457	61	10657-G1	94	12047	67
10458	62	10662	94	12048	68
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12478	45	13082	79	173-01-00-88	70
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80049	64	80287	88	80559	56
80058	56	<del>80289</del>	<del>49</del>	80563	52
80062	65	80291	53	80564	52
80063	66	80292	52	80572	40
80090	66	80293	53	80578-A	82
80101	32	80296	60	80579	82
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80158-1	85	80357	30	80657-1	94
80166	68	80358	50	80662	94
80168	93	80366	25	80669	55
80172	80	80370	20	80670	55
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80176	88	80376	27	80696	45
80177	88	80380	22	80777	44
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<del>82126</del>	<del>81</del>	82528	40	A95-23-00-92	36
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82144	63	<del>82537</del>	<del>47</del>	A95-25-55-90	37
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82153	52	82606	83	<del>B72-03-00-93</del>	<del>70</del>
<del>82157</del>	<del>51</del>	<del>82614</del>	<del>95</del>	B72-04-00-92	70
<del>82161</del>	<del>57</del>	82652	92	B72-06-00-92	71
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<del>82402</del>	<del>49</del>	91427-A	65		
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## NAVEDTRA 12061 CHANGES

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Change address to exceed quantity restrictions at ASO Philadelphia to:

Commanding Officer  
NETPMSA Code 03CC  
6490 Saufley Field Road  
Pensacola, Fl 32509-5237

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### PAGE 1-7

Delete paragraph 3 pertaining to HOW TO ORDER ANSWER KEYS, and replace with:

3. Answer keys must be ordered by NAVEDTRA NUMBER. Orders must be signed by the commanding officer or "By Direction", and submitted on command letter head paper.

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### PAGE 1-21

Delete the entry for *Aeographer's Mate Third Class (Observer)*, and replace with:

#### *Aeographer's Mate Third Class*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82850  
NSN: 0503-LP-476-9100  
ASSIGNMENTS: 6 POINTS: 9

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12850  
NSN: 0502-LP-476-8900

This course serves as an introduction to surface weather observations, surface weather observation equipment, surface weather observation codes, upper air observations, bathythermograph observations, miscellaneous observations, satellite imagery acquisition, environmental communications, plotting standards, and computer systems.

TO ORDER, SEE ORDERING INSTRUCTION #1  
PER ORDER QUANTITY RESTRICTION: 15

---

### PAGE 1-22

Add Errata #1 to:

#### *Aircrew Survival Equipmentman 2*

NAVEDTRA 80380:  
ERRATA #1 DATED: 1993  
NSN: 0503-LP-214-1801

---

### PAGE 1-24

Delete the entry for *Aviation Boatswain's Mate E 1&C*, and replace with:

#### *Aviation Boatswain's Mate E 1&C*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82362  
NSN: 0503-LP-477-6100  
ASSIGNMENTS: 3 POINTS: 5

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12362  
NSN: 0502-LP-477-5900

Provides information in the following areas: launch and recovery equipment administration and training; quality assurance administration; maintenance planning; launch and recovery equipment troubleshooting; special tests; maintenance inspections; catapult systems and equipment overhaul, and recovery equipment overhaul procedures.

TO ORDER, SEE ORDERING INSTRUCTION #1  
PER ORDER QUANTITY RESTRICTION: 20

---

### PAGE 1-24

Delete the entry for *Aviation Boatswain's Mate F 1&C*, NAVEDTRA 10304-C1 and replace with:

#### *Aviation Boatswain's Mate F 1&C*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82364  
NSN: 0503-LP-477-2900  
ASSIGNMENTS: 4 POINTS: 6

#### *Aviation Boatswain's Mate F*

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12364  
NSN: 0502-LP-477-2700

This course contains information on afloat and ashore fuels division organization, general maintenance equipment, quality surveillance, JP-5 afloat below deck systems and operations, JP-5 afloat flight deck systems and operations, afloat lube oil and MOGAS systems and operations, ashore systems and operations, and administration.

TO ORDER, SEE ORDERING INSTRUCTION #1  
PER ORDER QUANTITY RESTRICTION: 15

---

## NAVEDTRA 12061 CHANGES

### PAGE 1-25

Delete the entry for *Aviation Boatswain's Mate F 3&2*, NAVEDTRA 80301 & 10301-E and replace with:

#### *Aviation Boatswain's Mate F 3&2*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 72364  
NSN: 0503-LP-477-2800  
ASSIGNMENTS: 6 POINTS: 9

#### *Aviation Boatswain's Mate F*

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12364  
NSN: 0502-LP-477-2700

This course serves as an introduction to afloat and ashore fuels division organization, general maintenance equipment, quality surveillance, JP-5 afloat below deck systems and operations, JP-5 afloat flight deck systems and operations, afloat lube oil and MORGAS systems and operations, ashore systems and operations, and administration.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 15

### PAGE 1-25

Add the following entry after *Aviation Boatswain's Mate H 3&2*:

#### *Aviation Boatswain's Mate H 1&C*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82370  
NSN: 0503-LP-476-5600  
ASSIGNMENTS: 2 POINTS: 3

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12370  
NSN: 0502-LP-476-5400

Provides information on the following subjects: characteristics of the amphibious assault ship crash crane; hoisting systems; slings; aircraft-handling personnel duties; organization of aircraft salvage operations; aircraft rescue procedures; salvage planning; quality assurance; administrative reports; and emergency arresting gear maintenance.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 15

### PAGE 1-26

Add the following entry before *Aviation Electronics Technician 2 (Organizational)*:

#### *Aviation Electronics Technician 1 (Organizational)*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82331  
NSN: 0503-LP-477-0800  
ASSIGNMENTS: 10 POINTS: 15

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12331  
NSN: 0502-LP-477-0700

This course provides information on communications, navigation, radar, antisubmarine warfare, indicators, infrared, weapons systems, computers, automatic carrier landing system, and the electrostatic discharge program.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 20

### PAGE 1-26

Add Errata #1 to:

