

OPNAV Report Symbol 5750-1

Command Serial Number: 5750-015

Date Submitted: 26FEB2016

Classification (when filled in): 01JAN2016

## Command Operations Report

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This report is **required** by commands listed in **SNDL Parts 1 & 2** and all operational **Task Forces, Groups and Units** temporarily established to meet operational requirements.

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The report format is divided into six sections: Command Data, Commander's Assessment, Chronology and Narrative, Supporting Reports, Published Documents, and Photographs. Required information is identified in specific sections of the form. See instructions appendices for assistance in compiling and on submitting this form and any attachments.

Electronic documents should be in a Microsoft Office format (Word, Excel, Power Point, or Access), HTML, PDF, JPG, GIF or plain text. Documents in electronic format are to be submitted via e-mail or on CD-ROM as explained at the end of this form. It is unnecessary to convert non-electronic documents to electronic format. List any enclosures that are not electronic and submit in hardcopy in the same manner as a CD-ROM. Photographs submitted electronically should be in JPG, TIFF or GIF format.

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### 1. Command Data (Boxes will expand as information is typed)

Name of your Command or Organization: NAVY CARGO HANDLING BATTALION THIRTEEN (NCHB-13)

Unit Identification Code (UIC), per the SNDL: 82218

Name and Rank of Commander/Commanding Officer/Officer in Charge:

Last: BAGWELL First: SARAVOOT M.I.: P Rank: CDR

Date Assumed Command (date format YYYY-MM-DD): 2014-12-01

Mission/Command Employment/Area of Operations: Deployable Navy Cargo Handling Battalion. Load and unload Maritime Prepositioned Ships, Air Cargo and Assault Follow-on Echelon Shipping. Manage and load/unload fuel cargo and operate a limited ocean terminal/NAVY EXPEDITIONARY LOGISTICS GROUP/CONUS-OCONUS.

Permanent Location (Home Port for deployable units): GULFPORT, MS

Immediate Superior In Command:

Operational: 4<sup>TH</sup> NAVY EXPEDITIONARY LOGISTICS REGIMENT

Administrative: 4<sup>TH</sup> NAVY EXPEDITIONARY LOGISTICS REGIMENT

Identify your assigned Task Force/Group/Unit name(s) and mission(s). Include OPLAN(s) and or named operations you participated in during Task Force assignment (if applicable):

NCHB-13 is a supporting battalion to 4<sup>th</sup> NELR (Navy Expeditionary Logistics Regiment) which in turn supports NAVELSG (Navy Expeditionary Logistics Support Group).

Name(s) of Forces, Commands, Ships, Squadrons or Units assigned or under your operational control (if applicable):

The following companies fall under the operational control of NCHB-13:

1. NCHB-13 Headquarters Co., Gulfport, MS (82218)
2. NCHB-13, Surface Cargo Co. ALPHA, Houston, TX (86351)
3. NCHB-13, Surface Cargo Co. BRAVO, Houston, TX (86604)
4. NCHB-13, Surface Cargo Co. CHARLIE, Bessemer, AL (84114)
5. NCHB-13, Surface Cargo Co. DELTA, Pensacola, FL (84118)
6. NCHB-13, Expeditionary Support Co. ALPHA, Gulfport, MS (84116)
7. NCHB-13, Expeditionary Support Co. BRAVO, Ft. Worth, TX (83524)
8. NCHB-13, Cargo Terminal Company Alpha, Gulfport, MS (83537)
9. NCHB-13, Cargo Terminal Company Bravo, Gulfport, MS (89432)
10. NCHB-13, Fuels Co., Ft. Worth, TX (83460)
11. NCHB-13, Air Cargo Co., Marietta, GA (83515)

Type and number of Aircraft Assigned and Tail Codes, if applicable: NA

Commands, Detachments or Units deployed on board or stationed aboard as tenant activities (as applicable): NA

Number of Personnel Assigned:

Officers: 17 Enlisted: 302 Civilian: 0

Command Point of Contact (required entry, complete in full):

Name (Rank, First Name, Middle Initial, Last Name):

LCDR DAVID A. BOYD, III  
Job Title/Office Code: XO

E-mail (both classified and unclassified, if available): [REDACTED]@navy.mil

Phone number(s): [REDACTED] (office); [REDACTED] (mobile)

Command Mailing Address:

Navy Cargo Handling Battalion Thirteen, 2207 Bussell Ave, Building 428, Gulfport, MS,  
39501

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## 2. Commander's Assessment

Calendar year 2015 saw NCHB-13 transition over from the 2014 ULT (Unit Level Training) and ULTRA (Unit Level Training Readiness Assessment) to an operational year.

The greatest challenge faced by NCHB-13 in calendar year 2015 was staffing the rapid fire mission requirements and the multiple CENTCOM deployments.

NCHB-13 supported NAVELSG's SIERRA deployment with 55 Sailors contributing support where NCHB-13 was the primary Cargo Handling Battalion assigned. In addition, NCHB-13 also supported TANGO deployment with 18 Sailors contributing to augment NCHB-11.

2015 saw NCHB-13 pass the NAVELSG led Mobile Assist Visit (MAV) Assessment with an overall score of 83%. This was spearheaded by the excellent program management demonstrated by the multiple S-codes and a concerted effort to balance between the RUAD, the watchbill, and the Advanced Skills Management (ASM) database. The battalion concluded the calendar year with a final Readiness P-score of 80%.

A robust warfare qualification program was initiated that resulted in four (4) officers earning the Navy Expeditionary Supply Corps Officer (NESCO) designation and thirty-eight (38) Sailors earning the Expeditionary Warfare qualification.

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## 3. Chronology

01OCT2014-31MAY2015	SIERRA DEPLOYMENT, Various Locations, CENTCOM
10JAN2015-07FEB2015	DEEP FREEZE, Antarctica
22FEB2015-11MAR2015	TRIDENT ARCH, Williamsburg, VA
01APR2015-30NOV2015	TANGO DEPLOYMENT, Various Locations, CENTCOM
17APR2015-25SEP2015	AVIATION UNIT – Bahrain
2MAY2015-13MAY2015	AFRICAN LION, Port of Agadir, Morocco
10MAY2015-22MAY2015	Battalion Mini-Op Wave 1, Gulfport, MS

04JUL2015-19JUL2015	TALISMAN SABRE, Darwin, Australia
25JUN2015-12JUL2015	FLCPH Wave 2, Pearl Harbor, HI
06JUL2015-17JUL2015	Battalion Mini-Op Wave 2, Gulfport, MS
31JUL2015-02AUG2015	MAV Assessment, Gulfport, MS
16AUG2015-28AUG2015	MPFEX, Blount Island, FL
16AUG2015-30AUG2015	FLCPH Wave 3, Pearl Harbor, HI
26OCT2015-06NOV2015	NIEX 16-1, Gulfport, MS

## Narrative

Calendar year 2015 saw NCHB-13 fully engaged in the Advanced Stage of the FRTP cycle. The primary focus of calendar year 2015 was the staffing of two deployment cycles and a variety of global missions. Seventy-three members of NCHB-13, deployed to the CENTCOM AOR supporting operations ENDURING FREEDOM and FREEDOM'S SENTINEL. These sailors executed Combat Service Support for Joint Task Forces by providing Warehousing, Transportation, Customs, Host-Nation Trucking, Retrograde, Ammunition, Vehicle Maintenance, Dispatching, and LSA Support.

NCHB-13 supported nine NAVELSG operations with over 50+ personnel during calendar year 2015. These entailed continuity NAVELSG missions in Antarctica, Williamsburg, Bahrain, Australia, and Blount Island. Full accounts of these operations can be found in the supporting reports under item (1), item (2), item (3), item (6), and item (8), respectively. The other missions were emerging NAVELSG support requests spearheaded by NCHB-13. The first of these entailed supplying a qualified Hatch Team to operation AFRICAN LION to execute a pierside cargo container offload in support of Marine Corp marshalling operations. For additional details of these operations, review supporting reports item (4). The second of these required qualified Surface Company and CTC Company personnel to Fleet Logistics Center Pearl Harbor in multiple waves of support for pierside onload and offload operations. Additional details can be found in the supporting reports under item (7) and item (9).

The principle training event of the year was a Battalion Level training operation in Gulfport, MS. Approximately one hundred sailors attended with a focused effort of Advanced Skills Management (ASM) improvement. By the the end of the training exercise we had accomplished this goal with over 2500 training hours, 162 courses completed, and 72 licenses issued. A fuller description of this training can be found in the supporting reports under item (5).

Calendar year 2015 concluded with the safe return of all battalion personnel from deployments and missions. The end stage watchbill for calendar year 2015 can be found below in the supporting reports under item (11), NCHB-13 2015 Year Ending Watchbill.

### *4. Supporting Reports (Refer to specific guide for Ship/Shore/Aviation or Fleet Command)*

1. Timeline – Lessons Learned DEEP FREEZE 2015
2. Trident Arch 2015 AAR
3. Bahrain Av Unit 2015 Tracker

4. African Lion 2015 AAR
  5. Battalion Mini-Op Wave 1 AAR
  6. Talisman Sabre 2015 AAR
  7. FLCPH Wave 2 AAR
  8. MPFEX 2015 AAR
  9. FLCPH Wave 3 AAR
  10. NCHB-13 MAV 2015 AAR
  11. NCHB-13 Year Ending Watchbill
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## 5. Published Documents

1. Command Website: <https://www.portal.navy.mil/comnecc/comnavelsg/NCHB13/default.aspx>
2. Command Bio: CDR Saravoot P. Bagwell

Commander Pele Bagwell was born in Ubon, Thailand. He holds a Bachelor of Science degree in Management from the University of Florida, Gainesville, FL, a Master of Business Administration degree from Emory University, Atlanta, GA, and a Master of Professional Accountancy degree from Georgia State University, Atlanta, GA. He has completed the University of Darden Business School Advanced Management Program. He is currently enrolled in the Rollins College Executive Doctorate in Business Administration program.

Commander Bagwell was commissioned in the United States Navy as an Ensign in August 1991 as part of the Naval Reserve Officer Training Corps Program at the University of Florida. He completed the Basic Qualification Course at the U.S. Naval Supply Corps School, Athens, GA in January 1994. He attended the Naval Submarine School in Groton, CT prior to reporting to USS BIRMINGHAM (SSN-695) in Pearl Harbor as the Supply Officer from 1994 to 1997. He completed a shore tour from 1997 to 1999 with the SEAWOLF Submarine Program Office in Crystal City, VA where he was enrolled in the Business/Financial Management internship program. From 1999 to 2001, he was assigned to USS FRANK CABLE (AS-40) in Apra Harbor, Guam, as the Submarine Assistant (SUBSAT) Officer and Supply Operations Officer. In 2002, Commander Bagwell joined the Naval Reserves as the Assistant Logistics Chief of Staff for COMSIXTHFLT Det 802 in Marietta, GA. He reported to Navy Cargo Handling Battalion Twelve (NCHB-12) in 2005, where he held positions as Company Officer-in-Charge, Operations Officer, and Executive Officer. In 2006, he deployed with NCHB-12 to Kuwait as part of NAVELSG FWD Port Group Delta. In 2008, Commander Bagwell was assigned as the Commanding Officer for Fleet Logistics Support Center Sigonella Detachment Alpha in Tampa, FL. From 2011 to 2013, Commander Bagwell deployed as a Joint Contingency Contracting Officer with CENTCOM-Joint Theater Support Contracting Command in Kabul, Afghanistan and Doha, Qatar. Commander Bagwell's current billet is the Commanding Officer for Navy Cargo Handling Battalion THIRTEEN (NCHB-13) in Gulfport, MS. He is also the current RCC SE Jacksonville Direct Commission Officer Sponsor, overseeing the training and professional development for 40 of the Supply Corps' newest junior officers.

Commander Bagwell's personal decorations include a Meritorious Service Medal, Navy & Marine Corps Commendation Medals (five awards), and Navy and Marine Corps Achievement Medals (five awards). He is qualified to wear the Navy Expeditionary Supply Corps Officer pin as well as the Surface Warfare Supply Corps Officer (SWSCO) and Submarine Supply Corps Officer pin.

Commander Bagwell resides in Atlanta, GA, where he works as the North America Controller's Group Reporting Manager with The Coca-Cola Company.

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## 6. Photographs



**COMMANDER PELE BAGWELL**  
**SUPPLY CORPS**  
**U.S. NAVY**



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# NCHB 13 Reserve Cargo Handlers Support Peacetime Mission in Antarctica

Story Number: NNS150324-14 Release Date: 3/24/2015 1:56:00 PM



By Chief Mass Communication Specialist Edward Kessler, NAVELSG Public Affairs

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150125-N-ZZ999-002 MCMURDO STATION (January 25, 2015)  
The Military Sea-Lift Command chartered container ship MV Ocean Giant makes its approach to the ice pier at McMurdo Station prior to the start of port cargo handling evolutions in support of Operation Deep Freeze 2015. Deep Freeze is an annual U.S. Pacific Air Forces-led joint interagency mission to provide logistical and transportation support to the National Science Foundation and the U.S. Antarctic Program (USAP). Joint Task Force-Support Forces Antarctica coordinates strategic inter-theater airlift, tactical deep field support, aeromedical evacuation support, search and rescue response, sealift, seaport access, bulk fuel supply, port cargo handling, and transportation requirements for USAP.(U.S. Navy photo by SN Mumbali Ngwa/Released)

March 25, 2015

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WILLIAMSBURG, Va. (NNS) -- Five Sailors from Navy Cargo Handling Battalion (NCHB) 13, one of Navy Expeditionary Logistics Support Group (NAVELSG) reserve battalions, had the unique opportunity to participate in Operation Deep Freeze 2015 (ODF'15), a peacetime mission in support of the National Science Foundation (NCF).

The reserve Sailors were selected to augment critical requirements with the Navy's only active duty cargo handling battalion, NCHB-1, in order to support NCF's research mission at the South Pole.

Chief Hull Maintenance Technician Tomas Gonzalez, from Pelham, Alabama, a tele service representative with the Social Security Administration, and Boatswain's Mate 1st Class Andrew Hill, from Houston, Texas, and recent graduate from Texas A&M University, shared their experiences from ODF'15.

Gonzalez, Hill and the rest of the team arrived at Ross Island, Antarctica, on Jan. 23. The cargo handlers set up shop at McMurdo Station, the southern-most navigable harbor in the world.

For many, it may be surprising to know that the Navy has had a rich history in Antarctica for more than half a century.

Beginning in 1955, Seabees began deploying yearly to the continent. As participants in Operation Deep Freeze, their mission was to build and expand scientific bases located on the frozen continent. The first group included 200 Seabees who distinguished themselves by constructing a 6,000-foot ice runway on McMurdo Sound. Over the years, the mission remains, and the personnel who support it has grown beyond the Seabees to the Navy reserve and multiple branches of the military.

"I am glad the Navy is involved in Operation Deep Freeze, not just because of our history with it," said Gonzalez. "We are a very important part of a complicated logistics mission, our work directly impacts multinational scientific research."

Operation Deep Freeze is unlike any other U.S. military operation. It is one of the military's most difficult peacetime missions due to the harsh Antarctic environment. The U.S. military is uniquely equipped and trained to operate in such an austere environment.

"Antarctica has a huge impact on comfort," said Hill. "Only time I was actually cold was when there would be a work stoppage or mechanical issue and we stopped moving."

Once on station, the Navy cargo handlers met the Military Sealift Command (MSC) chartered container ship MV Ocean Giant, to offload 20 million pounds of fresh supplies to support the scientists and researchers living year-round in the brutal environment. The cargo handlers worked around the clock for 10 days in the continuous sunlight of the Antarctic summer.

"I hate the cold, but 15 degrees Fahrenheit felt warmer than 40 degrees back home," said Hill. There is a complete lack of humidity.

The weather held between 10 to 30 degrees Fahrenheit during their 14-day stay, despite high winds and cold temperatures, the same operational targets were expected of the mission.

"The ability to safely move cargo in any climate including extreme weather is a very important skill to maintain," said Gonzalez.

Reserve Sailors have been a rich part of the U.S. Navy history, working and sacrificing alongside their active duty counterparts accomplishing missions around the globe in varying conditions and climates.

"We were expected to show up qualified and integrate on day one," said Hill. "We had lots of interagency contact, as well, and we worked daily with the New Zealand and Australian stevedore's and truck drivers."

And while this mission may not have all the comforts of home, reservists jump at the chance to work 12-hour shifts in the harshest living conditions.

"This was my first time on ODF, and, overall it was a great experience," said Hill."

For Gonzalez, this marked his second trip in support of ODF, taking part in 2010 as a stevedore, the initial qualification level. Much has changed yet remained the same since his last visit, working on his ship supervisor qualification while serving as a hatch captain.

"It takes a long time to qualify in the different hatch team positions," said Gonzalez. "It creates a special challenge for the active duty battalions due to frequent personnel changes; our reserve battalions have Sailors with many years of cargo handling experience with the same battalions."

As the select few to visit Antarctica, the highest, driest, windiest, emptiest, coldest place on earth, for this one-of-a-kind mission, these Sailors are simply grateful for the experience.

"How many people in the world can say they have seen penguins in their natural habitat or witness steam coming off an active volcano on Antarctica?," said Gonzalez.

Gonzalez and Hill both shared the same sentiments for any Sailor or civilian having the opportunity to travel as far south as one can.

"The navy reserves have now put me on five of seven continents," said Hill, "I consider this the most exclusive operation and really the only way I'd ever get to see Antarctica."

NAVELSG is homeported in Williamsburg, Virginia, with an active battalion located at Cheatham Annex; with forward-deployed detachments around the world and reserve battalions located across the United States. NAVELSG provides Sailors with the knowledge and skills needed to support the fleet in a variety of logistics missions. More than 100 Sailors and civilians at NAVELSG HQ work hand in hand with the fleet and are dedicated to ensuring training is current and well executed on behalf of 3,500 active duty and reserve Sailors in the administration, logistics and training of their active and reserve components'.

For more news from Navy Expeditionary Logistics Support Group, visit [www.navy.mil/local/nelsf/](http://www.navy.mil/local/nelsf/).

