

COMOMAGINST 1221.1K
N3
15 May 03

COMOMAG INSTRUCTION 1221.1K

Subj: RECERTIFICATION PROGRAM FOR PERSONNEL ASSIGNED NAVY ENLISTED
CLASSIFICATION (NEC) 1205

Ref: (a) Manual of Navy Enlisted Manpower and Personnel
Classifications and Occupational Standards, Volume II,
NAVPERS 18068F
(b) NAVSEA SW550-FO-PMS-010

1. Purpose. To promulgate procedures for recertification of personnel holding Navy Enlisted Classification (NEC) 1205. The source rating for NEC 1205 is Mineman (MN). NEC 1205 is an Underwater Mine Test Set Maintenance Technician.

2. Cancellation. COMOMAGINST 1221.1J. This instruction is a major revision and should be reviewed in its entirety.

3. Discussion. The guidelines contained in this instruction are being established to ensure properly qualified personnel are performing maintenance and field calibrations on mine test equipment. Additionally, these procedures are required for recertification of personnel holding NEC 1205 who have not worked in the field calibration program for a period of one year or more.

4. Background. Enlisted Placement Management Center (EPMAC), New Orleans, LA, initially awards NEC 1205 upon successful completion of Underwater Mine Test Set Maintenance training. Underwater Mine Test Set Maintenance training, CIN #A-647-2754, is a four-week course taught at Mine Warfare Training Center (MINEWARTRACEN), Ingleside, TX. Per reference (a), this course provides students with the knowledge and skills necessary to perform normal operational procedures, preventive maintenance and limited repair procedures of underwater mine test sets and related calibrated tools. The learning objective focuses on metrology and calibration programs, equipment calibration procedures and the application of soldering and electronic repair.

5. Action

a. Per reference (b), paragraph 4-9, recertification is an annual requirement. MOMAG site Commanding Officers (COs)/Officer-in-Charge (OIC) will ensure personnel holding NEC 1205 maintain their qualifications.

b. Personnel holding NEC 1205 who are not actively performing test set field calibrations will be subject to stringent recertification criteria.

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c. While the member is in the process of recertifying, he/she will be under the direct observation of a certified test set technician.

d. The observer responsible for requalifying the member is required to be currently performing in the test set field calibration billet, have current NEC 1205 qualifications, and will, if possible, be a Chief Petty Officer. This requirement may be delegated to a First Class Petty Officer if a Chief Mineman is not assigned or is unavailable at the time of the required recertification.

e. The criteria for recertification will include the successful performance of field calibration on a minimum of two different test sets, one accessory set and one support item, i.e., leak test apparatus, multimeter, etc.

f. The member requalifying will demonstrate a thorough understanding of the following:

- (1) Metrology publications and requirements
- (2) Measure program
- (3) Meter cards
- (4) Test set component parts identification
- (5) Electrical safety precautions
- (6) Humidity and temperature control
- (7) Inventory control methods
- (8) Shop practices
- (9) Instrument calibration procedures
- (10) Calibration problem reports
- (11) Demonstrate familiarization with and a working knowledge of reference (b).

g. The observers will present a written report with recommendations to the CO/OIC for a final decision whether recertification will be granted or denied. All documentation, including a list of the items that were calibrated, will be maintained in the service member's field training record, if maintained by the command, should verification of recertification become necessary.

NOTE: Field training records are no longer required for U.S. Navy commands but may be retained at the CO/OIC's discretion. Training qualifications, requalifications, updates and cancellations are now maintained electronically via COMPASS. If a MOMAG site continues to maintain field training records, the Training Officer/ Training Petty Officer will ensure the updates to the electronic training records are submitted in COMPASS as well. For more information regarding inputs to COMPASS, contact the COMOMAG Training Administrator (N01T), Mr. Jay Burton, at DSN 861-4987/4988 ext 139.

h. Upon recertification, an entry will be made in the member's electronic training record in COMPASS and the member's field service record, if maintained.

i. Recertification will remain in effect unless the individual fails to complete the requirements prescribed by the provisions of paragraph 5f above or twelve months or more have elapsed since the member last performed these duties.

j. If a member fails to maintain his/her certification or fails to recertify, he/she will not be allowed to perform in the test set field calibration billet until after he/she has recertified for NEC 1205 by satisfactorily completing the prerequisite training conducted at MINEWARTRACEN Ingleside, TX.

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II, Case A
List II, Case B (COMINEWARCOM and MINEWARTRACEN only)
List III