#### *Aviation Electronics Technician AT2 (I)*

NAVEDTRA NUMBER: 82334  
ERRATA #1 DATED: 1992  
NSN: 0503-LP-214-5601

### PAGE 1-26

Change ASSIGNMENTS and POINTS for *Aviation Electronics Technician AT2 (I)*, NAVEDTRA 82334 to:

ASSIGNMENTS: 10 POINTS: 15

### PAGE 1-27

Add Errata #1 to:

#### *Aviation Maintenance Administrationman 3&2*

NAVEDTRA NUMBER: 82324  
ERRATA #1 DATED: 1993  
NSN: 0503-LP-214-7801

## NAVEDTRA 12061 CHANGES

### PAGE 1-29

Delete Errata #1 and replace with Errata #2 for:

#### ***Aviation Structural Mechanic E 2***

NAVEDTRA NUMBER: 80401  
ERRATA #2 DATED 1993  
NSN: 0503-LP-213-8302

---

### PAGES 1-29 & 1-30

Delete the entries for ***Aviation Structural Mechanic H 2 (NAVEDTRA 82313 & 12313)***, ***Aviation Structural Mechanic H 3 (NAVEDTRA 80492 & 10492)***, and ***Aviation Structural Mechanic S 3&2 (NAVEDTRA 80308 & 10308-E)***, and replace with:

#### ***Aviation Structural Mechanic (H & S) 3 & 2***

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82338  
NSN: 0503-LP-477-4100  
ASSIGNMENTS: 14 POINTS: 21

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12338  
NSN: 0502-LP-477-3900

This course provides information on aircraft construction and materials, aircraft hardware and seals, general aircraft maintenance, hydraulic contamination and related servicing, test equipment, hose fabrication and maintenance, tubing fabrication and maintenance, basic power systems, fixed-wing flight control systems, rotary-wing flight control systems, aircraft wheels, tires and tubes, landing gear, brakes, and hydraulic utility systems, aircraft metallic repair, aircraft nonmetallic repair, and nondestructive inspections, welding, and heat treatment.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 25

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### PAGE 1-31

Add Errata #1 to:

#### ***Aviation Support Equipment Technician 3***

NAVEDTRA NUMBER: 80356  
ERRATA #1 DATED: 1993  
NSN: 0503-LP-500-2561

---

### PAGE 1-31

Change Ordering Instruction for ***Basic Communications Doctrine*** to "2" vice "3".

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### PAGE 1-32

Add Errata #1 to:

#### ***Basic Military Requirements***

NAVEDTRA NUMBER: 12043:  
ERRATA #1 DATED: 1993  
NSN: 0502-LP-216-0701

---

### PAGE 1-32

Delete the entry for ***Bibliography for Advancement Study*** (1993 Edition) and replace with:

#### ***Bibliography for Advancement Study (1994 Edition)***

SP REVISED: 1993  
NAVEDTRA NUMBER: 12052  
NSN: 0502-LP-477-5300

Provides a compiled list of bibliographies for advancement study for all Navy ratings. This book also shows the training manuals (TRAMANs) and nonresident training courses (NRTCs) that must be completed to become eligible for advancement. Recommended for use in educational services offices and training offices as a reference.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 15

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### PAGE 1-32

Replace Errata #3 with Errata #4 for:

#### ***Blueprint Reading and Sketching***

NAVEDTRA NUMBER: 10077-F1  
ERRATA #4 DATED: 1992  
NSN: 0502-LP-214-4604

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## NAVEDTRA 12061 CHANGES

### PAGE 1-34

Delete the entry for *Builder 3&2 Vol 1* and replace with:

#### *Builder 3&2 Vol 1*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82520  
NSN: 0503-LP-220-4300  
ASSIGNMENTS: 8 POINTS: 12

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12520  
NSN: 0502-LP-220-6200

This course contains information on the following topics: construction administration and safety; drawings and specifications; woodworking tools, materials and methods of woodworking; fiber line, wire rope, and scaffolding; leveling and grading; concrete; placing concrete; masonry; and planning, estimating, and scheduling

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 15

### PAGE 1-34

Add Errata #2 to:

#### *Boiler Technician 3*

NAVEDTRA NUMBER: 82140  
ERRATA #2 DATED: 1993  
NSN: 0503-LP-215-2802

### PAGE 1-35

Add the following entry after *CTTS, Module 11--CTM Organization and Administration*:

#### *CTTS, Module 13--CTM Supervisor*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 095-13-66-93  
NSN: 0507-LP-477-7700  
ASSIGNMENTS: 3 POINTS: 5

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: A95-13-66-93  
NSN: 0507-LP-477-7600

This course provides the prospective supervisor with information related to general administrative procedures, material control, the Navy's manpower program, the 3-M System, installations, budgeting, and property management.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 10

### PAGE 1-36

Make the following changes to *CTTS, Module 23 -- Time Conversion*:

1. Add the following NSN to the NRTC (NAVEDTRA 095-23-00-92):

NSN: 0507-LP-477-7800

2. Change the NSN for the TRAMAN (NAVEDTRA A95-23-00-92 to:

0507-LP-220-8800 vice 0507-LP-095-2300

Both the NRTC and TRAMAN for module 23 must be ordered from ASO, Philadelphia.

### PAGE 1-37

Add Errata #1 to:

#### *CTTS, Module 26--Personnel Support*

NAVEDTRA NUMBER: 095-26-55-91  
ERRATA #1 DATED: 1992  
NSN: 0507-LP-214-3801

### PAGE 1-37

Change address to be added to distribution list for *Catalog of Navy Training Courses (CANTRAC) Vol. II and Vol. III* to:

Commanding Officer  
NETPMSA Code 0622  
6490 Saufley Field Road  
Pensacola, FL 32509-5235

### PAGE 1-37

Delete the entry for *Catalog of Occupational Safety and Health Training Courses*, NAVEDTRA 10075-C. This item is no longer available.