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**NAVELSG AFTER ACTION REPORT**

<b>UNCLASSIFIED</b>	
<b>UNIT/COMMAND</b>	<b>EVENT NAME</b>
NAVCARGOBN ELEVEN (NCHB11)	TRIDENT ARCH
<b>EVENT DATE(S)</b>	<b>DATE ORM BRIEF CONDUCTED</b>
22FEB2015 THRU 11MAR2015	Prior to operations, training evolutions and convoy
<b>MAJOR COMMANDS INVOLVED</b>	
NAVY EXPEDITIONARY MEDICAL SUPPORT COMMAND NAVY CARGO HANDLING BATTALION ELEVEN (NCHB11) - 20 NAVY CARGO HANDLING BATTALION THIRTEEN (NCHB13) - 3 US ARMY 147 <sup>th</sup> TRANSPORTATION BATTALION	
<b>TASKING</b>	
NCHB11, by direction of 4th NELR, convened at Cheatham Annex (CAX) to safely and effectively support NEMSCOM in the cargo movement of CESE and containers as well as marshalling yard operations ISO Trident Arch. Additionally, the second week was devoted to proficiency training on the 15T, MMV, 25T and Kalmars.	
<b>ACCOMPLISHMENTS</b>	
<p><b>CESE Support</b></p> <ul style="list-style-type: none"> <li>N46 provided us with 2 MMV, 2 25T, 2 Kalmars, 2 LSSV and 9 15T to accomplish Trident Arch as well as conduct training operations in the NEMSCOM marshalling yard and CAX</li> <li>All equipment was staged in the NEMSCOM marshalling yard to efficiently move containers and CESE ISO Trident Arch</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>Due to vigilance and persistent safety briefs, there were no safety incidents recorded during Trident Arch. ORM analysis and briefs were conducted for all operations involving convoys or movement of containers/CESE.</li> <li>Weather was challenging (i.e. cold temperatures, snow and sleet). Due to this, safety was emphasized that enabled the operation to be conducted without any safety incidents.</li> </ul> <p><b>Supply/Logreq</b></p> <ul style="list-style-type: none"> <li>N/A.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>Personnel conducted a round trip convoy from CAX-Portsmouth-CAX ISO N46 bringing 4 containers to DRMO. Total vehicles participating were 3 x 25T and 2 X 15T. Evolution was opportunity for personnel to provide Convoy brief to leadership, get stick time on 25T, 15T outside of CAX base.</li> <li>NCHB-11 successfully provided support to NEMSCOM to safely load, transport and lash 148 containers and 10 CESE during the first week of Trident Arch. Personnel operated 25K forklift on the CAX Pier, operated 15T making runs between marshalling yard and CAX Pier, operated Kalmars in the marshalling yard on loading containers to 15T stake trucks.</li> <li>During the final week of Trident Arch, NCHB-11 personnel safely moved 168 containers and 10 CESE. Once again, personnel operated 15T stake trucks making runs between marshalling yard and CAX pier, operated 25K forklift on CAX pier on loading containers to 15T and operated Kalmars in marshalling yard offloading and stacking containers.</li> </ul>	

- During the second week the following Training was Accomplished

	Training Hours	Licenses Issued
<b>MMV</b>	42	4
<b>15T Stake Trucks</b>	216	5
<b>25T Tractor Trailers</b>	15	None
<b>Kalmar</b>	50	None

**Medical**

- HM personnel were present during all evolutions and activities.

**Admin/Pay/Accountability**

- Maintained 100% accountability of all personnel assigned to Trident Arch during entire exercise.
- All participants' orders were collected and provided to NAVELSG for input into the TOPS system for payment.

**RIP/TOA**

- N/A.

**Command and Control**

- N/A

**PREPARATION**

**Embark/Debark**

- Members were instructed to fly in/out of Newport News airport and meet at the USO. Car assignments were arranged and all participants were provided transportation to/from airport and CAX.

**Supply/Logreq**

- N/A

**Operations**

- Members were selected to participate in Trident Arch based on their licenses, qualifications and capability to provide rigorous training on 15T, MMV, 25T and Kalmar. Additionally, new members to CTC were selected to participate in order to get them stick time and licensing on the 15T and MMV vehicles.

**Medical**

- N/A

**Admin/Pay/Accountability**

- All orders were collected by NAVELSG ADMIN at the start of evolution enabling processing of pay

**RIP/TOA**

- N/A

**Command and Control**

- N/A

**MESSING AND BERTHING**

**MESSING AND BERTHING:**

- Berthing was secured at the CAX colonies.
- Members were on Per Diem during entire evolution.

**HOST UNIT / NATION SUPPORT**

N/A

**QUALIFICATIONS / TRAINING ACHIEVEMENTS****QPT Qualifications:****PROBLEMS / LESSONS LEARNED****Embark/Debark**

- The inability of various NOSC's (Tampa and JAX) to adequately activate personnel GTCC put unnecessary and pressure and delay on sailors travel to CAX. A few personnel were delayed up to 2 days in travel with one member not able to attend the exercise because of DTS/GTCC/SATO complications.
- Rental car allocation was not properly distributed. For future operations, only Khaki and E-6 leadership should have rentals.
- Itineraries were not fully submitted to Embark/Debark personnel before day of arrival. For some personnel we found out they were on their way the day prior to travel.

**Operations**

- The working relationship between the NEMSCOM Khaki and NCHB11 Khaki was very good, enabling quality communication to ensure the operation was completed safely and efficiently. Additionally, CMC Selfors was always available and supportive further enabling NCHB-11 to successfully execute the operation and training evolution.

**CESE Support**

- N46 went above and beyond to make certain we had all of the vehicles we needed. They were extremely supportive.

**LSA/Berthing**

- All personnel except Mission OIC were in CAX colonies thereby making personnel accountability much easier and limiting the opportunity to go into town.

**Safety**

- All formal evolutions were conducted without incident or accident.

**Supply/Logreq**

- N/A

**Medical**

- N/A

**Admin/Pay/Accountability**

- More training is needed for personnel to use the "new" NROWs system - specifically that an "orders template" is no longer needed and is replaced by a requirement that is initiated by OPS /TO.
- NCHB11 personnel who volunteer for a mission must then follow-through ensuring that they route their orders in a timely manner, provide itineraries and communicate with leadership prior to operation.

**RIP/TOA**

- N/A

**Command and Control**

- Mission LPO, Chief and OIC were all extremely engaged thereby enabling effective communication and direction to personnel. Further, NEMSCOM and NCHB11 had a strong working relationship allowing for the timely flow of information between both parties.

**SUBMITTER/ORIGINATOR**

<b>NAME</b>	LCDR [REDACTED]	<b>RANK/RATE</b>	LCDR/O-4
<b>EMAIL</b>	[REDACTED]@navy.mil	<b>UNIT</b>	NCHB-11 OPS
<b>PHONE COMM</b>	[REDACTED]	<b>PHONE DSN</b>	None

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# FISCAL YEAR 2015

RMKS		LOCATION	BCN	UNIT
		BAH AvUnit	CENT AV001	
		BAH AvUnit	CENT AV002	
		BAH AvUnit	CENT AV003	
		BAH AvUnit	CENT AV004	
		BAH AvUnit	CENT AV005	
		BAH AvUnit	CENT AV006	
		BAH AvUnit	CENT AV007	
		BAH AvUnit	CENT AV008	
		BAH AvUnit	CENT AV009	
		BAH AvUnit	CENT AV010	
E-AT APPROVED	REQ #46249	BAH AvUnit	CENT AV011	
	REQ #51210	BAH AvUnit	CENT AV012	<b>EPU 108 / 89275</b>
	REQ #29457	BAH AvUnit	CENT AV013	
		BAH AvUnit	CENT AV014	
		BAH AvUnit	CENT AV015	
		BAH AvUnit	CENT AV016	
		BAH AvUnit	CENT AV017	
		BAH AvUnit	CENT AV018	
		BAH AvUnit	CENT AV019	
		BAH AvUnit	CENT AV020	
		BAH AvUnit	CENT AV021	
		BAH AvUnit	CENT AV022	
	Cancelled	BAH AvUnit	CENT AV023	<b>NCHB 11</b>
		BAH AvUnit	CENT AV024	<b>NCHB 11</b>
		BAH AvUnit	CENT AV025	<b>NCHB 11</b>
		BAH AvUnit	CENT AV026	<b>NCHB 11</b>









RANK REQ	RANK	LAST NAME	FIRST NAME	STRT TRVL	RPT	LAST WORK
E6 & Below				3-Oct	5-Oct	16-Oct
E6 & Below				3-Oct	5-Oct	16-Oct
E6 & Below				17-Oct	19-Oct	30-Oct
E6 & Below				17-Oct	19-Oct	30-Oct
E6 & Below				31-Oct	2-Nov	13-Nov
E6 & Below				31-Oct	2-Nov	13-Nov
E6 & Below				14-Nov	16-Nov	27-Nov
E6 & Below				14-Nov	16-Nov	27-Nov
E6 & Below				28-Nov	30-Nov	11-Dec
E6 & Below				28-Nov	30-Nov	11-Dec
E6 & Below	<b>LS2</b>	██████	██████	13-Dec	15-Dec	9-Jan
E6 & Below	<b>BM2</b>	██████	██████	19-Dec	21-Dec	1-Jan
E6 & Below	<b>ATAN</b>	██████	██████	26-Dec	28-Dec	8-Jan
E6 & Below				26-Dec	28-Dec	8-Jan
E6 & Below				9-Jan	11-Jan	22-Jan
E6 & Below				9-Jan	11-Jan	22-Jan
E6 & Below				23-Jan	25-Jan	5-Feb
E6 & Below				23-Jan	25-Jan	5-Feb
E6 & Below				6-Feb	8-Feb	19-Feb
E6 & Below				6-Feb	8-Feb	19-Feb
E6 & Below				20-Feb	22-Feb	5-Mar
E6 & Below				20-Feb	22-Feb	5-Mar
E6 & Below	<b>LS1</b>	██████	██████	6-Mar	8-Mar	19-Mar
E6 & Below	<b>ENCS</b>	██████	██████	6-Mar	8-Mar	19-Mar
E6 & Below	<b>AM3</b>	██████	██████	20-Mar	22-Mar	2-Apr
E6 & Below	<b>ABH2</b>	██████	██████	20-Mar	22-Mar	2-Apr









RTN TO	# DAYS	BILLET	E-MAIL	LODGING	APACS
17-Oct	12+3	Cargo Ops			
17-Oct	12+3	Cargo Ops			
31-Oct	12+3	Cargo Ops			
31-Oct	12+3	Cargo Ops			
14-Nov	12+3	Cargo Ops			
14-Nov	12+3	Cargo Ops			
28-Nov	12+3	Cargo Ops			
28-Nov	12+3	Cargo Ops			
12-Dec	12+3	Cargo Ops			
12-Dec	12+3	Cargo Ops			
10-Jan	26+3	Cargo Ops	██████████@YAHOO.COM	86655374	861602
2-Jan	12+3	Cargo Ops	██████████@yahoo.com	GR739755004	874477
9-Jan	12+3	Cargo Ops	██████████@gmail.com	822227259	861607
9-Jan	12+3	Cargo Ops			
23-Jan	12+3	Cargo Ops			
23-Jan	12+3	Cargo Ops			
6-Feb	12+3	Cargo Ops			
6-Feb	12+3	Cargo Ops			
20-Feb	12+3	Cargo Ops			
20-Feb	12+3	Cargo Ops			
20-Mar	12+3	Cargo Ops			
6-Mar	12+3	Cargo Ops			
20-Mar	12+3	Cargo Ops			
20-Mar	12+3	Cargo Ops			
3-Apr	12+3	Cargo Ops			
3-Apr	12+3	Cargo Ops			



















































**NAVELSG AFTER ACTION REPORT**

<b>UNCLASSIFIED</b>	
<b>UNIT/COMMAND</b>	<b>EVENT NAME</b>
NAVCARGOBN THIRTEEN (NCHB13)	AFRICAN LION 2015
<b>EVENT DATE(S)</b>	<b>DATE ORM BRIEF CONDUCTED</b>
02MAY2015 THRU 12MAY2015	Prior to operations, training evolutions and convoy
<b>MAJOR COMMANDS INVOLVED</b>	
<ul style="list-style-type: none"> <li>• NAVY CARGO HANDLING BATTALION THIRTEEN (NCHB13)-9</li> <li>• U.S. MARINE CORPS COMBAT LOGISTICS BATTALION 453, COMBAT LOGISTICS REGIMENT 4, 4<sup>TH</sup> MARINE LOGISTICS GROUP-65</li> </ul>	
<b>TASKING</b>	
<p>Members of NCHB13, by direction of 4th NELR, convened in Rota, Spain to embark the USNS 1<sup>st</sup> LT JACK LUMMUS on 05May2015 to Agadir, Morocco and offload container cargo pier-side in support of Marine Corps marshalling yard operations.</p>	
<b>ACCOMPLISHMENTS</b>	
<p><b>CESE Support</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• Due to vigilance and persistent safety briefs, there was no safety incidents recorded during AFRICAN LION. A joint safety brief was conducted between NCHB 13 Det and Marine Combat Logistics Det. Additionally, a separate and focused safety brief was conducted just prior to container offload operations by the members of NCHB 13. ORM analysis and briefs were conducted for all operations involving convoys or movement of containers/CESE.</li> <li>• Weather was not a challenge. However, safety was emphasized that enabled the operation to be conducted without any safety incidents.</li> </ul> <p><b>Supply/Logreq</b></p> <ul style="list-style-type: none"> <li>• NA.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• Day 1: 7 Containers identified to offload to pier. Marines operated Kalmar to move containers on pier.</li> <li>• Crane training conducted/dry lifts using crane #2.</li> <li>• 16 hours of EXW training was completed.</li> <li>• 2 Hatch Captains signed-off as Ship Supervisors</li> </ul> <p><b>Medical</b></p> <ul style="list-style-type: none"> <li>• Trained EMT's were present during all evolutions and activities.</li> </ul> <p><b>Admin/Pay/Accountability</b></p> <ul style="list-style-type: none"> <li>• Maintained 100% accountability of all personnel assigned to Det. entire exercise.</li> <li>• All participants' orders were collected and provided to NAVELSG for input into the TOPS system for payment.</li> </ul> <p><b>RIP/TOA</b></p> <ul style="list-style-type: none"> <li>• N/A.</li> </ul> <p><b>Command and Control</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	

## PREPARATION

### Embark/Debark

- Eight of the nine members travelled together on the same connecting outbound flight to Madrid, then Jerez/Rota Spain. The return flights varied somewhat with the main body traveling together to home of record.

### Supply/Logreq

- N/A

### Operations

- Members were selected to participate in AFRICAN LION based on their qualifications and capability to conduct and offload operations. Additionally, selected members would gain hands-on training in order to prepare them for their next watchbill position.

### Medical

- N/A

### Admin/Pay/Accountability

- All orders were collected, endorsed and mailed to NCHB 13 H.Q. for processing upon return CONUS.

### RIP/TOA

- N/A

### Command and Control

- N/A

## MESSING AND BERTHING

### MESSING AND BERTHING:

- Berthing: Navy Gateway Inns & Suites, Rota Spain  
Arrival: 03 May 2015 (1300)  
Depart: 05 May 2015 (1100)  
Messing: Not Available
- Berthing Afloat: USNS 1<sup>st</sup> LT JACK LUMMUS  
Arrival: 05 May 2015 (1600)  
Depart: 08 May 2015 (1600)  
Messing: Available  
Note: Ship was scheduled to depart Port of Agadir, Morocco, 09 May 2015; therefore, we had to obtain local berthing until 12 May 2015 while in Agadir.
- Berthing: Atlantic Palace, Agadir, Morocco  
Arrival: 08 May 2015 (1700)  
Depart: 12 May 2015 (0400)  
Messing: Not Available
- Berthing: Hilton Charles DeGaulle Airport, Paris, France  
Arrival: 12 May 2015 (1700)  
Depart: 13 May 2015 (0700)  
Messing: Not Available  
Note: Berthing obtained due to 16 hour layover. Flight departed Paris, France 10:30 AM 13 May 2015.

## HOST UNIT / NATION SUPPORT

N/A

## QUALIFICATIONS / TRAINING ACHIEVEMENTS

**QPT Qualifications-Primary:**

- Ship Supervisor Sign-Off: LS1 [REDACTED], U/I (8 man hours), LS2 [REDACTED], U/I (8 man hours).
- Pedestal Crane training completed (16 man hours/2 days/3 crane operators):
- EXW training completed: 16 hours/3 days.

**PROBLEMS / LESSONS LEARNED****Embark/Debark**

- The inability to obtain official passports in a timely manner was one the largest obstacles faced by the Det. Working with 3 different passport processing agents with different levels of experience and with no sense of urgency led to unnecessary delays and frustration.
- Although plans for the operation may have been cemented at higher levels, time had elapse before any clear-cut information was disseminated down to the Det OIC level.
- No clear direction with respect to medical requirements.
- A message was conveyed to both NOSC Houston and NOSC Pensacola to increase the GTCC spending limits due to the average airfare cost of approximately \$3,300.00, put unnecessary pressure on the detachment. Communication from the pier in Rota was intermittent at best.
- One member's departure from home of record was delayed by 24 hours due to DTS/GTCC/SATO complications.
- Itineraries were being canceled by SATO for various reasons as late as 8 hours prior to travel.

**Operations**

- The overall was very good despite several technical delays. Good rapport was developed with the ship's crew and the Marines which enabled quality communication to ensure the operation was completed safely and efficiently.
- No reliable communication support once we arrived at the Port of Agadir. Text messaging was the sole means of communication with NCHB 13 S3, NAVELSG S3/S5.

**CESE Support**

- NA

**LSA/Berthing**

- The Det was informed by the ship's Captain literally 90 minutes before sailing that the ship was scheduled to depart Agadir, 09 May 2015. The Det was required to obtain local berthing until 12 May 2015 in Agadir.

**Safety**

- All formal evolutions were conducted without incident or accident.

**Supply/Logreq**

- N/A

**Medical**

- No medical issues. Due to issues with E-AT and obtaining passports, we did not have a designated HM. However, Ship Supervisor, BM1 [REDACTED] is a Firefighter/EMT for City of Houston and Hatch Captain LS1 [REDACTED] is an EMT for City of Houston; both were ready to assist should a medical emergency occur.

**Admin/Pay/Accountability**

- No liaison in Agadir to assist with processing orders and passports. Despite the good rapport with the Marine Det, we could not rely upon them to assist us with obtaining visas. Fortunately, we leveraged the language and cultural skills of EN2 [REDACTED] who is fluent in French and some Arabic who communicated with the Moroccan onsite security on our behalf. It was through persistence we were able to obtain visas as well as transportation and hotel reservations at a property that was widely used by tourist and some U.S. military personnel.
- All orders were collected, endorsed and mailed to NCHB 13 H.Q. for processing upon return CONUS.
- All personnel who volunteer for any mission must be diligent to follow-through ensuring that they validate their requirements in a timely manner to avoid unnecessary delays.