## NAVEDTRA 12061 CHANGES

### PAGE 1-38

Delete the entry for *Chief Petty Officer Indoctrination Course, Instructor's Guide* and replace with:

#### *Chief Petty Officer Indoctrination Course, Instructor's Guide*

SP REVISED: 1993  
NAVEDTRA NUMBER: 38203  
NSN: 0502-LP-220-7700

Designed as part of an on board training package to prepare newly selected chief petty officers for the transition from petty officer to chief petty officer. The course provides new chief petty officers with a firm understanding of the authority, responsibility, and accountability inherent in their new roles. The guide for the instructor includes all the material covered in the Student's Journal in outline form and suggested instructor activities.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 5

### PAGE 1-38

Delete the entry for *Chief Petty Officer Indoctrination Course, Student's Journal* and replace with:

#### *Chief Petty Officer Indoctrination Course, Student's Journal*

SP REVISED: 1993  
NAVEDTRA NUMBER: 38202  
NSN: 0502-LP-220-7600

Designed as part of an on board training package to prepare newly selected chief petty officers for the transition from petty officer to chief petty officer. The course provides new chief petty officers with a firm understanding of the authority, responsibility, and accountability inherent in their new roles. The Student's Journal is a narrative text, in modified outline form, which includes the topical outline, a course overview, key points, supplemental readings, and references. The journal covers nine subject areas: Professionalism; Communication Skills; Management Skills; Leadership Skills; Command Climate; Counseling; CPO Quarters and Messes; Navy Programs and Policies; and CPO Uniform History, Requirements, and Regulations.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 25

### PAGE 1-39

Delete the entry for *Communications Security Material System*, NAVEDTRA 13075. This item is undergoing a revision and is temporarily out of stock.

### PAGE 1-41

Delete the entry for *Data Processing Technician Third Class*, and replace with:

#### *Data Processing Technician Third Class*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 80263  
NSN: 0503-LP-476-7600  
ASSIGNMENTS: 4 POINTS: 10

TRAMAN REVISED: 1987  
NAVEDTRA NUMBER: 10263  
NSN: 0502-LP-051-3200

ERRATA #2 DATED: 1993  
NSN: 0502-LP-051-3202

This TRAMAN and NRTC are designed for enlisted personnel preparing for advancement to petty officer third class in the Data Processing Technician rating. The TRAMAN contains subject matter that relates to the Occupational Standards for the DP3 rate and covers general data processing and digital computer concepts, as well as information about the rating and the tasks to which a DP3 may be assigned. Topics are data processing and the DP rating, the digital computer and how it works, data and data preparation, number systems, coding systems, storage media, operating a computer system, computer software, computer operating systems, computer output, input/output control functions, magnetic media library functions, ADP security requirements, and microcomputer concepts.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 15

## NAVEDTRA 12061 CHANGES

### PAGE 1-41

Add the following entry after *Data Systems Technician Training Series Vol 1, Introduction to Data Systems and Maintenance Concepts*:

***Data Systems Technician Training Series Vol 2, Computer Fundamentals and Interfacing***

NRTC REVISED: 1992  
NAVEDTRA NUMBER: 82502  
NSN: 0503-LP-219-0300  
ASSIGNMENTS: 9 POINTS: 12

TRAMAN REVISED: 1992  
NAVEDTRA NUMBER: 12502  
NSN: 0502-LP-219-0200

DS Volume 2 is the second of a new series of DS training manuals (TRAMANS). Subjects included are computer fundamentals and operations; computer operator controls and controlling units; components and circuits; central processing units and busses; memories; input/output; interfacing; instructions; and man/machine interfaces.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 15

### PAGE 1-42

Add Errata #1 to:

***Dental Technician Basic***

NAVEDTRA NUMBER: 82570:  
ERRATA #1 DATED: 1992  
NSN: 0503-LP-214-2201

### PAGE 1-43

Add Errata #1 to:

***Educational Services Officer***

NAVEDTRA NUMBER: 82015  
ERRATA #1 DATED: 1993

### PAGE 1-44

Add the following entry after *Electronics Technician Vol 1, Safety*:

***Electronics Technician, Vol 2 – Administration***

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82412  
NSN: 0503-LP-477-5100  
ASSIGNMENTS: 1 POINTS: 2

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12412  
NSN: 0502-LP-477-4900

This course provides an overview of general and technical administration and logistics. Included are descriptions of forms and procedures included in the Maintenance Data System (MDS) and publications that should be included in a ship's technical library. Also included is a basic description of the Naval Supply System and COSAL.

TO ORDER, SEE ORDERING INSTRUCTION #1  
PER ORDER QUANTITY RESTRICTION: 20

### PAGE 1-44

Add the following entry after *Electronics Technician Vol 1, Safety*:

***Electronics Technician, Vol 9 – Electro-Optics***

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82419  
NSN: 0503-LP-477-6600  
ASSIGNMENTS: 1 POINTS: 2

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12419  
NSN: 0502-LP-477-6400

Provides a basic overview of electro-optical devices used in the U. S. Navy. Identifies the devices in current use and explains their operating principles and how they are used.

TO ORDER, SEE ORDERING INSTRUCTION #1  
PER ORDER QUANTITY RESTRICTION: 20

## NAVEDTRA 12061 CHANGES

### PAGE 1-45

Change the ordering instruction for *Engineering Administration* to:

"TO ORDER, SEE ORDERING INSTRUCTION # 1".

This NRTC and TRAMAN should be ordered from ASO Philadelphia, not NETPMSA.

---

### PAGE 1-45

Delete Errata #1 listed under the NRTC for *Engineering Aid 3*, NAVEDTRA NUMBER 80696. Errata #1 is for the TRAMAN only.

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### PAGE 1-47

Delete the entry for *Equipment Operator 1*, and replace with:

#### *Equipment Operator Advanced*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82537  
NSN: 0503-LP-221-6600  
ASSIGNMENTS: 6 POINTS: 9

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12537  
NSN: 0502-LP-221-6400

This course provides the basic information required for advance equipment operators to perform the duties and responsibilities of the following positions: Transportation Supervisor; Air Detachment Equipment Supervisor; Crane Crew Supervisor; Project Supervisor; Quarry Supervisor; Crusher Supervisor; Concrete Batch Plant Supervisor; Asphalt Plant Supervisor; and Well Drilling Supervisor.