**RIP/TOA**

- N/A

**Command and Control**

- Overall, the members were all extremely engaged and had a positive attitude through the entire process thereby enabling effective communication and safety for all personnel. Despite all of the challenges from a preparation standpoint, experience gained from preparation to executing the operation was a success. The overall operation

provided valuable training for all members. For future operations, a WARNORD could significantly provide a more systematic approach for the operation.

**SUBMITTER/ORIGINATOR**

<b>NAME</b>	LCDR [REDACTED]	<b>RANK/RATE</b>	LCDR/O-4
<b>EMAIL</b>	[REDACTED]@navy.mil	<b>UNIT</b>	NCHB-13 OIC, SURF ALPHA
<b>PHONE COMM</b>	[REDACTED]	<b>PHONE DSN</b>	None

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**NAVELSG AFTER ACTION REPORT**

<b>UNCLASSIFIED</b>	
<b>UNIT/COMMAND</b>	<b>EVENT NAME</b>
NAVCARGOBN THIRTEEN (NCHB13)	Battalion Level Training
<b>EVENT DATE(S)</b>	<b>DATE ORM BRIEF CONDUCTED</b>
04 MAY 2015 THRU 22 MAY 2015	11 May 2015
<b>MAJOR COMMANDS INVOLVED</b>	
<ul style="list-style-type: none"> <li>NAVY CARGO HANDLING BATTALION THIRTEEN (NCHB13) – 97 Sailors</li> </ul>	
<b>TASKING</b>	
<p>Members of NCHB-13 that did not have a mission assigned participated in a Battalion Level Training event that focused on improving ASM status.</p>	
<b>ACCOMPLISHMENTS</b>	
<p><b>CESE Support</b></p> <ul style="list-style-type: none"> <li>Vehicles used for licensing were provided by ESC-A. Additional vehicles were provided by the SeaBee units located at Gulfport.</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>ORM analysis and briefing was conducted by the Safety Officer to emphasize Sailor responsibilities during vehicle license training and during the training evolutions.</li> <li>Weather was a concern due to forecasted thunder storms and excessive heat/humidity in the Gulfport area. Safety was emphasized during each Hot Wash at the end of the day to monitor that Sailors were consuming water at every opportunity to reduce Heat Stress/Heat Exhaustion.</li> <li>No safety incidents were reported during the evolution.</li> </ul> <p><b>Supply/Logreq</b></p> <ul style="list-style-type: none"> <li>NA.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p><b>Medical</b></p> <ul style="list-style-type: none"> <li>2 Sailors reported to Medical for minor injuries and were cleared to perform duties. 1 Sailor reported a swollen ankle due to ant bites, and 1 Sailor reported a facial rash.</li> </ul> <p><b>Admin/Pay/Accountability</b></p> <ul style="list-style-type: none"> <li>NCHB-13 FTS provided administrative support during the evolution.</li> <li>All orders were processed in TOPS for base pay.</li> </ul> <p><b>RIP/TOA</b></p> <ul style="list-style-type: none"> <li>N/A.</li> </ul> <p><b>Command and Control</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	

## MESSING AND BERTHING

### MESSING AND BERTHING:

- Berthing: Navy Gateway Inns & Suites, Gulfport, MS and local hotels.

Local hotels were utilized for overflow due to Army/Air Force students being onboard Gulfport for training. Rental cars were coordinated to reduce the need to provide shuttle service.

## QUALIFICATIONS / TRAINING ACHIEVEMENTS

### Training:

HMMWV:	36.0
MMV:	210.0
15T Stake Truck:	139.0
25T Tractor/Trailer:	141.0
6k Forklift:	186.0
44 PAX Bus:	2.0
Water Truck:	30.0
EXW	395.0
ASM:	62.0
CPR:	28.0
ESAMS Admin:	4.5
6K fuel truck:	260.0
Crane SIM:	91.0
SAPR/Suicide Prevention class:	50.0
Bystander Intervention class:	4.0
Physical Fitness:	600.0
Admin:	20.0
DTS admin training:	25.0
EXW instructors:	6.0
3M:	4.0
CIN course	280.0

Total Hours: 2,557.5

### Coursework:

24 sailors completed NMHCI4407v2.1 – CBRN-E (Chemical, Biological, Radiation, and Nuclear) (NKO)  
30 sailors completed NM-10-EMTCCC-2.0 on NKO  
6 sailors completed Level A Code of Conduct (NKO)  
24 sailors completed Ammo 18 (NKO)  
26 sailors completed Ammo 49 (NKO)  
12 sailors completed BI2F training (Instructor led)  
2 sailors completed Suicide Prevention training (Instructor led)  
1 sailor completed SAPR training (Instructor led)  
1 sailor completed Personal Financial Management training (Instructor led)  
9 sailors completed the Recreational Off-Duty Safety (RODS) course (ESAMS)  
6 sailors passed the 3M/301 course/exam  
13 sailors completed the ORM course (ESAMS)  
4 sailors completed the Hearing Conservation course (ESAMS)  
1 sailor completed the Anthrax Safety course (ESAMS)  
1 sailor completed the Asbestos Safety course (ESAMS)  
1 sailor completed the Annual Security course (ESAMS)  
1 sailor completed Stress Management training (ESAMS)

Total Courses Completed: 162

**Licensing:**

- 12 sailors earned 6K Forklift licenses
- 18 sailors earned MMV licenses
- 15 sailors earned 15T Stake Truck licenses
- 8 sailors earned 25T Tractor/Trailer licenses
- 7 sailors earned HMMWV licenses
- 12 sailors earned 6K Gallon Fuel Truck licenses

Total Licenses: 72

Note: Battalion License Examiner needs to complete paperwork before licenses can be uploaded and approved in ASM.  
Estimated completion date - June 7/8.

**PROBLEMS / LESSONS LEARNED**

**Embark/Debark**

- After requirements were built, the NOSC delayed approval, which required the Full-Time staff to contact each NOSC to process individual orders. Confusion occurred as the status indicated that the requirements were waiting for member action, but the members verified that no requirements were waiting to be processed. As a result, the majority of NROWS orders were approved less than a week before travel was to begin. Recommend each Company maintain situational awareness of NROWS status and escalate issues.

**Operations**

- The MARAD vessel in New Orleans is capable of supporting limited crane training evolutions with at least 30 days notice. Arrangements were made to allow NCHB-13 the capability to plan training evolutions in the future.
- Due to a lack of NMCI assets at Headquarters, Sailors were able to utilize the NOSC Gulfport computer lab to complete online courses.
- 19 Sailors were able to submit their EXW packages for review by the EXW Coordinator. 2 Sailors passed the EXW Board and were awarded the EXW Warfare pin during the BLT.
- 11 Sailors completed ISOPREP to prepare for future taskings that required completion.

**Training**

- Mr Jose Lahoz, METOC ASM Subject Matter Expert, was able to provide specific ASM training in a classroom environment. Prior to the training, Mr Lahoz contacted NECC N7 to determine the topics NECC required Cargo Handling Battalions to be aware of. Overall, 62 hours of ASM training was provided to NCHB-13 that enabled Unit ASM Coordinators to run reports identifying where approvals were stuck, to assign QPT requirements in order to obtain credit for completion, and to update FLTMS for QPT completion.
- With HMC [REDACTED]'s involvement, 28 participants were able to receive the American Red Cross CPR/AED certificate card.
- 6 Sailors began training on 04 May on courses that the Battalion could not provide. Coordination with the participants early was key in arranging schedules to take advantage of SeaBee support at Gulfport. After the week long training was complete, the 6 Sailors provided transportation and logistic support over the weekend as the main body arrived. This worked out well as the FTS had sufficient personnel available on Sunday to assist in providing shuttle services and with checking into NGIS.

**CESE Support**

- KALMAR training was not conducted due to no licensed equipment operator being available as they were either deployed, completed their AT training, or already identified for a future mission. The next training evolution should identify licensed operators to ensure sufficient operators participate.

**Safety**

- Prior to arrival, the Safety Officer was able to verify ESAMS status for each participant. As a result, participants

were assigned delinquent ESAMS courses to complete, and, by the end of the BLT, ESAMS status for the participants was 100% completed.

**Supply/Logreq**

- N/A

**Medical**

- 8 Sailors were able to complete Bang physicals to support the AMMO program. Coordination with the NOSC Gulfport Medical Department was essential in making arrangements.

**Admin/Pay/Accountability**

- The Full-Time Staff was able to collect orders on the first day of the event and processed all pay into TOPS to ensure personnel were able to be paid prior to departure.

**RIP/TOA**

- N/A

**Command and Control**

- Each Unit was responsible for maintaining awareness and accountability for their personnel. By enforcing the Chain of Command, Sailors were able to report course completion, document training conducted, and to highlight areas where training could be held to improve individual ASM status.

**Commander's Assessment**

- Planning for the Battalion Level Training by LT [REDACTED], ESC Det A OIC, and LT [REDACTED], Fuels OIC, began several months in preparation for the event. The month of May was selected due to cooler weather before the heat and humidity became a problem for outside training activities. In addition, with CNRFC's due date for NROWS orders in the system, the Battalion was able to ensure Sailors' AT days were accounted for. Only a handful of Sailors (mainly CAI who have not maintained communication) have not utilized their AT for the year. Requirements have been built for them to attend a July AT in Gulfport before taking administrative actions to issue an UNSAT year. With the BLT wrapping up before Memorial weekend, participants were able to focus on training for 2 weeks and then have a 3 day weekend prior to returning to their civilian employment.
- With the primary focus on improving ASM, significant one-on-one training was provided by the FTS and additional training opportunities with Mr Jose Lahoz proved invaluable. As a result, the Unit ASM Coordinators were able to correct their Unit deficiencies on their own and provide their khaki leadership reports to assist in managing the Sailors participating in the BLT. The Chiefs were then able to discuss with each Sailor the requirements to complete during the BLT and provide all the requirements that needed to be completed during their tour with NCHB-13. With the support of LT [REDACTED] as the Readiness Officer, he has taken on the bulk of the ASM workload and is developing an SOP to improve support outside of DWE. LT [REDACTED] was provided an NMCI laptop to use in between DWE, and he has successfully managed to connect to ASM from his residence. Future training opportunities will be driven by QPT deficiencies as ASM knowledge has significantly improved after the 62 hrs of ASM training. The support from N7/R7 in providing insights to the RCRP Deep Dive has helped prioritized QPTs to address. This was a major factor in the improvements of NCHB-13's P-Score from April to May.
- Both enlisted and officers were able to improve their warfare progress during the BLT. This contributed to high morale as Sailors would swap between license training, online course completion, and hands-on warfare training to ensure full use of their time. With the safety emphasis that consumption of alcohol was required to cease 8 hrs before operating equipment, there were no reported incidents of Sailors staying out late or missing the 0730 muster. Participants have requested future similar opportunities as there were no NOSC distractions and significant EXW/NESCO and billet qualification progress was made.

**SUBMITTER/ORIGINATOR**

<b>NAME</b>	CDR Pele Bagwell	<b>RANK/RATE</b>	CDR/O-5
<b>EMAIL</b>	[REDACTED]@coca-cola.com	<b>UNIT</b>	NCHB-13
<b>PHONE COMM</b>	[REDACTED]	<b>PHONE DSN</b>	None

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**NAVELSG AFTER ACTION REPORT**

<b>UNCLASSIFIED</b>	
<b>UNIT/COMMAND:</b>	<b>EVENT NAME</b>
NAVCARGOBN ELEVEN (NCHB 11) – 2 NAVCARGOBN THIRTEEN (NCHB 13) – 1	TAILISMAN SABRE 2015
<b>EVENT DATE(S):</b>	<b>DATE ORM BRIEF CONDUCTED</b>
4JUL2015 THRU 19JUL2015	Prior to operations and training evolutions.
<b>MAJOR COMMANDS INVOLVED:</b>	
NAVY CARGO HANDLING BATTALION ELEVEN (NCHB11) NAVY CARGO HANDLING BATTALION THIRTEEN (NCHB13) Five Active Duty Culinary Specialist from various Fleet side Commands	
<b>TASKING</b>	
NCHB 11 and NCHB 13 by direction of 4th NELR, provided culinary and camp maintenance support for US troops attending Talisman Saber 2015, Darwin Australia, 5 July thru 16 July. Supporting the 425 members of the 4th Brigade Combat Team, and 25th Infantry Division, and the 7th Comm. Bn. III Marine Expeditionary Force Headquarters Group, III MEF.	
<b>ACCOMPLISHMENTS</b>	
<b>PREPARATION</b>	
<p><b>Embark/Debark</b></p> <ul style="list-style-type: none"> <li>Members arrived into Darwin, Australia airport via Sidney, and transported to the location of the Joint Field Exercise. Movements in country followed the outline set forth in the Reporting Instructions for Talisman Sabre 2015 (TS15) assisted by the 49<sup>th</sup> Theater Gateway Personnel Accountability Team (TG PAT).</li> </ul> <p><b>Supply/Logreq</b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>Upon arrival NCHB 11 and NCHB 13 member(s) were placed at separate locations. CS1 [REDACTED] the LPO for all Culinary Support was placed at Camp Robertson outside Darwin, Australia. CS3 [REDACTED] of NCHB 11 and an Active Duty CS were moved to the 435<sup>th</sup> Defense Battle Camp. In addition, 5 CSs including CS2 [REDACTED] of NCHB 13 were moved to Rockford for culinary support. Camp Robertson was the LSA for exercise operations in the Northern Territory, and distributed Unitized Group Rations (UGR) and Meals Ready to Eat (MRE) to outlying field locations: Rockford and the Defense Battle Camp.</li> <li>Field rations were distributed, MREs for lunch and UGRs for breakfast and dinner, each UGR feeds 50 members.</li> <li>425 Sailors, Marines and Solders were distributed 5100 MREs and 202 UGRs, at the three separate locations.</li> <li>Daily reporting of consumed meals and troop levels were reported to CS1 [REDACTED] at Camp Robertson and meals were resupplied as necessary. Upwards of 10100 UGR meals were prepared or issued during the exercise.</li> <li>CS3 [REDACTED] and an Active Duty CS, in addition to meal distribution, provided basic camp maintenance for the 140 tent, Defense Battle Camp. The Defense Battle Camp was utilized as a transitional location before entering the field.</li> <li>CS3 and the Active Duty CS Conducting daily tent by tent PERSTAT to confirm meal requirements.</li> </ul> <p><b>Medical</b></p> <ul style="list-style-type: none"> <li>No injuries occurred during this evolution.</li> <li>Hydration and sun safety were constantly monitored and emphasized.</li> </ul>	

**Admin/Pay/Accountability**

- All orders for CS support were routed through CS1 [REDACTED] and provided to LCDR [REDACTED], SC USN, Talisman Saber 15, Comptroller, for input into TOPS.

**RIP/TOA**

- N/A

**Command and Control**

- CS1 [REDACTED] was CS LPO for exercise.

**MESSING AND BERTHING:**

- Berthing for Field Exercise was either GP Mediums at the Defense Battle Camp or containerized berthing at Camp Robertson.
- Messing was arranged by NCHB members for US troops involved in Joint Exercise.

**HOST UNIT / NATION SUPPORT****QUALIFICATIONS / TRAINING ACHIEVEMENTS**

**QPT Qualifications:** N/A

**PROBLEMS / LESSONS LEARNED****Embark/Debark**

- Last minute changes in reporting dates resulted in prolonged order approval process. OCONUS travel requires two days of travel, modified orders were disapproved for exceeding 14 days, delaying the approval process for an additional day. Orders were finally approved late on July 1, for travel on July 3.
- The late order approval resulted in SATO assisted travel. Due to the NOSC 96hr liberty starting on July 2, AO was not available to approve travel. CS1's travel was not finalized until 1630 for his 1920 flight on July 3.
- Delayed travel arrangements resulted in CS1's arrival in Darwin early on July 6, members were requested to arrive on 5 July in Darwin, Australia.

**Operations**

- Communication was very limited for support members outside the Combat Commands participating in the exercise. The daily reports provided by the outlying camps and compiled at Camp Robertson by CS1 [REDACTED] were collected often through none conventional means.
- Preparations for members to utilize field communication for communicating with higher would require EKS 301 and basic field communications training.
- The four active duty sailors and CS2 [REDACTED] from NCHB 13 sent to Camp Rockford for VIP meal preparation, were underutilized. VIP meals were ultimately prepared by contracted personnel.

**CESE Support**

N/A

**LSA/Berthing**

- Members located at the Defense Battle Camp were berthed in GP Medium tents with dirt floors, and had to deal with the dust, dirt and heat of Northern Australia. Members while at Camp Robertson were housed in containerized berthing.

**Safety**

- No safety incidents reported.

**Supply/Logreq**

- N/A

**Admin/Pay/Accountability**

- Orders are being processed through PSD Pearl Harbor, delays in processing are expected.

**RIP/TOA**

- N/A

**Command and Control**

- CS1 [REDACTED] performed as Culinary Specialist LPO, conducting daily PERSTATs for the two members of NCHB 11 1 member of NCHB 13, and the five members of the active duty component.