TO ORDER, SEE ORDERING INSTRUCTION # 1.  
PER ORDER QUANTITY RESTRICTION: 10

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### PAGE 1-49

Delete the entry for *Fire Control Technician G 1&C* and replace with:

#### *Fire Control Technician 1 & C*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82402  
NSN: 0503-LP-476-9300  
ASSIGNMENTS: 6 POINTS: 9

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12402  
NSN: 0502-LP-476-9200

This course provides the usual way of satisfying the requirement for completing the FT 1 & C TRAMAN necessary for enlisted personnel preparing for advancement to the rates of Fire Control Technician First Class and Chief Petty Officer. The course contains questions concerning the fire control technician rating, fire control systems (MK 118 DWS/CS, CCS MK 1, AN-BSY 1, CCS MK 2), plotting, weapons and their employment, OTH-T, and administration.

Special Information: This course is classified CONFIDENTIAL/NOFORN.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 10

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### PAGE 1-50

Add Errata #1 to:

#### *Fundamentals of Naval Intelligence*

NAVEDTRA NUMBER: 82962  
ERRATA #1 DATED: 1993

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## NAVEDTRA 12061 CHANGES

### PAGE 1-51

Delete the entry for *Gas Turbine System Technician (Mechanical) 3 & 2* and replace with:

#### *Gas Turbine Systems Technician (Mechanical) 2*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82157  
NSN: 0503-LP-220-5400  
ASSIGNMENTS: 5 POINTS: 8

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12157  
NSN: 0502-LP-220-5300

This course provides training material on the following subject matter areas: General engineering administration; oil laboratory procedures and administration; engineering control system operation; engineering support and auxiliary equipment and systems; propulsion plant systems and drive train equipment; LCAC and PHM propulsion systems; and an overview of electric plants found aboard gas turbine-powered ships.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 15

---

### PAGE 1-53

Delete the entry for *Gunner's Mate G 3&2* and replace with:

#### *Gunner's Mate (Guns) 3&2*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82442  
NSN: 0503-LP-477-3200  
ASSIGNMENTS: 8 POINTS: 12

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12442  
NSN: 0502-LP-477-3100

This training material was developed for Navy and Naval Reserve personnel who will be performing the duties of Gunner's Mate (Guns) third class and Gunner's Mate (Guns) second class. The material covers the operation and maintenance of guns, gun mounts, and small arms; the stowage and handling of explosives, gun ammunition, and pyrotechnics; the use of material handling equipment (MHE); the operation of magazine sprinkler systems; circuit analysis of electric and electronic control systems; the fundamentals of hydraulic systems operation; the basic principles of ballistics and the fire control problem and an introduction to target detection and fire control systems and battery alignment.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 10

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### PAGE 1-54

Replace Errata #1 with Errata #2 for:

#### *Gunner's Mate M 3&2, Vol 2*

NAVEDTRA NUMBER: 10189  
Errata #2 DATED: 1992  
NSN: 0502-LP-050-9427

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### PAGE 1-54

Replace Errata #1 with Errata #2 for:

#### *Gunner's Mate M 3&2, Vol 2*

NAVEDTRA NUMBER: 10189  
ERRATA #1 DATED: 1992  
NSN: 0502-LP-050-0427

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## NAVEDTRA 12061 CHANGES

### PAGE 1-54

Add Errata #1 to:

#### *History of the Chaplain's Corp, Part II*

NAVEDTRA NUMBER: 10907:  
ERRATA #1 DATED: 1993

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### PAGE 1-54

Delete the entry for *History of the Chaplain Corps, Part III* and replace with:

#### *History of the Chaplain Corps, Part III*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 13095  
ASSIGNMENTS: 10 POINTS: 15

Presents the History of the Chaplain Corps during the Korean Conflict from June 1950 to June 1954.

Special Information: The text for this course, *The History of the Chaplain Corps, United States Navy, Volume Six, NAVPERS 15936*, is supplied by NETPMSA.

TO ORDER, SEE ORDERING INSTRUCTION # 2

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### PAGE 1-56

Delete the entry for *IC Electrician 2 & 1*. (See next additon to page 1-59.)

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### PAGE 1-59

Add the following entry in front of *Interior Communications Electrician, Vol 3*:

#### *Interior Communications Electrician, Vol 2*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82161  
NSN: 0502-LP-476-5800  
ASSIGNMENTS: 4 POINTS: 6

ERRATA #1 DATED: 1993  
NSN: 0503-LP-476-5801

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12161  
NSN: 0503-LP-476-5700

This course provides information in the following areas: manual bus transfers, motor controllers, and frequency regulators; anemometer systems; the stabilized glide slope (SGSI) system; and technical administration.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 15

---

### PAGE 1-59

Delete the entry for *International Law, NAVEDTRA 10717-C*. This item is no longer available.

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### PAGE 1-60

Add Errata # 1 to:

#### *Journalist 1 & C*

NAVEDTRA: 12706:  
ERRATA #1 DATED: 1992  
NSN: 0502-LP-218-9101

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### PAGE 1-62

Delete Errata #1 from *Legalman 2, Module 3, NAVEDTRA 288-03-55-81*.

---

### PAGE 1-63

Delete the entry for *Machinist's Mate 1&C, NAVEDTRA 80525 and 10525-E*. The mandatory requirement for the MM1 and MMC in 1994 is Engineering Administration, NAVEDTRA 82147 and 12147.

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## NAVEDTRA 12061 CHANGES

### PAGE 1-67

Add the following entry after *Message Drafting Procedures*:

#### *Meteorology Today: An Introduction to Weather, Climate, and the Environment*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 13074  
ASSIGNMENTS: 5 POINTS: 8

This course covers the physical concepts involved in the formation of weather systems and weather patterns. Additionally, it provides an understanding of how weather affects man and how man affects weather.

Special Information: The text for this course, *Meteorology Today, 4th Edition*, is supplied by NETPMSA.