**SUBMITTER/ORIGINATOR**

<b>NAME</b>	[REDACTED]	<b>RANK/RATE</b>	BUC(SCW)
<b>EMAIL</b>	[REDACTED]@hotmail.com	<b>UNIT</b>	NCHB-11 ESC BRAVO
<b>PHONE COMM</b>	[REDACTED]	<b>PHONE DSN</b>	None

**NAVELSG AFTER ACTION REPORT**

<b>UNCLASSIFIED</b>		
<b>UNIT/COMMAND:</b>	<b>EVENT NAME</b>	
NAVCARGOBN ELEVEN (NCHB 11) NAVCARGOBN THIRTEEN (NCHB 13)	Fleet Logistics Center Pearl Harbor (Wave II)	
<b>EVENT DATE(S):</b>	<b>DATE ORM BRIEF CONDUCTED</b>	
29JUN2015 THRU 12JUL2015	Prior to operations and training evolutions.	
<b>MAJOR COMMANDS INVOLVED:</b>		
NAVY CARGO HANDLING BATTALION ELEVEN (NCHB11) – 21 NAVY CARGO HANDLING BATTALION THIRTEEN (NCHB13) - 11 FLEET LOGISTICS CENTER PEARL HARBOR US ARMY 25 <sup>th</sup> INFANTRY DIVISION US ARMY 599TH TRANSPORTATION BRIGADE		
	USNS FISHER (T-AKR 301)	
<b>TASKING</b>		
NCHB11 and 13, by direction of 4th NELR, convened at Fleet Logistics Center Pearl Harbor (FLCPH) to safely and effectively support the offload of USNS FISHER (T-AKR 301). The week and a half prior to offload were devoted to proficiency training on the 20K, 10K, 6K, and 4K forklifts, 25 ton tractor trailers, and lashing and rigging equipment.		
<b>ACCOMPLISHMENTS</b>		
<b>CESE and MHE Support</b>		
<ul style="list-style-type: none"> <li>• FLCPH provided (2) 20K forklifts (3) 6K forklifts, (2) 4K forklifts, and (2) 25 ton tractor trailers for training.</li> <li>• The US Army provided management of their RO/RO assets and the associated marshalling yard.</li> <li>• Of the USNS FISHER offload approximately 1,417 pieces were RO/RO and 240 were containers.</li> </ul>		
<b>Safety</b>		
<ul style="list-style-type: none"> <li>• ORM and safety briefs were conducted for all operations involving training or movement of containers/CESE/MHE.</li> <li>• The weather was hot and dry. Hydration was heavily emphasized and water stations and sun block were provided and utilized.</li> <li>• PPE was on hand for sailors who did not bring helmets, gloves, safety belts, etc.</li> </ul>		
<b>Supply/Logreq</b>		
<ul style="list-style-type: none"> <li>• N/A.</li> </ul>		
<b>Operations</b>		
<ul style="list-style-type: none"> <li>• NCHB-11 and 13 successfully provided support to FLCPH to safely unlash, offload, and transport approximately 240 containers and 1,417 RO/RO assets during the 3 day, 24 hour offload operation of USNS FISHER.</li> <li>• During the first week and a half of FLCPH 2<sup>nd</sup> wave, EA1 [REDACTED] and BM1 [REDACTED] served as training coordinators, providing engaging training routines on the 6K and 4K forklifts.</li> <li>• During the first week and a half the following training was accomplished:</li> </ul>		
	<b>Training Hours</b>	<b>Licenses Issued</b>
<b>25 T Trucks</b>	82	None
<b>20K Forklifts</b>	33	None
<b>10K Forklifts</b>	4	None
<b>6K Forklifts</b>	256	None
<b>4K Forklifts</b>	78	None
<b>Stevedore</b>	507	PQS signatures

**Medical**

- HM personnel were present during all evolutions and activities.

**Admin/Pay/Accountability**

- Maintained 100% accountability of all personnel assigned to FLCPH during entire operation.
- All participants' orders were collected and provided to NAVELSG for input into the TOPS system for payment.

**RIP/TOA**

- N/A

**Command and Control**

- N/A

**PREPARATION****Embark/Debark**

- Members were instructed to fly in/out of the Honolulu airport and report to the hotel. LPO's were tasked with accounting for their individual company personnel and reporting to senior OIC. No problems with flights in or out of Honolulu were reported.

**Supply/Logreq**

- N/A

**Operations**

- Members were selected to participate in this operation based on their qualifications and capability to provide rigorous work. Additionally, members were selected to allow participation in order to get them stick time on the vehicles. BM1 [REDACTED], BM1 [REDACTED], EA1 [REDACTED], and BM1 [REDACTED] were identified as Hatch Captains, and all four performed their duties as small unit leaders superbly.

**Medical**

- No injuries occurred during this evolution. Hydration and sun safety were constantly monitored and emphasized. US Army provided medical personnel for the offload operation.

**Admin/Pay/Accountability**

- All orders were collected by FLCPH Admin at the start of evolution enabling processing of pay. Order modifications were collected by FLCPH Admin as they were approved. Order modifications were issued for (4) select sailors to ensure a complete day crew RO/RO team was available on the 11<sup>th</sup>.

**RIP/TOA**

- N/A

**Command and Control**

- N/A

**MESSING AND BERTHING:**

- All berthing arrangements and CNA's were secured by MA1 [REDACTED] prior to embark at the Aston Hotel and The Plaza Best Western Hotel.
- Members were on Per Diem during entire evolution.

**HOST UNIT / NATION SUPPORT**

N/A

**QUALIFICATIONS / TRAINING ACHIEVEMENTS****QPT Qualifications:** Stevedore qualified sailors signed PQS when appropriate.**PROBLEMS / LESSONS LEARNED****Embark/Debark**

- The inability of various NOSC's to adequately activate personnel GTCC or increase personal limits put unnecessary pressure and delay on sailors travel to FLCPH. One member was not able to attend the exercise because of DTS/GTCC/SATO complications.
- Two NOSC's (Colombia, SC and Tampa, FL) pushed (19) sailor's travel days back from the 12<sup>th</sup> to the 11<sup>th</sup> of July. This caused the only headache of the operation as we had to try and get order modifications approved for these sailors to allow travel on the 12<sup>th</sup>. There is a disagreement between some the NOSC's and NAVELSG about how many days are allowed for travel. Half of the sailors attending this op were allowed to travel on the 12<sup>th</sup>. The disconnect stems from the ultimate arrival to CONUS being the 13<sup>th</sup> of July, which falls outside of the orders date, which ended on the 12<sup>th</sup>. It ended up not being an issue as the ship was completely offloaded by 1600 on the 11<sup>th</sup>, but if we had needed a night crew on the 11<sup>th</sup> we would have been without bodies.

**Operations**

- The working relationship between the FLCPH leadership and the OIC/LCPO was very good, enabling quality communication to ensure training and operations were completed safely and efficiently.

**CESE Support**

- FLCPH provided all the equipment we needed. However, the majority of the sailors had expired licenses. While FLCPH allowed us all the training time we could use, we were not allowed to use any equipment during the actual operation. Only three sailors who had valid licenses were allowed to operate equipment during the actual offload, but during the first shift change, FLCPH decided to have only civilians operate all CESE/MHE and the shipboard crane. The sailors were disappointed to be able to show proficiency in training and not be allowed to operate, but were nonetheless excited to work hard. The ability for FLCPH to issue licenses after training would have gone a long way towards operational readiness. This was relayed to the FLCPH chain of command.

**LSA/Berthing**

- All personnel were in one of two hotels in close proximity to each other and Joint Base Pearl Harbor/Hickam. MA1 [REDACTED] was a huge help in getting all 32 CNA's and hotel arrangements for the operation.

**Safety**

- No safety incidents reported.

**Supply/Logreq**

- N/A

**Admin/Pay/Accountability**

- BMC [REDACTED], EA1 [REDACTED], and MA1 [REDACTED] served as LCPO/LPO's for NCHB 13 and NCHB 11 sailors. They provided accountability for all personnel on a daily basis.
- NCHB Sailors who volunteer for a mission should know that they must follow-through ensuring that they route their orders in a timely manner, provide itineraries, and communicate with leadership prior to operation.

**RIP/TOA**

- N/A

**Command and Control**

- Hatch Captains, Chiefs [REDACTED] and [REDACTED], and the OIC were all actively engaged in communication and direction to personnel. FLCPH leadership and NCHB sailors showed a strong working relationship during both the training exercises and the offload operations.

**SUBMITTER/ORIGINATOR**

<b>NAME</b>	[REDACTED]	<b>RANK/RATE</b>	LT
<b>EMAIL</b>	[REDACTED]@gmail.com	<b>UNIT</b>	NCHB-11 Alpha Company
<b>PHONE COMM</b>	[REDACTED]	<b>PHONE DSN</b>	None

**NAVELSG AFTER ACTION REPORT**

<b>UNCLASSIFIED</b>													
<b>UNIT/COMMAND:</b>	<b>EVENT NAME</b>												
NAVCARGOBN THIRTEEN (NCHB 13)	Blount Island Det MPFEX												
<b>EVENT DATE(S):</b>	<b>DATE ORM BRIEF CONDUCTED</b>												
16AUG2015 THRU 28AUG2015	Prior to operations and training evolutions.												
<b>MAJOR COMMANDS INVOLVED:</b>													
NAVY CARGO HANDLING BATTALION THIRTEEN (NCHB 13) – 5 NAVY CARGO HANDLING BATTALION ONE(NCHB 1) BLOUNT ISLAND COMMAND 1 <sup>ST</sup> LT. JACK LUMMUS													
<b>TASKING</b>													
NCHB13, by direction of 4th NELR, convened at Mayport Naval Station and Blount Island Command to safely and effectively support the offload of 1 <sup>st</sup> LT. Jack Lummas. Operations were conducted in support of NCHB 1. Members were instructed to gain valuable OJT in the areas of Hold Boss, Hatch Captain, and Ships Supervisor to attribute to the overall mission readiness for battalion.													
<b>ACCOMPLISHMENTS</b>													
<p><b>CESE and MHE Support</b></p> <ul style="list-style-type: none"> <li>• NCHB 1 and 1<sup>st</sup> LT Lummas provided all equipment needed</li> <li>• Mayport and Blount Island Port Authority were available for support during this operation.</li> <li>• Of the offload approximately 188 pieces, 157 were containers, 20 pier fenders, 9 Bull Dozier, 2 Storage units</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• ORM and safety briefs were conducted for all operations involving training or movement of containers/CESE/MHE.</li> <li>• The weather was hot and dry with an occasional shower. Hydration was heavily emphasized and water stations.</li> <li>• All members had proper PPE on hand (helmets, gloves, safety belts, etc.).</li> </ul> <p><b>Supply/Logreq</b></p> <ul style="list-style-type: none"> <li>• N/A.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>• The first week operations were in-stream, preparing the ship for the docking stage which took place on the second week at Blount Island</li> <li>• NCHB-13 successfully provided support to NCHB 1 to prepare for the over 200 pieces of cargo to be offloaded from 1<sup>st</sup> LT Lummas.</li> </ul>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 40%;">Training Hours</th> <th style="width: 35%;">Licenses Issued</th> </tr> </thead> <tbody> <tr> <td><b>Ships Supervisor</b></td> <td align="center">10</td> <td>None</td> </tr> <tr> <td><b>Hatch Captain U/I</b></td> <td align="center">20</td> <td>PQS signatures</td> </tr> <tr> <td><b>Hold Boss U/I</b></td> <td align="center">60</td> <td>PQS signatures</td> </tr> </tbody> </table>			Training Hours	Licenses Issued	<b>Ships Supervisor</b>	10	None	<b>Hatch Captain U/I</b>	20	PQS signatures	<b>Hold Boss U/I</b>	60	PQS signatures
	Training Hours	Licenses Issued											
<b>Ships Supervisor</b>	10	None											
<b>Hatch Captain U/I</b>	20	PQS signatures											
<b>Hold Boss U/I</b>	60	PQS signatures											
<b>Medical</b>													

- NCHB 1 provided all medical support for MPFEX.

**Admin/Pay/Accountability**

- Maintained 100% accountability of all personnel assigned to MPFEX during entire operation.
- All participants' orders were collected by AWO1 [REDACTED] and provided to Mayport PSD for input into the TOPS system for payment.

**RIP/TOA**

- N/A

**Command and Control**

- N/A

**PREPARATION**

**Embark/Debark**

- Members were instructed to fly in/out of the Jacksonville airport and report to the hotel. AWO1 [REDACTED] was tasked with accounting for all members of this operation. No problems with flights in or out of Jacksonville were reported.

**Supply/Logreq**

- N/A

**Operations**

- Members were selected to participate in this operation based on their AT funds available and command readiness requirements. Members were to gain valuable OJT in Hold Boss, Hatch Captain, and Ship Supervisor positions.

**Medical**

- HM support was provided by NCHB 1.
- No injuries were reported during this evolution. Hydration and sun safety were constantly monitored and emphasized. Water stations throughout the ship.

**Admin/Pay/Accountability**

- All orders were collected by AWO1 [REDACTED] and pay coordinated through Mayport Naval Station PSD.

**RIP/TOA**

- N/A

**Command and Control**

- N/A

**MESSING AND BERTHING:**

- AWO1 [REDACTED] made all the berthing arrangements for this evolution.
- Members were on Per Diem during entire evolution.

**HOST UNIT / NATION SUPPORT**

N/A

**QUALIFICATIONS / TRAINING ACHIEVEMENTS**

**QPT Qualifications:** Hold Boss, Hatch Captain, Ships Supervisor and EXW qualified sailors signed PQS when appropriate.

### PROBLEMS / LESSONS LEARNED

#### Embark/Debark

- Due to lack of funding outside the normal AT funds available, only 5 of the original 9 members were able to attend the operation. No problems were reported.
- After receiving the operational details from NCHB-1, it was determined that no other assistance would be necessary.

#### Operations

- The working relationship between NCHB 1 and NCHB 13 was very good, allowing us to maximize the time members were allotted to further their QPT/Quals for command readiness.
- NCHB 13 personnel had to gain experience while NCHB 1 personnel were seeking the same training and OJT in the qualification areas mention.

#### CESE Support

- NCHB 1 provided all the equipment we needed. Sailors trained in their respective area of need, seizing every opportunity during this evolution.

#### LSA/Berthing

- All personnel stayed at the Holiday Inn Express (Blount Island) which is close to both operational sites, Mayport Naval Station and Blount Island Command. AWO1 [REDACTED] made all the berthing arrangements for this operation.

#### Safety

- No safety incidents reported.

#### Supply/Logreq

- N/A

#### Admin/Pay/Accountability

- AWO1 [REDACTED] served as LPO for NCHB 13. He provided accountability for all personnel on a daily basis.

#### RIP/TOA

- N/A

#### Command and Control

- NCHB 13 and NCHB 1 personnel had good communication for this operation, all information from Port Operations and NCHB 1 was provided directly to AWO1 Pugh, and then made available to NCHB 13 members. There was a great working relationship between the 2 commands directly involved. 1<sup>st</sup> LT Jack Lummas conducted operations in-stream to begin this operation, and later docked at Blount Island to complete the mission. Safety and attention to detail were paramount, especially during the in-stream portion of this evolution.

### SUBMITTER/ORIGINATOR

<b>NAME</b>	[REDACTED]	<b>RANK/RATE</b>	AWO1
<b>EMAIL</b>	[REDACTED]@yahoo.com	<b>UNIT</b>	NCHB-13 CHARLIE Company
<b>PHONE COMM</b>	[REDACTED]	<b>PHONE DSN</b>	None



**NAVELSG AFTER ACTION REPORT**

<b>UNCLASSIFIED</b>													
<b>UNIT/COMMAND:</b>	<b>EVENT NAME</b>												
NAVCARGOBN THIRTEEN (NCHB 13)	Fleet Logistics Center Pearl Harbor (Wave III)												
<b>EVENT DATE(S):</b>	<b>DATE ORM BRIEF CONDUCTED</b>												
16AUG2015 THRU 30AUG2015	Prior to operations and training evolutions.												
<b>MAJOR COMMANDS INVOLVED:</b>													
NAVY CARGO HANDLING BATTALION THIRTEEN (NCHB13) - 8 FLEET LOGISTICS CENTER PEARL HARBOR US ARMY 25 <sup>th</sup> INFANTRY DIVISION US ARMY 599TH TRANSPORTATION BRIGADE <span style="float: right;">MV GREEN RIDGE</span>													
<b>TASKING</b>													
NCHB13, by direction of 4th NELR, convened at Fleet Logistics Center Pearl Harbor (FLCPH) to safely and effectively support the onload of MV GREEN RIDGE. The week prior to onload was devoted to proficiency training on the 6K and 4K forklifts, and lashing and rigging equipment. The ship changed port schedules twice during the initial week and no operations were conducted during that time, allowing for more proficiency time than previously allotted and other tasks assigned by Terminal Operations.													
<b>ACCOMPLISHMENTS</b>													
<b>CESE and MHE Support</b> <ul style="list-style-type: none"> <li>● FLCPH provided (1) 6K forklift and (2) 4K forklifts for training.</li> <li>● The US Army provided management of their RO/RO assets and the associated marshalling yard.</li> <li>● Of the MV GREEN RIDGE onload approximately 115 pieces, 78 were RO/RO and 37 were containers.</li> </ul>													
<b>Safety</b> <ul style="list-style-type: none"> <li>● ORM and safety briefs were conducted for all operations involving training or movement of containers/CESE/MHE.</li> <li>● The weather was hot and dry with an occasional shower. Hydration was heavily emphasized and water stations and sun block were provided and utilized.</li> <li>● All members had proper PPE on hand (helmets, gloves, safety belts, etc).</li> </ul>													
<b>Supply/Logreq</b> <ul style="list-style-type: none"> <li>● N/A.</li> </ul>													
<b>Operations</b> <ul style="list-style-type: none"> <li>● The first week onboard with FLCPH included indoctrination, specific training for the mission, and various tasks for FLCPH. No operations were conducted during this time.</li> <li>● NCHB-13 successfully provided support to FLCPH to safely lash, onload, and transport approximately 37 containers and 78 RO/RO assets during the 1 day, 8 hour onload operation of MV GREEN RIDGE.</li> <li>● During the first week of FLCPH 3<sup>RD</sup> wave, CEC Britt and LS2 Green served as training coordinators, providing engaging training routines on the 6K and 4K forklifts.</li> <li>● During the first week and last week, the following training was accomplished:</li> </ul>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Training Hours</th> <th style="width: 35%;">Licenses Issued</th> </tr> </thead> <tbody> <tr> <td><b>4/6K Forklifts</b></td> <td align="center">88</td> <td align="center">None</td> </tr> <tr> <td><b>EXW</b></td> <td align="center">80</td> <td align="center">PQS signatures</td> </tr> <tr> <td><b>Stevedore</b></td> <td align="center">120</td> <td align="center">PQS signatures</td> </tr> </tbody> </table>			Training Hours	Licenses Issued	<b>4/6K Forklifts</b>	88	None	<b>EXW</b>	80	PQS signatures	<b>Stevedore</b>	120	PQS signatures
	Training Hours	Licenses Issued											
<b>4/6K Forklifts</b>	88	None											
<b>EXW</b>	80	PQS signatures											
<b>Stevedore</b>	120	PQS signatures											

**Medical**

- No HM personnel were present during any evolutions or activities. It was determined they were not needed due to light training schedules and lack of operational commitments during the first and last weeks. Army medical personnel were present for the operation.