TO ORDER, SEE ORDERING INSTRUCTION # 2

### PAGE 1-68

Replace Errata #1 with Errata #2 for:

#### *Military Sealift Command*

NAVEDTRA NUMBER: 82089  
ERRATA #2 DATED: 1993

### PAGE 1-70

Delete the entry for *NEETS, Module 3 -- Introduction to Circuit Protection, Control, and Measurement*, NAVEDTRA 172-03-00-84, and replace with:

#### *NEETS, Module 3 -- Introduction to Circuit Protection, Control, and Measurement*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 172-03-00-93  
NSN: 0507-LP-477-6800  
ASSIGNMENTS: 3 POINTS: 5

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: B72-03-00-93  
NSN: 0507-LP-477-6700

Module 3 presents information on circuit measurements, circuit protection devices, and circuit control devices. Topic 1 discusses basic ohmmeters, ammeters, voltmeters, wattmeters, and frequency meters. Topic 2 discusses circuit protection devices, such as fuses and circuit breakers. Topic 3 discusses switches, solenoids, and relays.

TO ORDER, SEE ORDERING INSTRUCTION #1  
PER ORDER QUANTITY RESTRICTION: 50

### PAGE 1-71

Delete Errata #1 for *NEETS, Module 5 -- Introduction to Generators and Motors, NRTC*

### PAGE 1-73

Delete the entry for *NEETS Module 15 -- Principles of Synchros, Servos, and Gyros*, and replace with:

#### *NEETS Module 15 -- Principles of Synchros, Servos, and Gyros*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 172-15-00-93  
NSN: 0507-LP-476-6100  
ASSIGNMENTS: 2 POINTS: 3

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: B72-15-00-93  
NSN: 0507-LP-476-5900

Module 15 presents general information on synchros, servos, gyros, and related devices. Topic 1 presents the theory of operations and alignment procedures for synchros. Topic 2 discusses servo systems, schematic and block diagrams, circuit component characteristics, and the components and data flow of a typical system. Topic 3 discusses characteristics, properties, components and other factors concerning the gyroscope. Topic 4 discusses related devices and compares standard synchro system connections with IC synchro connections, explains step-transmitter and receiver operation, and compares a resolver to a transformer.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 50

### PAGE 1-76

Delete Errata #1 and replace with Errata #2 for:

#### *Naval Military Personnel Manual*

NAVEDTRA NUMBER: 13087  
ERRATA #2 DATED: 1993

## NAVEDTRA 12061 CHANGES

### PAGE 1-76

Add Errata #1 to:

#### ***Naval Orientation***

NAVEDTRA NUMBER: 82966

ERRATA #1 DATED: 1993

### PAGE 1-77

Delete the entry for ***Naval Safety Supervisor*** and replace with:

#### ***Naval Safety Supervisor***

NRTC REVISED: 1993

NAVEDTRA NUMBER: 82971

NSN: 0503-LP-477-0600

ASSIGNMENTS: 5 POINTS: 8

TRAMAN REVISED: 1993

NAVEDTRA NUMBER: 12971

NSN: 0502-LP-477-0400

This course provides information about the history and role of the Department of the Navy Safety Program; safety program promotion and attitudes; mishap causes, prevention, and hazard abatement; mishap investigation fundamentals; Navy Occupational Safety and Health Program fundamentals; shore safety; afloat safety; naval aviation safety; explosives safety; traffic safety; and recreation, athletics, and home safety.

TO ORDER, SEE ORDERING INSTRUCTION #1  
PER ORDER QUANTITY RESTRICTION: 5

### PAGE 1-77

Delete the entry for ***Navy Counselor 1 & C, Part I***, and replace with:

#### ***Navy Counselor (C) 1 & C Part 1***

NRTC REVISED: 1993

NAVEDTRA NUMBER: 13068

NSN: 0503-LP-476-8800

ASSIGNMENTS: 3 POINTS: 4

This course covers the role and scope of the retention team and the duties and responsibilities of team members. Provides a broad review of the following subjects: counseling techniques, enlisted and officer counseling, career reenlistment objective (CREO), incentive programs, education programs, commissioning programs, Naval Reserve programs, Uniformed Service Health Benefits Program (USHBP), survivors benefits, veterans benefits, family counseling, and Fleet Reserve and retirement.

Special Information: The text for this NRTC, *Retention Team Manual (NAVPERS 15878H)*, is NOT supplied with the course and must be obtained by the student.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 10

### PAGE 1-78

Add the following entry in front of ***Navy Counselor 1 & C, Part IV:***

#### ***Navy Counselor (R) 1 & C Part 1***

NRTC REVISED: 1993

NAVEDTRA NUMBER: 13070

ASSIGNMENTS: 3 POINTS: 5

This course covers the following subject areas: eligibility requirements, waiver requirements; processing, classification, and special recruit company requirements; testing, processing, procedures, and forms and documents; and programs.

Special Information: The text for this NRTC, *Navy Recruiting Manual - Enlisted (COMNAVCRUITCOMINST 1130.8 series)*, is NOT supplied by NETPMSA and must be obtained by the student.

TO ORDER, SEE ORDERING INSTRUCTION # 2

## NAVEDTRA 12061 CHANGES

### PAGE 1-78

Add the following entry in front of *Navy Counselor 1 & C, Part IV*:

#### ***Navy Counselor (R) 1 & C, Part 2***

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 13071  
ASSIGNMENTS: 2 POINTS: 3

This course covers the following subject areas: recruiting station operation and security requirements; administrative requirements, prospect card and marketing analysis system; goaling and territory distribution; prospecting methods; DEP management, telephone techniques; ERPMS requirements processing procedures, effective sales presentation; and NRS inspection requirements.

Special Information: The text for this NRTC, *Science and Art of Navy Recruiting Manual (COMNAVCRUITCOMINST 1133.4 series)*, is NOT supplied by NETPMSA and must be obtained by the student.

TO ORDER, SEE ORDERING INSTRUCTION # 2

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### PAGE 1-78

Delete the entry for *Navy Customer Service Manual* and replace with:

#### ***Navy Customer Service Manual***

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82972  
NSN: 0503-LP-477-3800  
ASSIGNMENTS: 1 POINTS: 2

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12972  
NSN: 0502-LP-477-3700

Presents the importance of proper attitude and its effect on everyday performance and stresses the need for developing positive attitudes in interpersonal relationships.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 15

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### PAGE 1-79

Delete the entry for *Navy Photographer's Mate Training Series, Module 5 -- Photographic Management*, NAVEDTRA 373-05-69-82. This item is no longer available. See the latest NAVADMIN message for waiver information.

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### PAGE 1-79

Add the following entry after *Navy Regulations*:

#### ***Navy School Management Manual***

SP REVISED: 1992  
NAVEDTRA NUMBER: 135  
NSN: 0502-LP-220-7200

This manual provides the processes, procedures, and documentation required for the management of NAVEDTRACOM schools. It is intended to provide a single primary source of procedural guidance for implementing policy established by OPNAV and CNET instructions currently in effect. Following a description of organizational structure and responsibilities of the NAVEDTRACOM chain of command, this manual discusses in detail four functions typically performed in the training environment. These are:

- Staff Management
- Student Management
- Curriculum Management
- Evaluation Management

The manual concludes with a discussion of *Support Functions* available to the Navy Education and Training Command, for example, NITRAS, contract management, and automated data processing.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 15

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## NAVEDTRA 12061 CHANGES

### PAGE 1-81

Delete the entry for *Operations Specialist 1 & C* and replace with:

#### *Operations Specialist 1 & C*

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82126  
NSN: 0503-LP-476-6300  
ASSIGNMENTS: 6 POINTS: 9

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12126  
NSN: 0502-LP-476-6200

Covers information and CIC procedures for personnel performing duties as Operations Specialist 1st and Chief. The CIC functions include Organization and Procedures, Navigation and Rules of the Road, Surface Operations, Amphibious Warfare, NGFS, ASW, Communications, Operational Reports, EW-EMCON, Safety and Casualty Procedures, Training, and Security and Emergency Destruction.

Special Information: This course is classified NATO CONFIDENTIAL.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 5

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### PAGE 1-83

Delete Errata #3 and replace with Errata #4 for:

#### *Personnelman 3*

NAVEDTRA NUMBER: 80249  
ERRATA #4 DATED: 1993  
NSN: 0503-LP-213-5604

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### PAGE 1-83

Add the following three items after the entry for *Personnelman 3*:

#### *Personnel Performance Profile Based Curriculum Development Manual, Vol I, Developer's Guide*

SP REVISED: 1993  
NAVEDTRA NUMBER: 131  
NSN: 0502-LP-477-4600

Provides the step-by-step guidance for developing effective training materials using a personnel performance profile (PPP) method. The chapters in this volume correspond with sample figures and diagrams presented in Volume II of this manual. A supplement is included with this volume that contains curriculum development aids (job sheets) that help the developer construct curriculum materials and course documentation

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 5

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#### *Personnel Performance Profile Based Curriculum Development Manual, Vol II, Sample Products*

SP REVISED: 1993  
NAVEDTRA NUMBER: 131  
NSN: 0502-LP-477-4700

Provides samples of the curriculum materials that make up a course of instruction developed under the personnel performance profile (PPP) based method. The sample products correspond to the stages of curriculum development presented in Volume I of this manual. Volumes I and II are designed to be used together.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 5

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## NAVEDTRA 12061 CHANGES

### ***Personnel Performance Profile Based Curriculum Development Manual, Vol III, Manager's Guide***

SP REVISED: 1993  
NAVEDTRA NUMBER: 131  
NSN: 0502-LP-477-4800

Presents management information important to the planning, analysis, design, development, implementation, and evaluation of curriculum developed under a personnel performance profile (PPP) method. Establishes the requirements for submission and review of various products developed under the PPP method.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 5

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### **PAGE 1-83**

Delete the entry for *Petty Officer Indoctrination Course, Instructor's Guide* and replace with:

### ***Petty Officer Indoctrination Course, Instructor's Guide***

SP REVISED: 1993  
NAVEDTRA NUMBER: 38201  
NSN: 0502-LP-220-7400

Designed as part of an on board training package in support of the Navy Leader Development Program to assist newly appointed petty officers third class in preparing for their new roles. The guide for the instructor includes all material covered in the Student's Journal in outline form plus suggested instructor activities and instructional notes.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 10

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### **PAGE 1-83**

Delete the entry for *Petty Officer Indoctrination Course, Student's Journal* and replace with:

### ***Petty Officer Indoctrination Course, Student's Journal***

SP REVISED: 1993  
NAVEDTRA NUMBER: 38200  
NSN: 0502-LP-220-7300

Designed as part of an on board training package in support of the Navy Leader Development Program to assist newly appointed petty officers third class in preparing for their new roles. The journal is a narrative text covering nine subject areas: Roles and Responsibilities of a Petty Officer, Developing Leadership and Management Skills, Basic Needs and Human Behavior, Communicating with Others, Standards in the Navy, Counseling, Discipline, Military Justice and the Petty Officer, Pride, Professionalism, and Personal Excellence.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 150

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### **PAGE 1-84**

Delete the entries for *Postal Clerk 1 & C Vol 1 and Postal Clerk 1 & C Vol 2* and replace with:

### ***Postal Clerk 1 & C***

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82602  
NSN: 0503-LP-219-3300  
ASSIGNMENTS: 9 POINTS: 14

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12602  
NSN: 0502-LP-219-3100

Provides a general knowledge of the following subject areas: General postal administration; security; postal supplies and equipment; financial administration; managing postal meter operations; customer services, information, complaints, and inquiries; mail handling reports, inspections, and training, and the official mail management program.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 5

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## NAVEDTRA 12061 CHANGES

### PAGE 1-84

Add Errata #1 to:

#### *Principles of Naval Engineering*

NAVEDTRA NUMBER: 82960

ERRATA #1 DATED: 1993

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### PAGE 1-88

Add the following entry before the entry for *Seaman*:

#### *Seabee Combat Handbook, Vol 1*

NRTC REVISED: 1993

NAVEDTRA NUMBER: 82003

NSN: 0503-LP-476-7500

ASSIGNMENTS: 9 POINTS: 18

TRAMAN REVISED: 1993

NAVEDTRA NUMBER: 12003

NSN: 0502-LP-476-7400

This course provides the basic information and techniques involved in defensive combat. It includes organization of the Seabees and the laws of war; special clothing and equipment; service rifle and pistol marksmanship; combat maneuvers, formations, patrols, and ambush; land navigation; evasion, survival, and escape; individual protective measures; entanglements; CBR defense; first aid and field sanitation; organic communications equipment; hand grenades, landmines and booby traps; and organic support weapons.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 25

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### PAGE 1-89

Delete the entry for *Sonar Technician 1 & C*, Module 8, and replace with:

#### *Sonar Technician G 1&C*

NRTC REVISED: 1993

NAVEDTRA NUMBER: 82484

NSN: 0503-LP-220-5900

ASSIGNMENTS: 4 POINTS: 6

TRAMAN REVISED: 1993

NAVEDTRA NUMBER: 12484

NSN: 0502-LP-220-5800

This course covers tactical use of the ocean environment, submarine weapon systems and capabilities, submarine sensors and capabilities, ASW operations, and torpedo evasion and countermeasure employment.

Special Information: This course is classified SECRET/WNINTEL/NOFORN.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 5

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### PAGE 1-93

Add the following three items before the entry for *Theoretical Damage Control*:

#### *Task Based Curriculum Development Manual, Vol I, Developer's Guide*

SP REVISED: 1993

NAVEDTRA NUMBER: 130

NSN: 0502-LP-477-4200

Provides step-by-step guidance for developing effective training materials using a task based method. The chapters in this volume correspond with sample figures and diagrams presented in Volume II of this manual.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 5

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## NAVEDTRA 12061 CHANGES

### ***Task Based Curriculum Development Manual, Vol II, Sample Products***

SP REVISED: 1993  
NAVEDTRA NUMBER: 130  
NSN: 0502-LP-477-4300

Provides sample products corresponding to the phases of task based curriculum development presented in Volume I of this manual. Volume I and II are designed to be used together.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 5

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### ***Task Based Curriculum Development Manual, Vol III, Manager's Guide***

SP REVISED: 1993  
NAVEDTRA NUMBER: 130  
NSN: 0502-LP-477-4400

Presents management information important to the planning, analysis, design, development, implementation, and evaluation of curriculum developed under a task based method. Establishes the requirements for submission and review of various products developed under the task based method.

TO ORDER, SEE ORDERING INSTRUCTION # 3  
PER ORDER QUANTITY RESTRICTION: 5

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### **PAGE 1-93**

Add Errata #1 to:

#### ***Tools and Their Uses***

NAVEDTRA NUMBER: 82085  
ERRATA #1 DATED: 1993  
NSN: 0503-LP-219-5201

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### **PAGE 1-93**

Add Errata #1 to:

#### ***Torpedoman's Mate 1&C***

NAVEDTRA NUMBER: 10164-D  
ERRATA #1 DATED: 1992  
NSN: 0502-LP-050-8231

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### **PAGE 1-94**

Change the quantity restriction for ***Useful Information for Newly Commissioned Officers*** to:

PER ORDER QUANTITY RESTRICTION: 150

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### **PAGE 1-95**

Delete the entries for ***Yeoman 1&C, Module I -- Office Management; Yeoman 1&C, Module II -- Organization and Records; Yeoman 1&C, Module III -- Administrative Procedures***, and replace with:

#### ***Yeoman 1 & C***

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 82614  
NSN: 0503-LP-218-8900  
ASSIGNMENTS: 5 POINTS: 8

TRAMAN REVISED: 1993  
NAVEDTRA NUMBER: 12614  
NSN: 0502-LP-218-8800

This course covers material on the following subjects: the Navy Yeoman, education advancement, career opportunities, assignments, retention, administrative procedures, forms, reports, control records disposal, personnel support, manpower authorization, travel, security, legal, and separations.

TO ORDER, SEE ORDERING INSTRUCTION # 1  
PER ORDER QUANTITY RESTRICTION: 15

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### **PAGE 1-96**

Replace Errata #2 with Errata #3 for:

#### ***Yeoman 3***

NAVEDTRA NUMBER: 80298  
ERRATA #3 DATED: 1993  
NSN: 0503-LP-215-2403

---

### **PAGE 2-8**

Make the following 2 changes to ***Module 23 -- Fleet Operations -- Electronic Warfare***:

1. Change the last 2 digits in the NSGTC and NSGTP number to "93" vice "92"
  2. Change the POINTS to "3" vice "4"
-

## NAVEDTRA 12061 CHANGES

### PAGE 3-1

Add the following entry after *Blood Component Therapy*:

#### ***Combat Casualty Care for Nurses***

NRTC REVISED: 1993  
NAVEDTRA NUMBER: 13131  
ASSIGNMENTS: 5 POINTS: 8

Designed to familiarize nurses with the NATO agreed upon treatment protocols for war wounded. Included are echelons of medical care, mass casualty management, physiological responses to injury, and general management of injuries resulting from conventional and nonconventional warfare.

Special Information: The text for this course, Emergency War Surgery, Second United States Revision Emergency War Surgery NATO Handbook 1988, is supplied by NETPMSA.

TO ORDER, SEE ORDERING INSTRUCTION #2

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### PAGE 3-1

Add Errata #1 to:

#### ***Decedent Affairs***

NAVEDTRA NUMBER: 13154  
ERRATA #1 DATED: 1993

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### PAGE 3-2

Delete the entry for *Insect and Rodent Control*, NAVEDTRA 10207-D1. This item is not available at this time.