**Admin/Pay/Accountability**

- Maintained 100% accountability of all personnel assigned to FLCPH during entire operation.
- All participants' orders were collected and provided to FLCPH for input into the TOPS system for payment.

**RIP/TOA**

- N/A

**Command and Control**

- N/A

**PREPARATION****Embark/Debark**

- Members were instructed to fly in/out of the Honolulu airport and report to the hotel. CPO's were tasked with accounting for their individual company personnel and reporting to senior OIC. No problems with flights in or out of Honolulu were reported.

**Supply/Logreq**

- N/A

**Operations**

- Members were selected to participate in this operation based on their AT funds available and capability to provide rigorous work. Additionally, members were selected to allow participation in order to get them stick time on the forklifts.

**Medical**

- No HM support was necessary due light proficiency training and no operational commitments during the week prior to and after the onload operation.
- No injuries occurred during this evolution. Hydration and sun safety were constantly monitored and emphasized.
- US Army provided medical personnel for the onload operation.

**Admin/Pay/Accountability**

- All orders were collected by FLCPH Admin at the start of evolution enabling processing of pay.

**RIP/TOA**

- N/A

**Command and Control**

- N/A

**MESSING AND BERTHING:**

- All berthing arrangements and CNA's were secured by LSCS [REDACTED] and LSC [REDACTED] prior to embark at the Luana Hotel.
- Members were on Per Diem during entire evolution.

**HOST UNIT / NATION SUPPORT**

N/A

**QUALIFICATIONS / TRAINING ACHIEVEMENTS****QPT Qualifications:** Stevedore and EXW qualified sailors signed PQS when appropriate.**PROBLEMS / LESSONS LEARNED****Embark/Debark**

- Due to lack of funding outside the normal AT funds available, only 8 of the original 16 members were able to attend the operation. Although members had a short time to get orders funded, GTCC activated, and flights scheduled in DTS, no problems were reported.
- After relaying the operational details to members of NCHB-1, it was determined that no other assistance would be necessary. This included HM support.

**Operations**

- The working relationship between the FLCPH leadership and the OIC/LCPO was very good, enabling quality communication to ensure training and operations were completed safely and efficiently.
- Training was conducted the week prior to the evolution to hone skills particularly needed for the task of lashing. No operations occurred during this period. FLCPH trained personnel on specific lashing and forklifts, although it was ultimately decided to have only FLCPH to operate CESE.

**CESE Support**

- FLCPH provided all the equipment we needed. Sailors trained on the 4K and 6K forklifts; however, we were not allowed to use any equipment during the actual operation. FLCPH decided to have only civilians operate all CESE/MHE. The sailors were only allowed to direct and lash equipment during the onload.

**LSA/Berthing**

- All personnel were in one hotel in close proximity to Joint Base Pearl Harbor/Hickam. LSC [REDACTED] was a huge help in getting all 8 CNA's and LSCS [REDACTED] made hotel arrangements for the operation.

**Safety**

- No safety incidents reported.

**Supply/Logreq**

- N/A

**Admin/Pay/Accountability**

- CEC [REDACTED], LSC [REDACTED], LSC [REDACTED], and LS2 [REDACTED] served as LCPO/LPO's for NCHB 13. They provided accountability for all personnel on a daily basis.

**RIP/TOA**

- N/A

**Command and Control**

- Chiefs and the OIC were all actively engaged in communication and direction to personnel. FLCPH leadership and NCHB sailors showed a strong working relationship during both the training exercises and the onload operations. The ship changed its port schedule twice while we were onboard, so it was decided to continue to train for the entire first week on specific equipment that would be utilized during the operation.

**SUBMITTER/ORIGINATOR**

NAME	[REDACTED]	RANK/RATE	BMCS (EXW/SW)
------	------------	-----------	---------------

<b>EMAIL</b>	████████@yahoo.com	<b>UNIT</b>	NCHB-13 HQ Company
<b>PHONE COMM</b>	████████	<b>PHONE DSN</b>	None



DEPARTMENT OF THE NAVY  
NAVY EXPEDITIONARY LOGISTICS SUPPORT GROUP  
593 MAYFIELD STREET  
WILLIAMSBURG VA 23185-5831

5040  
Ser N7/322  
1 Sep 15

From: Commander, Navy Expeditionary Logistics Support Group  
To: Commanding Officer, Navy Cargo Handling Battalion  
Thirteen  
Via: Commodore, FOURTH Navy Expeditionary Logistics Regiment  
Subj: MANAGEMENT ASSESSMENT VISIT (MAV) AFTER ACTION REPORT  
(AAR) FOR NCHB-13

Ref: (a) COMNAVELSGINST 5040.1E  
(b) COMNAVELSGNOTE 5040

Encl: (1) Command Master Chief Programs Checklist  
(2) Legal Programs Checklist  
(3) Command Career Counselor Checklist  
(4) Medical Department Checklist  
(5) Safety Program Checklist  
(6) Administration Department Checklist  
(7) Operations Programs Checklist  
(8) Supply Department Checklist  
(9) Facilities Checklist  
(10) Transportation Checklist  
(11) Information Systems Checklist  
(12) Training Programs Checklist  
(13) Command Security Program Checklist  
(14) Sample Letter of Submission for Implementation  
Status Reports  
(15) Sample OPNAV FORM 5040/2 - Implementation Status  
Report

1. Purpose. The purpose of the MAV program is to ensure proper administrative processes and controls in various programs that contribute to overall unit health, welfare and morale and ultimately to increased operational readiness. References (a) and (b) dictate the conduct of the MAV to include after-action requirements. MAV Assessor notes are included in enclosures (1) through (13). Per reference (a), enclosures (14) and (15) are to be completed within 60 days of receiving this AAR.

2. Location. Navy Cargo Handling Battalion THIRTEEN (NCHB-13), Naval Construction Battalion Center, Gulfport, MS.

Subj: MANAGEMENT ASSESSMENT VISIT (MAV) AFTER ACTION REPORT  
(AAR) FOR NCHB-13

3. Dates of Event. 31 July - 2 August 2015.

4. Program Assessors

(LEAD ASSESSOR)	CDR [REDACTED]
(N7 TRAINING)	Mr. Splitgerber
(N7 TRAINING ASM from TEU RC)	BM1 [REDACTED]
(TEU RC RLO REP from TEU RC)	CDR [REDACTED]
(CMDM PROGRAMS)	CMDM [REDACTED]
(ADMIN)	Mrs. Oitzman
(CCC (CPIM) PROGRAMS)	NCC [REDACTED]
(INFORMATION SYSTEMS/SAPR)	ITC [REDACTED]
(LEGAL)	LCDR [REDACTED]
(TRANSPORTATION/EQUIPMENT)	CMCS [REDACTED]
(LICENSING)	EO2 [REDACTED]
(FACILITIES)	BU1 [REDACTED]
(OSO)	LCDR [REDACTED]
(PERSONNEL SECURITY MANAGEMENT)	Mr. Gray
(OPS)	Mr. Gray
(SAFETY)	BMC [REDACTED]
(MEDICAL)	HM1 [REDACTED]
(SUPPLY/FINANCIALS)	LS1 [REDACTED]
(AMMO QUAL-CERT)	ENS [REDACTED]
(AMMO QUAL-CERT TEU RC)	LSCS [REDACTED]

5. Grades. Overall the Battalion performed very well and achieved an overall average grade of 83%. The following are area specific grades.

a. Command Master Chief (CMDM) Programs/Oversight: 94%

c. Legal: 94%

d. Command Career Counselor/Career Information Program Management (CIPM): 46% (This program requires a re-inspection within 6 months)

e. Medical Programs: 71%

f. Safety Program: 81%

g. Administration: 72% (It is highly recommended that this program receive a re-inspection within 6 months)

Subj: MANAGEMENT ASSESSMENT VISIT (MAV) AFTER ACTION REPORT  
(AAR) FOR NCHB-13

- h. Operations: 83%
- i. Logistics/Supply: 94%
- j. Facilities: 93%
- k. Transportation: 98%
- l. Information Systems: 92%
- m. Training: 78%
- n. Personnel Security Manager: 78%

6. Closing Comments. The command had a very successful MAV overall, but had significant problems in the Command Career Counselor programs and Administrative programs. These two programs will require a re-inspection within six months. While the Medical score was rather low, it was due to lack of medical bags which can be easily obtained. The command shows a solid foundation to continue healthy growth in all program areas. As you continue to lean forward and progress through your F RTP, please lean on the NAVELSG Headquarters staff for any program assistance and/or training to ensure the most successful Unit Level Training and Unit Level Training and Readiness Assessment.

7. Action. The enclosures highlight items where deficiencies were noted. Enclosures (14) and (15) are to be completed within 60 days of receiving this AAR and are to be submitted quarterly until the discrepancies are corrected for point deductions in enclosures (1) through (13). If the discrepancies are not able to be corrected due to its historical nature, no ISR is required for that item. Please submit all ISRs to your Regimental R8 and copy NAVELSG N7 per reference (a). Any questions can be addressed to CDR [REDACTED] at [REDACTED] or [REDACTED]@navy.mil.

  
M. J. SAKOWSKI  
Chief of Staff

COMMAND Assessed and Date of Assessment: NCHB-13 2 AUG 2015

ASSESSOR(S): CMDCM [REDACTED]

REFERENCES:

(a) OPNAVINST 1306.2 Series

(b) U. S. Navy Regulations

(c) Uniform Regulations NAVPERS 15665 Series

(d) OPNAVINST 6110.1 Series

**A. CMDCM PROGRAM**

Item	Assessment Element	Unit Type	Yes/No	Data Element	Points Available	Points Attained	Remarks
1	Is a primary duty CMDCM assigned?	NCHB/NELR	Y		1	1	
2	Is the Command Master/ Senior Chief designated in writing?	NCHB/NELR	Y		5	5	
3	Is the CMDCM receiving SDAP? What amount? Are they certified annually to collect the SDAP?	NCHB/NELR	Y		1	1	
4	Has the CMDCM met the following requirements? a. Attended the Senior Enlisted Academy? b. Been awarded the 9580 NEC c. Qualified/re-qualified as an Expeditionary Warfare Specialist(EXW)? d. CPO/Petty Officer Leadership Courses?	NCHB/NELR	Y		5	5	WORKING ON EXW QUAL
5	Does the CMDCM maintain and promote effectiveness and efficiency of the Chain of Command (COC)?	NCHB/NELR	Y		1	1	
6	Does the CMDCM foster an environment for open and frank dialogue between the CMC, CO, Executive Officer (XO) and the Ward Room?		Y		1	1	COMBINED TRAINING
7	Does the CMDCM assist in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of junior officers and enlisted Sailors in order to promote traditional standards of good order and discipline?	NCHB/NELR	Y		1	1	GREAT CMC TRAINING GIVEN TO WARDROOM/CPO MESS
8	CPO Mess involvement: a. Is the CMDCM the President of CPO Mess? b. Does the CMDCM ensure Chiefs' Mess Training is completed? c. Does the CMDCM maintain and foster adherence to the CPO 365 Phase I and Phase II process?	NCHB/NELR	N		5	3	NO CMT TRAINING BEING CONDUCTED
9	Is there an avenue for feedback from all Sailors in the command?		Y		1	1	CO SUGGESTION BOX
9A	Does the command hold frequent CMDCM and Captain's Call?		Y		1	1	EACH VISIT
9B	Does the CMDCM advise the CO on the formulation and implementation of changes in policy pertaining to enlisted personnel?	NCHB/NELR	Y		1	1	
9C	Does the CMDCM attend meetings as directed by the CO to keep apprised of current issues and provide an enlisted input?	NCHB/NELR	Y		5	5	
10	Does the CMDCM participate in receptions and hosting of official visitors to the command?	NCHB/NELR	Y		1	1	
11	Brilliant on the Basics within the command: a. Does the command have a Command Sponsor Program? b. Does the command have a Mentorship Program? c. Does the command conduct Command Indoctrination? d. Does the command conduct Navy Pride and Professionalism?	NCHB/NELR	Y		5	5	WORKING ON LOCAL COMMAND INDOC FOR EACH COMPANY/HQ IDENTIFY MENTOR COORDINATOR FINISH LOACL INSTRUCTION
11A	Does the command have an OMBUDSMAN or Fleet Family Service Center Liaison? a. Is the Ombudsman assigned in writing? b. Has the Ombudsman had any formal training? c. Is there a signed copy of the DD 2793 (Volunteer Agreement for Appropriated Activities or Non-Appropriated Fund Instrumentalities)? d. Does the Ombudsman edit and mail information sheets and newsletters on a periodic basis? e. Does the ombudsman have full command support? f. Is there good communication between the SEL and the Ombudsman? g. Does the Ombudsman have a copy of the OPNAVINST 1750.1 and a command roster listing spouses' names and telephone numbers?	NCHB/NELR	Y		5	5	TRAINING SCHEDULED, WORK ON NEWSLETTER

12	<p>Command Career Counselor Involvement:</p> <p>a. Does the CMDCM foster open lines communication with the Command Career Counselor?</p> <p>b. Does the CMDCM monitor Career Information Program Management?</p> <p>c. Does the CMDCM Chair Career Development Boards?</p> <p>d. Does the CMDCM attend quarterly Career Development Team meetings?</p> <p>e. Does the CMDCM have a system in place to review the Enlisted Distribution Verification Report (EDVR), Activity Manpower Document (AMD) and Reserve Unit Activity Document (RUAD) (s)?</p>	NCHB/NELR	Y		10	5	POSITION GAPPED/ CIMS REPORT NOT ROUTED / NO MTGS HELD FOR CDT	
13	<p>Does the CMDCM monitor the following programs?</p> <p>a. Family Advocacy Program?</p> <p>b. Bachelor Enlisted Quarters (BEQ) Program?</p> <p>c. Command Physical Readiness Program?</p> <p>d. Command Advancement Program?</p> <p>e. Single Sailor Program?</p> <p>f. Liberty Risk Program?</p> <p>g. Safety/ORM Program?</p>	NCHB/NELR	Y		5	5	FAP. 6 SAILORS WITH 3 OR MORE PFA FAILS IN LAST 4 YEARS.	
14	<p>Does the CMDCM participate in the following boards?</p> <p>a. Commissary and Navy Exchange Advisory Board?</p> <p>b. General Mess and Ship's Store Advisory Board?</p> <p>c. Humanitarian reassignment/hardship discharge screening boards?</p> <p>d. MWR Committee/Advisory Board?</p> <p>e. Sailor Housing Advisory Board?</p> <p>f. Command Disciplinary Review Board (DRB)?</p> <p>g. What is the CMDCM role in awarding EMI/NJP?</p>	NCHB/NELR	Y		5	5	GOOD DRB INSTRUCTION	
<b>Section Subtotal</b>						<b>59</b>	<b>52</b>	
<b>B. HUMAN RESOURCE MANAGEMENT PROGRAM</b>								
Ref : (a) OPNAVINST 5354.1 Series (b) OPNAVINST 5370.2 Series								
Item	Assessment Element	Unit Type	Yes/No	Data	Points Available	Points Attained	Remarks	
1	Is annual training conducted for Fraternalization, Hazing, Sexual Assault Awareness and Victim and Witness Assistance programs?	NCHB/NELR	Y		2	2	B2IF	
2	Are command personnel familiar with the informal and formal complaint process in the area of discrimination and sexual harassment?	NCHB/NELR	Y		2	2		
3	Are the following posters displayed in a prominent location: a. Navy EO and SH Advice line? b. Fraud, Waste and Abuse Hotline? c. Navy Reserve IG Hotline? d. Sexual Harassment/Discrimination Complaint procedures for Military Personnel?	NCHB/NELR	Y		4	4		
4	Is the Command CMEO listed in the same location as the EO poster?	NCHB/NELR	Y		1	1		
5	Is the SAPR designated in writing by the CO and properly trained?	NCHB/NELR	Y		1	1		
6	Is the Victim and Witness Assistance Coordinator designated in writing by the CO?	NCHB/NELR	Y		1	1		
7	Is there a CMEO Manager designated in writing by the CO?	NCHB/NELR	Y		1	1		
8	Has the CMEO Manager attended formal CMEO Management Training?	NCHB/NELR	Y		1	1		
9	Has an EO Assessment been conducted following the Change of Command with follow-up assessments conducted periodically during the CO's tenure?	NCHB/NELR	Y		1	1	IN PROCESS ON FOCUS GROUPS	
10	Are the results of the MAVs maintained for 36 months?	NCHB/NELR	Y		1	1		
11	Are command demographics collected for retention, discipline, advancements, and awards? Are they reviewed by race, sex, and pay grade/rank?	NCHB/NELR	Y		1	1		
12	Are minorities and women included in the composition of boards, councils, and committees where possible?	NCHB/NELR	Y		1	1		
13	Are Reserve Component (RC) personnel included in command assessments?	NCHB/NELR	Y		1	1		
14	Are records maintained for ongoing EO complaints, action taken and all closed out complaints?	NCHB/NELR	Y		1	1	NO EO COMPLAINTS IN 2 YEARS	
15	Are copies of the EO complaint form and Equal Opportunity Manual readily available?	NCHB/NELR	Y		1	1		
<b>Section Subtotal</b>					<b>20</b>	<b>20</b>		
<b>C. EXW PROGRAM</b>								
Ref: (a) OPNAVINST 1414.1 Series (b) COMNAVELSG 1414.1 Series								