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## The Role of the Navywide Advancement Examination

Sharon K. Benton, Naval Education and Training Program Management Support Activity (NETPMSA)

"Advancements in rate...are based on demonstrated proficiency in assigned duties, on the performance evaluation and recommendation of the commanding officer, and on written examinations." (BUPERSINST 1430.16D)

**Purpose.** The Navy's enlisted advancement system enjoys a reputation for fairness and objectivity. A key factor in attaining these attributes is the advancement examination. When a commanding officer recommends someone for advancement, he or she is certifying the individual is qualified to perform at the next higher paygrade. Often there are more qualified people for advancement than there are positions to fill. The purpose of the examination is to rank-order the qualified candidates. If 100 qualified candidates take an examination and the Navy can only advance 25, the Navy wants to ensure that the top 25 are the ones advanced. The actual rank order is determined by the final multiple. At the E-4,5,& 6 levels, the examination is roughly one-third of the final multiple. At the E-7 level, it is just under two-thirds.

**Development.** The Navywide advancement examination is prepared and scored by the Naval Education and Training Program Management Support Activity (NETPMSA) in Pensacola, Florida. Examinations for each rating are prepared by an E-7, 8, or 9 subject matter expert. The writer prepares the examination from the perspective of his or her job experience. However, the subject of each examination question must be referenced to an occupational standard (OCCSTD) issued by the Bureau of Naval Personnel. Questions require more than rote memory; the candidate has to apply his or her knowledge of the duties that make up the rating.

The advancement examinations are developed approximately a year in advance. Some questions may be obsolete by the time an examination is given. These questions are deleted and do not count against any candidate. However, candidates should not try to determine what questions may be obsolete but should answer all questions to the best of their ability.

**Studying for the Examination.** The best preparation is good job performance and thorough knowledge of the rating. The candidate should obtain a copy of the current Advancement Handbook for Petty Officers for his or her rating and study the publications listed in the bibliography. Extra study time should be applied to areas of the rating in which the candidate has little or no experience.



# NOTES TO ESOs

## 1. RETIREMENT POINTS AWARDED TO INACTIVE READY RESERVE

Each nonresident training course (NRTC) listed in the Catalog of Nonresident Training Courses (NAVEDTRA 12061) has an entry (ASSIGNMENTS: POINTS:) that shows the number of assignments/retirement points for **inactive ready reserve** personnel. Credit toward retirement points is based on the point evaluation listed in the front matter of the NRTC assignment booklet.

## 2. ADVANCEMENT HANDBOOKS FOR PETTY OFFICERS AND APPRENTICESHIPS

Issue advancement handbooks as soon as they are received. The "effective" date that appears on the front cover is the first exam year for which that particular handbook is effective -- NOT the date the handbook should be issued. A sailor planning to participate in an advancement exam in 1995 should be issued the advancement handbook effective for that year (1995) as soon as they are received in 1994 -- around June or July.

In some cases, advancement handbooks may be effective for more than one year. The front cover of these handbooks will have a notice, such as "1995 EDITION --- EFFECTIVE UNTIL SUPERSEDED", identifying them as multi-year handbooks.

## 3. HOW TO ORDER ANSWER KEYS

Order answer keys from NETPMSA, by NAVEDTRA number. Submit orders by means of official letter signed by the commanding officer or "By direction."

## 4. HOW TO USE SUPPLEMENTS TO NAVEDTRA 12061

Supplements should be attached (3-ring binder, screw-posts, etc.) to the main NAVEDTRA 12061 catalog. It's not necessary to cut and paste changes or make pen and ink changes to the main catalog. Before ordering an item, simply check the supplement to see if a change is has been made to that item.

Each new supplement will incorporate the previous supplement. (Supplement 93-2 includes all the items in Supplement 93-1, plus new changes. Supplement 93-1 may be destroyed.) The 1994 edition of NAVEDTRA 12061 will incorporate all 1993 supplements.

## 5. MANDATORY TRAMANS/NRTCS

The 1994 Edition of the Catalog of Nonresident Training Courses, NAVEDTRA 12061, will include a table of mandatory TRAMANS/NRTCs (see sample table below). This table will list the most current editions of TRAMANS/NRTCs that must be completed to become eligible for advancement, and will be updated throughout the year with supplements to the catalog. This table will eliminate the need for the Bibliography for Advancement Study, NAVEDTRA 12052. Advancement Handbooks will continue to list bibliographies for advancement study.

SAMPLE NAVEDTRA 12061 Table of Mandatory (\*) TRAMANS/NRTCs

RATING	TRAMAN/NRTC TITLE AND NAVEDTRA NUMBER			
	E-4	E-5	E-6	E-7
ABE	ABE 3&2 12360/82360	ABE 3&2 12360/82360	ABE 1&C 12362/82362	ABE 1&C 12362/82362
ABF	ABF 12364/72364	ABF 12364/72364	ABF 12364/82364	ABF 12364/82364
ABH	ABH 3&2 10335/80335	ABH 3&2 10335/80335	ABH 1&C 12370/82370	ABH 1&C 12370/82370
AC	NONE	AC 12390/72390	AC 12390/82390	AC 12390/82390
etc	etc	etc	etc	etc

**6. ADVANCEMENT HANDBOOKS FOR PETTY OFFICERS**

The 1995 Advancement Handbooks for Petty Officers will contain a table of mandatory TRAMANS/NRTCs (see sample table below). This table will list ONLY the TITLES of mandatory TRAMANS/NRTCs, and will refer personnel to NAVEDTRA 12061 for the most current titles and NAVEDTRA numbers. Making NAVEDTRA 12061 the **single** source for the most current NAVEDTRA number and title will eliminate any confusion concerning the correct NAVEDTRA number or title of a given TRAMAN/NRTC.

**SAMPLE Advancement Handbook Table of Mandatory (\*) TRAMANS/NRTCs**

#	RATE	TRAMAN/NRTC TITLE	NAVEDTRA NUMBER	ORDERING INFORMATION
1	ABE3	ABE 3&2	SEE NAVEDTRA 12061 FOR UP-TO-DATE TITLES AND NAVEDTRA NUMBERS	SEE NAVEDTRA 12061
	ABE2			
2	ABE1	ABE 1&C		
	ABEC			