Item	Assessment Element	Unit Type	Yes/No	Data	Points Available	Points Attained	Remarks
1	Is the QRB Chairperson the CMC and are they designated in writing by the CO?	NCHB/NELR	Y		1	1	5420
2	Are the standards and procedures required to initially qualify and re-qualify as an EXWS meticulously maintained?	NCHB/NELR	Y		1	1	
3	Does the CMDCM display direct involvement in the EXWS qualification process, monitoring of candidates' progress and evaluation of the professional performance of personnel qualified as EXWS?	NCHB/NELR	Y		5	5	STILL QUALIFYING <i>CONFIRMED THAT WILL BE</i>
4	Has each candidate met the following requirements: 1. Have at least 12 months on board upon final qualification? 2. Be in a satisfactory drill status (SELRES)? 3. Be at least promotable on the most recent evaluation/fitness report? 4. Completed the SEABEE Combat Handbook Vol I and II? 5. Have attained the grade of E-3 or above? 6. Be recommended for the EXWS program by the chain of command? 7. Completed all PQS, NEC and billet qualifications? 8. Completed common core and unit specific PQS within 18 months?	NCHB/NELR	Y		2	2	
5	Has each candidate attained a final qualification by demonstrating the following: a. Passed the 100 question written test b. Passed the comprehensive oral examination given by the command's QRB?	NCHB/NELR	Y		2	2	
6	If the member fails the written test, is another test administered within a prescribed timeframe, normally 30 days, at the discretion of the CMDCM?	NCHB/NELR	Y		1	1	
7	If the member fails the oral review board, is another board conducted within a prescribed timeframe, normally 30 days, at the discretion of the CMDCM?	NCHB/NELR	Y		1	1	
8	Upon initial qual or requal, is an entry for completion of PQS made on a page 13?	NCHB/NELR	Y		1	1	
9	Does the QRB consist of a minimum of 3 EXWS qualified Senior Enlisted members?	NCHB/NELR	Y		1	1	
10	Is the commencement date of the qual process, commencement and completion of the re-qual process, and designation date documented in the service record?	NCHB/NELR	Y		1	1	
11	Is the appropriate Diary Message Reporting System (DRMS) entry at the time of qualification or re-qual and are they identified on the EDVR?	NCHB/NELR	N/A		0	0	
12	Does the command adhere to eligibility and time requirements for qual and re-qual?	NCHB/NELR	N		1	0	MANY DATES NOT LISTED ON SPREADSHEET
13	Does the command approve EXWS designation for only those enlisted Sailors permanently assigned to the battalion?	NCHB/NELR	Y		1	1	MANY OVER TIME LINE
14	Is the qualification or re-qual time limit adjusted to compensate for time lost through official Temporary Additional Duty (TAD) assignments that are non-operational and appropriately documented a page 13?	NCHB/NELR	Y		1	1	IAP
15	Does the command recognize EXWS designation at an appropriate ceremony awarding the EXWS breast insignia and include the qualification in members' evaluation/fitness report?	NCHB/NELR	Y		1	1	
16	Does the command disqualify Sailors previously qualified in any warfare specialty under the following conditions: a. Failure to maintain an advancement recommendation of Promotable within the same grade? b. Failure to complete EXWS re-qual within the prescribed time limits? c. Three PFA failures in a four year period?	NCHB/NELR	Y		1	1	NONE AT THIS TIME
17	Does the command provide a formal notice of disqualification by a Page 13 entry? Is the required action taken to ensure the information is received by PERS?	NCHB/NELR	Y		1	1	NONE
18	Upon disqualification, is a special evaluation/fitness report specifying the reason for disqualification submitted for the purpose of documenting the disqualification?	NCHB/NELR	Y		1	1	NONE
19	Does the command require re-qualification attempts after disqualification to follow the initial qualification process?	NCHB/NELR	Y		1	1	NONE
Section Subtotal					24	23	

**CMDM Program Critical Plan of Action and Milestones (POAM) Items**

1	
2	
3	
4	
5	

**CMDM Programs Summary Sheet**

	Section Score Rollup			For Future Use	Total
	A	B	C		
<b>CMDM Programs Total Points Attained</b>	52	20	23		95
Points Avail	59	20	24		103
<b>Denominator Adjustment (Items not assessed)</b>					
Adjusted Points Avail	59	20	24		103
Raw Score	0.88	1.00	0.96	<b>RESERVED FOR FUTURE USE</b>	
Weighting	0.40	0.30	0.30		
Weighted Scores	0.35	0.30	0.29		
<b>Final CMDM Programs Score</b>					<b>94.00</b>

Assessor Use Only

## SECTION 1. LEGAL PROGRAMS

## A. GENERAL

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Is the Legal Officer properly designated and trained?	NCHB/NELR	UCMJ Art. 1; OPNAVINST 3120.32	Y		3	3	Recommend stand-alone SELRES LEGO
2	Is the command unit punishment book properly maintained?	NCHB/NELR	JAGMAN 0119, MPM 1626-020	Y		5	4	Will send templates and excel log
3	Is an E5 or above VWAC appointed in writing and properly trained?	NCHB/NELR	JAGMAN 0306	Y		3	2	Need appt letter per inst
4	Is the legal team familiar with ISIC and RLSD legal resources and are required reports properly forwarded to ISIC legal?	NCHB/NELR	JAGINST 5800.9C	Y		2	2	
5	Are members accorded the opportunity to access limited legal assistance, where available?	NCHB/NELR	JAGINST 5801.2B	Y		2	2	
<b>Subarea Total</b>						<b>15</b>	<b>13</b>	

## B. MILITARY JUSTICE

Item	Assessment Element	Unit	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Are Report and Disposition of Offenses forms properly prepared?	NCHB/NELR	NAVPERS 1626/7			4		n/a
2	Is a preliminary inquiry conducted prior to disciplinary review board or executive officer's inquiry?	NCHB/NELR	R.C.M. 303			4		n/a
3	Are personnel permitted to view all evidence considered at DRB/XOI/NJP prior to the hearing?	NCHB/NELR	MCM, Part V, para 4			4		n/a
4	Are personnel advised of their mast rights and asked to acknowledge these rights in writing?	NCHB/NELR	JAGMAN 0109 and App A-1-c			4		n/a
5	Are personnel who are punished at mast advised of their appeal rights? Does the member sign an appellate rights statement after NJP?	NCHB/NELR	JAGMAN 0110 and App A-1-g			4		n/a
<b>Subarea Total</b>						<b>20</b>	<b>0</b>	

## C. ETHICS AND STANDARDS OF CONDUCT

Item	Assessment Element	Unit	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does command-sponsored fundraising comport with DOD ethics requirements?	NCHB/NELR	DODI 1000.15; DOD JER			2		n/a
2	Are command-sponsored non-appropriated fund instrumentalities properly constituted and audited?	NCHB/NELR	DOD JER			2		n/a
3	Are the 14 General Principals of Ethics posted prominently in command spaces?	NCHB/NELR	5 CFR 2635.101b	Y		2	2	
4	Are Government vehicles used only for official business?	NCHB/NELR	DOD JER			3		n/a
5	Are command coins properly tracked in a coin log?	NCHB/NELR	DOD JER	Y		1	1	
<b>Subarea Total</b>						<b>10</b>	<b>3</b>	

D. LAW OF WAR/RULES OF ENGAGEMENT									
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks	
1	Are members assigned to armed security duties properly trained in the use of force?	NCHB/NELR	SECNVINST 5500.29C			5	n/a		
2	Are units training to deploy ISO overseas contingencies provided Law of Armed Conflict/ROE training by a qualified instructor?	NCHB/NELR	SECNVINST 3300.1C			5	n/a		
<b>Subarea Total</b>						10	0		
Legal Summary Sheet									
Assessor Use Only					Legal Score Rollup				Totals
					A	B	C	D	
	LEGAL Area Total Points Attained				13	0	3	0	20
	Points Avail				15	20	10	10	55
	Denominator Adjustment (Items not assessed)					20	7	10	37
	New Points Avail				15	0	3	0	18
	Raw Score				0.87	#DIV/0!	1.00	#DIV/0!	
	Weighting				0.25	0.25	0.25	0.25	
	Weighted Scores				0.22	#DIV/0!	0.25	#DIV/0!	
Final Legal Score								94%	

**COMMAND INFORMATION PROGRAM REVIEW  
NAVPERS 1040/2 (11-2014)**

Supporting Directive NAVPERS 15878L

**COMMAND INFORMATION PROGRAM REVIEW TYPE**

TYCOM-ISIC     Active Component     Reserve Component     Department-Division

**RESERVE COMMAND INFORMATION**

Date of Review	Reserve Unit	Reserve UIC	Commanding Officer/Officer In Charge	Date of Last Review
31 JUL 15	NCHB-13	82218	LCDR BAGWELL	17 NOV 12
CMC/SEL	Unit CC	MGIB-SELRES Program Manager		
CMDCM [REDACTED]	AO1 [REDACTED] / LS2 [REDACTED]	not assigned		
Command Sponsor Program Manager	Command Indoctrination Program Manager	Ombudsman		
CMDCM [REDACTED]	NOSC Gulfport	Mrs. Veronica Brengle		
Command Transition Officer	Conducted By			
not assigned	NCC [REDACTED]			

A.	COMMAND PERSONNEL DATA	COMPLIANT	NON-COMPLIANT	NA
1	CMC/SEL Report/Projected Rotation Dates: <u>31 Oct 12 / 30 Nov 16</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Unit CC Report/Projected Rotation Dates: <u>18 Feb 10 / 31 May 16</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Has the Unit CC graduated from the Reserve Career Information (RCI) Course (R-501-0005)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Has Unit CC billet been gapped? <i>If yes, how long?</i> <u>8 months</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Has the CMC/SEL submitted a performance feedback report to the NOSC CCC within 6 months of assignment for first time UCC? <i>(Evident by review of file copy.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section Score *Percentage compliance for overall section.*		60%	40%	
B.	COMMAND ADVANCEMENT AND CONTINUING EDUCATION	COMPLIANT	NON-COMPLIANT	NA
1	Does Unit leadership promote/support continuing education (i.e., CLEP /DSST, MGIB-SR, Post 9/11 GI Bill, etc.)? <i>(Evident by CDB notes/academic enrollment.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Are Sailors encouraged to utilize Navy Credentialing Opportunities Online (COOL)? <i>(Evident by CDB notes.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Is the Unit MGIB-SR program coordinator on the administrative routing for all SELRES losses/transfers prior to NSIPS loss/transfer entries being performed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Do ALL Unit members have a signed MGIB-SR "Statement of Understanding" on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Do all program-eligible Unit members have a signed MGIB-SR "Notice of Basic Eligibility" on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section Score *Percentage compliance for overall section.*		0%	100%	
C.	CAREER DEVELOPMENT PROGRAM MANAGEMENT	COMPLIANT	NON-COMPLIANT	NA
1	Is the UCC responsible to the CO, and report directly to the CMC/SEL in the performance of his or her duties? <i>(Note: Although CCC may be administratively assigned to a department/division for mustering purposes, the CCC must not be required to go through anyone to talk with the CO/XO/CMC/SEL on career related matters.) (It is acceptable for the Executive/Admin Assistant to require career related matters or correspondence to be screened prior to being signed by the CO.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the UCC have access to a private counseling space? <i>(A desk in Admin does meet this requirement. Shared space with other Unit CCs is acceptable.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Does the UCC have access to a phone line for outgoing and incoming calls and faxes? <i>(Evident by phone location and number. Shared space with other Unit CCs is acceptable.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Does the UCC have a computer system and access to the following programs/systems:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4a	NAVPERSCOM <a href="http://public.navy.mil/bupers-npc">http://public.navy.mil/bupers-npc</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4b	BUPERS On-Line <a href="https://www.bol.navy.mil">https://www.bol.navy.mil</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**COMMAND CAREER INFORMATION PROGRAM REVIEW  
NAVPERS 1040/2 (10-2014)**

Supporting Directive NAVPERS 15878L

Continued...		COMPLIANT	NON-COMPLIANT	NA
4c	COMNAVRESFOR <a href="https://private.navyreserve.navy.mil">https://private.navyreserve.navy.mil</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4d	CIMS <a href="https://nsips.nmci.navy.mil">https://nsips.nmci.navy.mil</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4e	Career Waypoints <a href="https://careerwaypoints.sscno.nmci.navy.mil">https://careerwaypoints.sscno.nmci.navy.mil</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4f	CMS/ID <a href="https://www.cmsid.navy.mil">https://www.cmsid.navy.mil</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4g	NKO <a href="https://wwwa.nko.navy.mil">https://wwwa.nko.navy.mil</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the UCC on the distribution list for career development related message traffic?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Does the UCC utilize a tracking system for EOS / PRD / HYT / AGE 60 / CDB / C-WAY / MGIB-SR / PRISE-R correspondence? (Evident by visual inspection of usage of a tracking system.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Does the UCC provide the CO/OIC with a monthly Career Information Program report, to include CDB minutes/follow-up information? (Evident by retained copies of reports initialed by the CO/OIC.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Are reenlistment ceremonies conducted per reference (c)? (UCC maintains files (NAVPERS 1070/601) for at least 24 months.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section Score *Percentage compliance for overall section.*		47%	47%	
<b>D.</b>	<b>CAREER DEVELOPMENT TEAM</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>NA</b>
1	Does the Unit meet the minimum Client-to-Trained Counselor ratio?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1a	Total number of enlisted personnel assigned: <u>242</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1b	Total number of UCCs assigned: <u>11</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1c	Total number of UCCs trained: <u>2</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1d	Client-to-trained counselor ratio: Note: A ratio exceeding 30:1 indicates a potential problem. The situation can be corrected by designating and training more Dept/Div/Branch CCs. Training consists of the Career Development Training Course (CDTC) and Customer Service and Interpersonal Communication 1.18 via NKO.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Is the UCC designated in writing (including any assistants)? (Evident by designation letter(s) or Unit Collateral Duty memo or notice)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Does the Unit Career Development Team (CDT) meet at least quarterly? (Evident by minutes from meeting initialed by CO/OIC.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Is the 15-month PRD/EOS roller list a topic of discussion at each CDT meeting? (Evident by minutes from meeting initialed by CO/OIC.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section Score *Percentage compliance for overall section.*		38%	63%	
<b>E.</b>	<b>NAVIGATIONAL TRACKS</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>NA</b>
1	Are Career Waypoint - Transition (C-WAY-TRAN) and Career Waypoint - Conversion (C-WAY-CONV) results maintained for a minimum of 24 months? (Evident by retain copies of C-WAY applications and results.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Is a CDB conducted on each Sailor prior to final submission of all C-WAY - TRANS or C-WAY-CONV application? (Evident by CDB minutes.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Does the Command perform Special Program/Operational Duty screening as necessary prior to C-WAY application? (Evident by retain files of screening forms.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Is a CDB conducted on each Sailor who receives CWAY-TRANS or CWAY-CONV disapproval? (Evident by CDB minutes.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section Score *Percentage compliance for overall section.*		100%	0%	
<b>F.</b>	<b>COMMAND INDOCTRINATION PROGRAM/NP&amp;P/RASW</b>	<b>COMPLIANT</b>	<b>NON-COMPLIANT</b>	<b>NA</b>
1	Does the UCC ensure that all incoming members have completed Command Indoctrination with the NOSC or Unit? (Evident by copies of muster sheets and program agenda.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**COMMAND CAREER INFORMATION PROGRAM REVIEW  
NAVPERS 1040/2 (10-2014)**

Supporting Directive NAVPERS 15878L

<i>Continued...</i>		COMPLIANT	NON-COMPLIANT	NA
2	Have all Unit personnel completed Navy Pride and Professionalism? <i>(Evident by documentation in FLT MPS.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Have all Unit personnel completed Reserve Affiliation Success Workshop? <i>(Evident by documentation in CIMS.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section Score *Percentage compliance for overall section.*		0%	100%	
G. CAREER DEVELOPMENT BOARD		COMPLIANT	NON-COMPLIANT	NA
1	Does the CMC/SEL chair all reporting and command level CDBs? <i>(Evident by CDB minutes.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Are Individual Career Development Plans (ICDPs) developed and utilized for all enlisted Sailors? <i>(Evident by review of members CDB retains.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Does the Unit CC have access to all CDB minutes for the past 2 years? <i>(Evident by CDB minutes.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are CDBs conducted and verified for the following programs/issues? <i>(Evident by CDB minutes and CIMS verification.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4a	Reporting percentage verified _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4b	Annual (reporting 24 month, etc.) percentage verified _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4c	Career Waypoint-Conversion (RC to RC change of rating) percentage verified _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4d	Career Waypoint-Transition (RC to AC/FTS recall) percentage verified _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4e	High Year Tenure (HYT) percentage verified _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4f	PRISE-R/Undesignated (every 6 months) percentage verified _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4g	New Accession Training (NAT) percentage verified _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4h	Advancement percentage verified _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4i	Commissioning Program percentage verified _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4j	Transfer/Separation percentage verified _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4k	Age 60 percentage verified _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4l	Others percentage verified _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section Score *Percentage compliance for overall section.*		25%	75%	
H. CAREER WAYPOINTS (C-WAY)		COMPLIANT	NON-COMPLIANT	NA
1	Does UCC have access to Career Waypoints for his or her RUIC? <i>(Evident by CCC logging onto the systems for current RUIC.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are all E-6 and below personnel qualified in C-WAY? <i>(Evident by C-WAY documentation.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does UCC update all C-WAY applications on a monthly basis based on available quotas? <i>(Evident by C-WAY files.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Does UCC retain C-WAY application and response letters for a minimum of 24 months? <i>(Evident by C-WAY retain files.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section Score *Percentage compliance for overall section.*		50%	50%	
I. PRISE-R/NAT/UNDESIGNATED		COMPLIANT	NON-COMPLIANT	NA
1	Are all PRISE-R / NAT / Undesignated Sailors identified and monitored? <i>(Evident by tracking files.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Does UCC validate ASVAB/AFCT scores for all Undesignated Sailors and provide counseling on career opportunities? <i>(Evident by C-WAY qualification and CDB notes.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Have all PRISE-R / Undesignated Sailors completed the 6 and 18 month CDBs. <i>(Evident by documentation in CIMS.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**COMMAND CAREER INFORMATION PROGRAM REVIEW  
NAVPERS 1040/2 (10-2014)**

Supporting Directive NAVPERS 15878L

Continued...		COMPLIANT	NON-COMPLIANT	NA
4	Are PRISE-R Sailors program requirements tracked for compliance? <i>(Evident by tracking files may be maintained by NOSC CC.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Are PRISE-R Sailors who FAIL to complete program requirements on time either processed as directed per MPM 1133-061 or in receipt of a waiver granting additional time? <i>(Evident by tracking file that can be maintained by NOSC CC.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Section Score *Percentage compliance for overall section.*		100%	0%	
J.	AGE 60 AND HYT	COMPLIANT	NON-COMPLIANT	NA
1	Are Unit personnel approaching age 60 counseled at least 12 months prior to their 60th birthday regarding continuation in a pay status beyond age 60? <i>(Evident by CDB minutes and NAVPERS 1070/613 retain files.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Are Age 60 Waivers for service in a pay status beyond age 60 submitted at least 9 months prior to the member's 60th birthday? <i>(Evident by retain files of Age 60 Waiver requests.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Are SELRES without an Age 60 Waiver removed from a drill pay status when they reach their 60th birthday?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Are all Sailors approaching High Year Tenure (HYT) counseled 24 months prior to reaching HYT? <i>(Evident by NAVPERS 1070/613 retain files.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are HYT Waiver requests submitted at least 10 months prior to HYT date? <i>(Evident by HYT Waiver request retain files.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Are SELRES without an approved HYT Waiver removed from a pay status by the end of the month their HYT gate is reached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section Score *Percentage compliance for overall section.*		83%	17%	
K.	RESERVE ENLISTED INCENTIVE PROGRAM	COMPLIANT	NON-COMPLIANT	NA
1	Is the UCC on the administrative routing of losses or transfers of all enlisted personnel prior to NSIPS loss/transfers transaction?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Does each Sailor who is eligible for a Reserve Enlisted Incentive have a written agreement on file? <i>(Evident by Enlisted Incentive Agreement retain files.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Are Enlisted Incentive Program packages tracked following submission to NAVRESFORCOM (N1)? <i>(Evident by file, messages or tracking system.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section Score *Percentage compliance for overall section.*		0%	100%	
GRADING STANDARD FOR COMMAND INFORMATION PROGRAM REVIEW		SCORE	SCORE CHART	
A.	COMMAND PERSONNEL DATA	60%	Overall Score will be an average of all sections.  95-100 Outstanding 90-94 Excellent 85-89 Good 80-84 Satisfactory 79 and below Unsatisfactory	
B.	COMMAND ADVANCEMENT AND CONTINUING EDUCATION	0%		
C.	CAREER DEVELOPMENT PROGRAM MANAGEMENT	47%		
D.	CAREER DEVELOPMENT TEAM	38%		
E.	NAVIGATION TRACKS	100%		
F.	COMMAND INDOCTRINATION PROGRAM/NP&P/RASW	0%		
G.	CAREER DEVELOPMENT BOARD	25%		
H.	CAREER WAYPOINTS (CWAY)	50%		
I.	PRISE-R/NAT/UNDESIGNATED	100%		
J.	AGE 60 AND HYT	83%		
K.	RESERVE ENLISTED INCENTIVE PROGRAM	0%		
<b>RESERVE COMMAND PROGRAM REVIEW OVERALL SCORE</b>		<b>46%</b>		

**COMMENTS**

- A) There was no fill for the 8 month period of deployment.
- B) The CCCs are not knowledgeable of the education benefit programs. No CDB documentation reinforced education information. The NOSC has been tracking MGIB-SR, however, the Unit CCs do not have any documents on file.
- C) There is no required CCC space set aside for private counseling space. No access to NMCI computer in the area designated for CCs. There are no phone lines in that area. The Unit CCs could not verify they have access to messages. No monthly reports from Oct 2014 - Jun 2015. July 2015 was grossly inaccurate.
- D) Unit CCs could not be identified. No designation letters for the Unit CCs. CC must be attached to the UIC to be the CCC. LS2 [REDACTED] can be assigned as his Unit CC and Asst Battalion CC, AO1 [REDACTED] for his assigned unit and Battalion CC, they cannot be assigned as Unit CC for units that fail to provide a designated Unit CC for support. Training is required for all designated CCs.
- E) C-Way conversions should be conducted by the Unit or Battalion CC vice NOSC.
- F) Command Indoc, NP&P, RASW are not being tracked in CIMS or FLTMS.
- G) CDBs are grossly delinquent for timed iterations (171 dinq CDBs). Additional required CDBs have not been conducted or documented. Out of the CDBs that have been completed, the CDB minutes do not meet the required CDB topics of discussion.
- H) C-Way is at 98% complete, however, the NOSC did the qualifications for NCHB-13. The NOSC completed the C-way for score card requirements and did not ensure the information was verified by an application prior to the submission of qualification. This information will have to be reverified properly by the Unit CCs.
- I) No PRISE-R or NAT Sailors.
- J) No Age 60 issues. HYT CDBs are not being conducted. Unit CCs unfamiliar with the updated Reserve HYT policy. PEBD not verified for multiple Sailors. No HYT waivers completed.
- K) Unit CCs could not verify Reserve Incentive eligibility. The most recent bonus message has personnel that could qualify for incentives. The Unit CCs were unfamiliar with the message, message provided was the Active Duty SRB NAVADMIN vice Reserve.

The Command Career Information Program is severely off-track and will require immediate and intensive involvement from the senior leadership. POA&M is being developed beginning with identifying CCs for each Unit, designating them properly and scheduling required training.

**SIGNATURE**

Reviewer Name and Rank: NCC [REDACTED]	Reviewer Signature: [REDACTED]	Date: 02 Aug 15
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## SECTION I. MEDICAL PROGRAMS

## A. PERSONNEL

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Are all HM billets filled by a HM?	NCHB/NELR	RESMAN 1001.5			3	3	
2	Does the HM have Medical Readiness Reporting System (MRRS) access?	NCHB/NELR	COMNAVELSGINST 8000.1			3	3	
3	Is the command Senior Medical Department Representative (SMDR) designated in writing?	NCHB/NELR	COMNECCINST 8000.1A			3	3	
<b>Subarea Total</b>						<b>9</b>	<b>9</b>	

## B. EQUIPMENT AND SUPPLIES

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Do the HMs maintain an updated, fully stocked Platform Interchangeable Gear (PIG) Pack?	NCHB/NELR	COMNAVELSGINST 8000.1			6	0	
2	Is a signed DD Form 1149 on file at HQ for each PIG Pack?	NCHB/NELR	COMNAVELSGINST 8000.1			10	0	(1 per HM)
<b>Subarea Total</b>						<b>16</b>	<b>0</b>	

## C. TRAINING

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does the unit training plan include medical topics?	NCHB/NELR	COMNECCINST 8000.1A			10	10	
2	Does the medical department maintain a complete (hard copy or computer) technical library that includes:	NCHB/NELR	COMFLTFORCOMINST 6820.1					
a	Medical Department Standard Operating Procedures (SOP).	NCHB/NELR	COMNECCINST 8000.1A			2	2	(addressing Supply procedures, special physicals, HM training rqmts)
b	Navy Expeditionary Combat Command (NECC) Medical Procedures.	NCHB/NELR	COMNECCINST 8000.1A			2	2	
c	Navy Expeditionary Logistics Support Group (Navy Expeditionary Combat Command (NAVELSG) Medical Procedures.	NCHB/NELR	COMNAVELSGINST 8000.1			2	2	
d	Manual of Preventive Medicine.	NCHB/NELR	NAVME P-5010			2	2	
e	Manual of the Medical Department.	NCHB/NELR	NAVME P-117			2	2	
3	Are all HMs Basic Life Support-Health Care Provider Qualified?	NCHB/NELR	COMNECCINST 8000.1A			10	10	(1 point per HM)
4	Are all Sailors Basic Life Support qualified?	NCHB/NELR	COMNECCINST 8000.1A			10	3	(1 Point per 10% complete)
5	Are all Sailors First aid qualified?	NCHB/NELR	COMNECCINST 8000.1A			10	2	(1 Point per 10% complete)
6	Are all HMs Tactical Combat Casualty Care (TCCC) Qualified?	NCHB/NELR	COMNECCINST 8000.1A			10	10	(All HMS 1 point per HM)
7	Are all NECC additional training requirements complete? (Sick-Call Screener, Hospital Corps Basic Skills and NKO CBRNE provider)	NCHB/NELR	COMNECCINST 8000.1A			6	6	(may be N/A and heavily graded in future MAVs, based on funding and time allocation for courses)
8	Are all HMs assigned the proper topics in accordance with their role in Advanced Skills Management(ASM)? Company HM, BN SMDR etc.	NCHB/NELR	COMNAVELSGINST 8000.1			30	30	
9	What is the percentage of HMs' completion of ASM requirements?	NCHB/NELR	COMNAVELSGINST 8000.1			10	10	(Coord w/ R/S-7)(1 pt per 10%)
<b>Subarea Total</b>						<b>106</b>	<b>91</b>	

D. NAVOSH								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does the medical department maintain a complete a copy of the IH survey and do they base surveillance programs on the IH recommendations?	NCHB/NELR	COMNECCNST 6000.1A OPNAVINST 5100.23 Series			10	10	
2	Are ammo PE up to date IAW watchbill (Drivers/Handlers)?	NCHB/NELR	COMNECCNST 6000.1A OPNAVINST 5100.23 Series			10	10	1 Point per 10%
3	Are Crane PE up to date IAW watchbill?	NCHB/NELR	COMNECCNST 6000.1A OPNAVINST 5100.23 Series			10	10	1 Point per 10%
4	Are forklift operators up to date IAW watchbill?	NCHB/NELR	COMNECCNST 6000.1A OPNAVINST 5100.23 Series			10	10	1 Point per 10%
						40	40	

**Medical Summary Sheet**

Assessor Use Only	Medical Area Total Points Attained	Medical Score Rollup				Totals
		A	B	C	D	
	Points Avail	9	0	91	40	171
	Denominator Adjustment (Items not assessed)					0
	New Points Avail	9	16	106	40	171
	Raw Score	1.00	0.00	0.86	1.00	
	Weighting	0.25	0.25	0.25	0.25	
	Weighted Scores	0.25	0.00	0.21	0.25	
						71%

**Top areas of concern: (THESE ITEMS SHOULD BE INCLUDED IN POAM)**

1	PIG Packs (med bags) need to be tracked by DO1149
2	Increase tracking of BLS/CPR/First aid training and ensure training is entered into ASM.
3	Great communication with NOSC and tracking of HM's via RUAD.
4	Spreadsheet for tracking Ammo Physicals is outstanding.
5	

Safety Summary Sheet																							
Assessor Use Only	Training Area Total Points Attained				Section 1 GENERAL NAVOSH				Section 2 HAZARD ABATEMENT AND INSPECTION					Section 3 NAVOSH PROGRAMS				Section 4 TRAFFIC SAFETY		Section 5 RODS		Section 6 (ORM)	Total
					A	B	C	D	A	B	C	D	E	A	B	C	D	A	B	A	B	A	B
		0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	64	17	47	38	25	37	13	37	32	24	38	17	19	42	108	15	15			70	658		
	62	16	36	38	25	37	13	30	32	24	5	17	19	38	89	13	13			27	534		
	Raw Score				0					0				0		0		0	0				
	Weighting				0.25					0.2				0.15		0.25		0.05	0.10				
	Weighted Scores				0					0				0		0		0	0				
	Final Training Score																			81%			

ADMINISTRATION

A. Correspondence, Directives, and Reports Management							
Item	Assessment Element	Reference	Data Element	Check Content	Points Avail	Points Attained	Remarks
1	Is correspondence prepared properly?	SECNAV M-5216.5			10	10	Minor errors
2	Is a serialization log used and properly maintained?	SECNAV M-5216.5			5	5	
3	Is all outgoing correspondence on a monthly read board for the CDRE/CO for review?	SECNAV M-5216.5			5	4	Built during MAV
4	Are SSIC files properly maintained and in accordance with governing directives?	SECNAV M-5210.2			5	5	
5	Is the command maintaining file copies of correspondence for the current and past two calendar years?	SECNAV M-5210.1			5	3	2012 Files still in drawer
7	Are record disposal functions performed as per governing instruction?	SECNAV M-5210.1			5	5	
8	Are files backed-up or on a share drive to ensure no loss if system crashes?		GO/ NO GO		10	10	
9	Does the command maintain a current index of Current and Cancelled Directives?	OPNAVINST 5215.17			5	5	
10	Are all activity directives reviewed annually for revision or cancellation?	OPNAVINST 5215.17			5	5	
11	Are cancelled directives maintained after they have outlived their retention period?	OPNAVINST 5215.17			5	5	
12	Is there a current Distribution List instruction?				5	5	
13	Are directive case files properly maintained?	OPNAVINST 5215.17			5	5	
<b>Subarea Total</b>					<b>70</b>	<b>67</b>	
B. Awards							
Item	Assessment Element	Reference	Data Element	Check Content	Points Avail	Points Attained	Remarks
1	Does the unit have an awards instruction?	COMNAVELSGINST 1650.1			5	5	
2	Is the Command's Awards' Program managed within Navy guidelines?	SECNAVINST 1650.1	GO/ NO GO		N/A	N/A	
3	Do citations meet proper format requirements per the Awards' Manual, USFF, NECC, and NAVELSG instructions?	SECNAVINST 1650.1			5	2	Not right justified, too long, etc.
4	Is more than one warfare designation being used on the citation/ certificate?	SECNAVINST 1650.1			5	5	
5	Is the current OPNAV 1650/3 form being used and properly filled out?	SECNAVINST 1650.1			5	5	
6	Are previous personal decorations and period recognized copied from NDAWS to the form?	NDAWS			5	5	
7	Are all required signatures and date blocks signed and dated correctly?	COMNAVELSGINST 1650.1			5	5	
8	Are recommendations being submitted by a commissioned officer senior in grade or billet, to the individual being recommended, who has knowledge of any act achievement, or service that may warrant such award?	SECNAVINST 1650.1			5	5	
9	If no officer is assigned, is the senior enlisted member forwarding the recommendation to the first officer in the COC for consideration of the award?	SECNAVINST 1650.1			5	5	
10	Does the command have Command Awards' Boards?	COMNAVELSGINST 1650.1			10	2	Periodically with FCPOs as board members. No proof of boards for awards given.
11	Does the command maintain minutes for the Command Awards' Board?	COMNAVELSGINST 1650.1			5	1	Only provided with Minutes from May 15 and Aug 14
12	Does the command maintain a system for tracking the status of all awards submitted locally and to higher authority?				5	0	No tracking system
13	Are specific achievement (or impact) awards given for exceptional performance for a period of no longer than 12 months?	SECNAVINST 1650.1			5	4	1650 covers entire tour, vice short duration.
14	Are award recommendations vetted to ensure there is no recent legal involvement?				5	5	
15	Are recommendations being originated by other than the CO of the individual concerned being forwarded to the member's CO for endorsement?	SECNAVINST 1650.1			5	5	

ADMINISTRATION

16	Does the command retain the original 1650 and a copy of the citation of all approved awards?	COMNAVELSGINST 1650.1			5	1	Majority of 1650s are copies
17	Have due dates for awards to be submitted to reach final signature authority within established timelines been established and published?	COMNAVELSGINST 1650.1			5	5	Will update based on NAVELSG and NELR requirements.
18	Is the award that's been considered, but not recommended for approval, being forwarded via the remaining CDC to the appropriate awarding authority?	SECNAVINST 1650.1			5	5	
19	Are copies of mid-tour awards forwarded with the recommendation?	COMNAVELSGINST 1650.1			5	5	
20	Are all command approved awards submitted to NAVELSG for NDAWS input?	COMNAVELSGINST 1650.1			5	0	Only awards in NDAWS were entered by NAVELSG during mobilization of members.
21	Is there a system in place to ensure that approved awards are entered into NDAWS? Verify all approved awards in NDAWS for the past 12 months. Requires a 100% match unless the approved award was signed within the past 30 days.				5	0	No system to track NDAWS completion.
22	NELR - Is the awarding authority advising the recommending command of the action taken either by copy of appropriate correspondence or separate letter?				N/A	N/A	
<b>Subarea Total</b>					<b>105</b>	<b>70</b>	

**C. Official Mail Control and Privacy Act**

Item	Assessment Element	Reference	Data Element	Check Content	Points Avail	Points Attained	Remarks
1	Has a Command Official Mail Management Program been established?	OPNAVINST 5218.7			5	5	
2	Are the Official Mail Manager and Mail Handlers appointed in writing?	OPNAVINST 5218.7			5	5	
3	Are required Anthrax and suspicious package fliers displayed in the mail room/office?	OPNAVINST 5218.7			5	5	
4	Are all mail handling procedures correctly observed to ensure that mail (to include special handling) cannot be accessed by unauthorized persons during handling, storage or pickup?	OPNAVINST 5218.7	GO/ NO GO		10	10	
5	Are mail procedures being followed?	OPNAVINST 5218.7			5	5	Using 4th NELR's instruction, need to create a local instruction.
6	Are standard letter size envelopes being used to the maximum extent possible?	SECNAV M-5216.5			5	5	
7	Is outgoing official mail typed in upper case letters without punctuation (except for the hyphen in the zip +4 code)?	SECNAV M-5216.5			5	5	
8	Does the command have a copy of the local post office's requirements for mail handling?				10	10	Post Office does not have local requirements.
9	Is the Privacy Act Coordinator designated in writing?	SECNAVINST 5211.5E			5	5	
10	Does all correspondence with Privacy Act information have the required statement?	SECNAVINST 5211.5E			10	7	Fixed majority during MAV.
11	Do inboxes/folders have the required Privacy Act cover sheet when applicable?	SECNAVINST 5211.5E			5	5	
12	Are all file cabinets holding Privacy Act information labeled as such?	SECNAVINST 5211.5E			5	0	File cabinet found with massive PII. PII found in trash can.
13	Are emails containing Privacy Act information sent encrypted/ protected?	SECNAVINST 5211.5E			10	10	
<b>Subarea Total</b>					<b>85</b>	<b>77</b>	

**D. Performance Evaluations (EVAL) and Fitness Reports (FITREP)**

Item	Assessment Element	Reference	Data Element	Check Content	Points Avail	Points Attained	Remarks
1	Are performance evaluations and FITREPs completed within the Navy guidelines?	BUPERSINST 1610.10	GO/ NO GO		N/A	N/A	
2	Does the command have a tracking system for evaluations and fitness reports?				5	3	Need to work on process.
3	Are Mid-Term Counselings completed as required?	BUPERSINST 1610.10			5	1	No records kept.

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4	Are evaluations and fitness reports completed on time?	BUPERSINST 1610.10			10	9	Trying hard, but difficult.
5	Does the command have a filing system in place?				5	5	Recommended changes.
6	Does command file copies have the reporting senior's SSN and do members receive copies with the SSN deleted?	BUPERSINST 1610.10			5	4	Last 4 needs to be deleted.
7	Are copies of summary letters on file?	BUPERSINST 1610.10			5	5	
8	Has the CO delegated Reporting Senior Authority in writing?	BUPERSINST 1610.10	GO/ NO GO		10	0	Should have been completed during CoC weekend. - THIS FAILS THE EVAL PROGRAM.
9	What procedures are in place to ensure that adverse performance data (e.g., PFA failure, DUI/Drug conviction, etc) is properly documented in evaluations and fitness reports?				5	1	System not in place for PFA failures.
10	Does the command have ranking boards?				5	5	
11	Does Block 20 match information found in PRIMIS?				5	0	Failed PFAs say "P".
12	Are you validating each folder before printing Performance Reports for signature?				5	0	ES reports not validated.
13	Does the Command have a process in place to ensure as many members as possible are truly debriefed on their Performance Report?				5	2	Unknown. No proof of process.
<b>Subarea Total</b>					<b>70</b>	<b>35</b>	<b>Line Item 8 Fails program.</b>
<b>E. PSD and Navy Operational Center (NOSC) Interface, et cetera</b>							
Item	Assessment Element	Reference	Data Element	Check Content	Points Avail	Points Attained	Remarks
1	Is there a designation letter on file for the Command Pass Coordinator?				5	5	
2	Is there a tracking system in place to ensure all required PSD/NOSC actions have been completed?				5	0	No system in place.
3	Is the leave program managed as per governing directives?	MILPERSMAN 1050			5	5	
4	Is the Plan of the Month published prior to the drill weekend, and per governing instruction?	OPNAVINST 3120.32			5	5	
5	Does the command have a current Collateral Duties Notice?				5	5	
6	Is the Collateral Duties Notice accurate?				5	5	
7	Do required Collateral Duty Holders have the appropriate designation letter?				5	5	
8	Is Ruad Management being performed as required? Are the HR Officer and Yeoman trained on RUAD Management?				5	3	Yeoman are not trained but LS1 is doing a great job.
9	Does the command have a published Organizational Chart?				5	0	Did not provide a copy.
10	Does the command have an established Family Care Plan Program? If the NOSC is responsible, is there a system in place to ensure the CoC is aware of possible issues? Including Outlying Companies?	OPNAVINST 1740.4			5	5	Company Commanders are required to keep CoC informed.
11	Are Group Contacts up-to-date with current assigned personnel?				5	3	Missing new YN2 and key positions.
12	Does the command have updated biographies (to include photos) of the command leadership Triad?				5	5	
13	Is the NFAAS Coordinator designated in writing?	NFAAS WEBSITE			5	5	
14	Does the NFAAS Coordinator have appropriate access to NFAAS?				5	5	
15	Does the unit coordinate with supporting NRA to establish the FY regular drill weekends?	RESPERSMAN 1000.1			5	5	
16	Does the unit CO make determinations by close of an IDT weekend in all cases concerning missed IDT periods? Reschedule / Authorized Absence / Unexcused IDTs?				5	5	
17	Does the unit offer FLEX IDT options? Are the appropriate Page 13 entries on file at the supporting NRA or Regiment/Battalion?				N/A	N/A	
18	Does the unit offer Telecommuting Policy? Are the appropriate Page 13 entries on file either at the supporting NRA or Regiment/Battalion?				N/A	N/A	
19	Does the mustering official conduct sight muster?				5	5	
20	Does the mustering official deliver the signed IPR to the NRA's designated representative?				5	5	
<b>Subarea Total</b>					<b>90</b>	<b>76</b>	

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F. Support to HQ Companies and Outlying Companies								
Item	Assessment Element	Reference	Data Element	Check Content	Points Avail	Points Attained	Remarks	
1	Has a relationship been built with the Outlying Companies NOSC personnel?				5	4	Working on it. Will start requesting TDY.	
2	Are you requesting/receiving Government Travel Credit Card (GTCC) reports from Outlying NOSC's?				5	5	LS1 [redacted] doing a great job.	
3	Are you taking action on the GTCC reports as required?				5	5		
4	Are you requesting/receiving Security Clearance reports from Outlying Companies?				5	5		
5	Are you providing the POM to all Outlying Companies?	OPNAVINST 3120.32			5	5		
6	Do you have a complete distro list for all unit members?				5	0	Need to build.	
<b>Subarea Total</b>					<b>30</b>	<b>24</b>		
Admin Area Summary Sheet								
<b>Assessor Use Only</b>		<b>Section A</b>	<b>Section B</b>	<b>Section C</b>	<b>Section D</b>	<b>Section E</b>	<b>Section F</b>	<b>Total</b>
	<b>Admin Area Total Points Attained</b>	67	70	77	35	76	24	349
	<b>Points Avail</b>	70	105	85	70	90	30	450
	<b>Denominator Adjustment (items not assessed)</b>							
	<b>New Points Avail</b>	70	105	85	70	90	30	450
	<b>Raw Score</b>	0.957142857	0.66667	0.90588	0.5	0.844444	0.8	
	<b>Weighting</b>	0.2	0.25	0.10	0.30	0.10	0.05	1
	<b>Weighted Scores</b>	0.191428571	0.16667	0.09059	0.15	0.084444	0.04	
<b>Admin Final Score</b>								<b>72.31</b>

## 1. OPERATIONS

## A. GENERAL OPERATIONS

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	**Are all OPORDs generated prior to assigned events, and maintained locally on file?	NELR/NCHB	COMNAVELSGINST 3502.3	Yes		6	6	
2	**Do OPORDs follow SMEAC format?	NELR/NCHB	COMNAVELSGINST 3502.3	Yes		6	6	
3	Are ALL AARs generated and turned into ISIC and NAVELSG N3 within 2 weeks and on file locally?	NELR/NCHB	COMNAVELSGINST 3500.37	Yes		4	4	
4	Are ALL Lessons Learned, as applicable, in JLLIS and on file?	NELR/NCHB	COMNAVELSGINST 3500.37	Yes		4	4	JLLIS Database
5	Upon receipt of WARNORD, did the command direct planning to identified subordinates?	NELR	COMNAVELSGINST 3502.3	Yes		4	4	
6	Does the command have the following instructions:	NELR/NCHB						
a.	OPNAVINST 3432.1A?	NELR/NCHB	N/A	Yes		1	1	
b.	COMNECCINST 3432.1A?	NELR/NCHB	N/A	Yes		1	1	
c.	COMNAVELSGINST 3432.1?	NELR/NCHB	N/A	Yes		1	1	
d.	OPNAVINST 3500.39?	NELR/NCHB	N/A	Yes		1	1	
e.	COMNECCINST 3500.2?	NELR/NCHB	N/A	Yes		1	1	
f.	COMNAVELSGINST 5102.1C?	NELR/NCHB	N/A	Yes		1	1	
g.	OPNAVINST 3500.37?	NELR/NCHB	N/A	Yes		1	1	
h.	COMNECCINST 3500.37?	NELR/NCHB	N/A	Yes		1	1	
i.	COMNAVELSGINST 3500.37?	NELR/NCHB	N/A	Yes		1	1	
j.	COMNECCINST 3501.1B?	NELR/NCHB	N/A	Yes		1	1	
7	Did the command publish an annual employment schedule, and has this schedule been provided to HHQ?	NELR/NCHB	COMNAVELSGINST 3502.3	Yes		3	3	
8	Does the schedule provide adequate time for mobilization/employer notification?	NELR/NCHB	COMNAVELSGINST 3502.3	Yes		1	1	
9	Has a Post-Deployment Brief (PDB) conducted?	NELR/NCHB	COMNECCINST 3500.37	Yes		2	2	
<b>Subarea Total</b>						<b>40</b>	<b>40</b>	

## B. APACS

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does the command have a designated primary and secondary APACS coordinator?	NELR/NCHB	APACS User Manual	Yes		2	2	Regiment handles duties
2	Do the primary and secondary coordinators have access?	NELR/NCHB	APACS User Manual	No		2	0	
3	**Does the command confirm APACS completion with Approver Organizations?	NELR/NCHB	APACS User Manual	Yes		4	4	
4	Is the 30 day lead timeline requirement being met for requests or are there comments explaining why the deadline was not met?	NELR/NCHB	DoD Foreign Clearance Guide	Yes		2	2	
5	Is the command linked with the COMNAVELSG grouping within the APACS program?	NELR/NCHB	APACS User Manual	Yes		1	1	
6	Are course/ISOPREP dates accurately portrayed?	NELR/NCHB	APACS User Manual	Yes		1	1	
7	Does the command utilize the Foreign Clearance Guide to reference specific country clearance requirements?	NELR/NCHB	DoD Foreign Clearance Guide	Yes		1	1	
8	**Is the Anti-Terrorism Officer (ATO) aware of personnel traveling OCONUS?	NELR/NCHB	DoD Foreign Clearance Guide	Yes		4	4	
9	Has the ATO attended the ATO course?	NELR	DoD Foreign Clearance Guide	Yes		1	1	
10	Are AT/FP briefings being provided by the ATO prior to OCONUS travel?	NELR/NCHB	DoD Foreign Clearance Guide	Yes		2	2	
<b>Subarea Total</b>						<b>20</b>	<b>18</b>	

**C. ISOPREP**

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does the command have a designated primary and secondary ISOPREP coordinator?	NELR/NCHB	ISOPREP User Manual	Yes		2	2	
2	**Do members traveling OCONUS have a completed ISOPREP on file?	NELR/NCHB	ISOPREP User Manual	Yes		5	5	
3	Are the members' ISOPREP data reviewed and routed to the Personnel Recovery Officer (PRO) for routine updates every 6 months in Personnel Recovery Mission Software (PRMS)?	NELR/NCHB	DoD Foreign Clearance Guide	No		3	0	
<b>Subarea Total</b>						<b>10</b>	<b>7</b>	

**D. MOBILIZATION**

Item	Assessment Element	Unit	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does unit have all required current references for this section?	NELR/NCHB	OPNAVINST 3060.7; BUPERSINST 1001.39			2	2	
2	Is Command Recall Bill current?	NELR/NCHB	OPNAVINST 3060.7			3	2	
3	**Has command completed the annual mobilization training and recall?	NELR/NCHB	BUPERSINST 1001.39			6	6	
4	Does the command have a mobilization folder for all deploying personnel?	NELR/NCHB	OPNAVINST 3060.7			5	5	
5	Does at least 50% of command personnel have a valid passport?	NELR/NCHB	OPNAVINST 3060.7			5	0	
7	Does the command have a trained Family Ombudsman?	NELR/NCHB	BUPERSINST 1001.39			2	0	
8	Is the Mobilization Officer designated in writing? XO	NELR	OPNAVINST 3060.7			1	1	LCDR Allen
9	Are all IMS and MAS codes correct? How many personnel cannot be mobilized because of IMS/MAS Codes? 108/304 =36%	NELR/NCHB	BUPERSINST 1001.39			6	2	>80% with no red UICs (per NRRM) for units in the Advanced Phase; 70% all others.
<b>Subarea Total</b>						<b>30</b>	<b>18</b>	

**Operations Summary Sheet**

Assessor Use Only	Operations Area Total Points Attained	Operations Score Rollup				Total
		A	B	C	D	
	Operations Area Total Points Attained	40	18	7	18	83
	Points Avail	40	20	10	30	100
	Denominator Adjustment (items not assessed)					
	New Points Avail	40	20	10	30	100
	Raw Score	1.00	0.90	0.70	0.60	
	Weighting	0.25	0.25	0.25	0.25	
	Weighted Scores	0.25	0.23	0.18	0.15	
	<b>Final Operations Score</b>					<b>83%</b>

For Future Use

Supply Management Certification (SMC)  Supply Management Assist (SMA)

Command: \_\_\_\_\_  
 Date(s) of Certification: \_\_\_\_\_  
**Assessors:**  
 Senior Assessor: \_\_\_\_\_ LSI [REDACTED]  
**Key Personnel:**  
 Commanding Officer: \_\_\_\_\_  
 Executive Officer: \_\_\_\_\_  
 Supply Officer: \_\_\_\_\_  
 Supply Leading Chief: \_\_\_\_\_  
 Supply Leading Petty Officer: \_\_\_\_\_

Assessment Results:								
Section	Functional Area	Total Points Possible	Points Earned	Points N/A	Functional Area Score	Functional Area Weight	Weighted Functional Area Score	Functional Area Grade (O/E/S/MS/U)
A	Administration	16	15	1	100.00%	3%	3.00%	O
C	Procurement	11	9	2	100.00%	10%	10.00%	O
D	Purchasing Other Than GCPC	29	18	11	100.00%	11%	11.00%	O
E	Government Commercial Purchase Card (GCPC) Program	43	0	43	N/A	11%	#####	N/A
F	Fleet Card Program Management (Fuel & Vehicle Maintenance)	26	26	0	100.00%	3%	3.00%	O
G	Inventory Management	153	77	67	89.53%	10%	8.95%	S
<b>Total</b>	<b>Overall SMC Grade</b>	<b>278</b>	<b>145</b>	<b>124</b>	<b>94.16%</b>	<b>48%</b>	<b>9.42%</b>	<b>E</b>

OVERALL GRADING SCALE:	Min.	Max.	Nr Earned
Outstanding	95	100	4
Excellent	90	94.9	0
Satisfactory	80	89.9	1
Marginal Satisfactory	75	79.9	0
UNSATISFACTORY (An Unsat in any area results in an overall assessment of Unsat)	Below	74.9	0

**Overall Assessment:** Outstanding

Senior Assessor (Signature): \_\_\_\_\_  
 LSI [REDACTED], USN

**FACILITIES MANAGEMENT**

**A. FACILITIES CONDITION**

Item	Assessment Element	Unit Type	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Cleanliness / Houskeeping	NELR/NCHB			5	5	
2	Space designation / labeled	NELR/NCHB			5	4	Spaces not properly labeled, WO submitted to PW. Awaiting quote.
3	Adequate lighting	NELR/NCHB			5	5	
4	Adequate electrical outlets available	NELR/NCHB			5	5	
5	General Repair; walls, ceilings, doors	NELR/NCHB			5	3	Few holes in walls identified, no trouble ticket submitted
6	Appropriate occupancy / Usage	NELR/NCHB			5	5	
7	Paint Condition / Peeling	NELR/NCHB			5	4	Some spaces need re-painted.
8	Carpet / Floor condition	NELR/NCHB			5	5	
9	Exterior condition; roof, windows, walls, foundation	NELR/NCHB			5	5	
10	Mechanical systems; HVAC, controls, plumbing	NELR/NCHB			5	5	Unit out for bid to be replaced
11	Site; drainage, parking, walkways, landscaping	NELR/NCHB			5	5	Water buildup at wash rack due to oil/water separator being filled via instillation.
<b>Subarea Total (Weighted at 30% of total Facilities score)</b>					<b>55</b>	<b>51</b>	

**B. OPERATIONAL INSPECTION**

Item	Assessment Element	Unit Type	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Facility Manager (FM) assigned / designated in writing	NELR/NCHB			5	5	
2	Monthly Facility Update Letters complete and on file (E&H)	NELR/NCHB			5	4	Past inspections missing update letters. Item already being corrected and tracked.
3	Monthly Facility Inspection check lists complete and on file (E&H)	NELR/NCHB			5	5	
4	Facility Annual inspection reports complete and on file (E&H)	NELR/NCHB			5	4	Min 5 years coverage, only last 2 on hand
5	Is the FM familiar with the procedure for unfunded requests?	NELR/NCHB			5	5	
6	Is the FM aware of the semi-annual unfunded requests data call?	NELR/NCHB			4	4	
7	Building assignment letter / Memo of Understanding on file	NELR/NCHB			5	0	No assignment letter on file. Steps already taken to correct.
8	MILCON 1391 on file (if applicable)	NELR/NCHB			1	N/A	
9	Repair order/work order tracking system in place and utilized	NELR/NCHB			5	5	Recommend to print out all trouble call submissions and file.
10	Facility contingency plan in place (based on Command Continuity of Operations (COOP) plan)	NELR/NCHB			5	5	
11	Facility supply process tracking system in place and being used	NELR/NCHB			5	N/A	

12	Installation POC for support issues identified and on file	NELR/NCHB			10	10
<b>Subarea Total (Weighted at 40% of total Facilities score)</b>					<b>60</b>	<b>47</b>

C. SAFETY							
Item	Assessment Element	Unit Type	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Fire suppression, extinguishers and alarms inspected and operational	NELR/NCHB			5	5	
2	Emergency lighting adequate, inspected and operational	NELR/NCHB			5	5	
3	First Aid kit(s) available	NELR/NCHB			5	5	
4	Emergency POC's & numbers posted	NELR/NCHB			5	5	
5	Evacuation & muster plan posted	NELR/NCHB			5	5	
6	Portable Di-Fib available	NELR/NCHB			5	N/A	No required under CNIC instruction.
<b>Subarea Total (Weighted at 30% of total Facilities score)</b>					<b>30</b>	<b>25</b>	
<b>Assessor Use Only</b>	<b>Facilities Management Area Total Points Attained</b>	<b>Section A</b>	<b>Section B</b>	<b>Section C</b>	<b>Remarks</b>		
		51	47	25			
	<b>Points Avail</b>	55	60	30			
	<b>Denominator Adjustment (items not assessed)</b>		6	5			
	<b>New Points Avail</b>	55	54	25			
	<b>Raw Score</b>	92.7	87.0	100.0			
	<b>Weighting</b>	0.3	0.4	0.3			
	<b>Weighted Scores</b>	27.8	34.8	30.0			
	<b>Final Facilities Score</b>				<b>92.6</b>		
<b>IDENTIFIED UNIT CRITICAL POA&amp;M ITEMS (for MAV/AAR)</b>							
1	Continue to locate space assignment letter.						
2	Submit trouble call for standing water issue at wash rack.						
3							
4							
5							

**Transportation & Equipment**

**Command:** \_\_\_\_\_ **Assessment Date:** \_\_\_\_\_  
**Assessor(s):** \_\_\_\_\_ **Program Manager:** \_\_\_\_\_

**A. ADMINISTRATION**

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Is the Expeditionary Support Company (ESC) watchbill current and posted?	NCHB				3	3	
2	Does the ESC OIC have a copy of the Accident Investigator Designation letter?	NCHB				3	3	
3	Does the ESC OIC have a copy of the License Examiner Designation letter?	NCHB				3	3	
4	Are the monthly CESE reports complete, documented, and submitted on time to the NELR?	NCHB				2	2	
5	Does the Equipment Officer have a: Turnover File Equipment List Organization Chart Equipment Assessment <del>Copy of All Required Reports</del>	NCHB				5	5	
6	Have annual self-assessment reports been prepared and forwarded to NAVELSG for each year since the last NAVELSG (N46) assessment?	NCHB				3	3	
7	Is the Equipment Officer familiar with the following procedures: Receipt of Equipment Disposal of Equipment <del>Transfer CESE/MHE</del>	NCHB				3	3	
8	Is correct documentation available concerning receipt, disposal and transfer of equipment?	NCHB	P-300, Chapter 2, Para. 2.4.3, 2.12.1.b-d, and 2.10-1; Chapter 4, Para. 4-2.4.e.			2	2	
9	Is a disposition pre-screening list submitted for CESE and a SF-120 initiated for MHE equipment in excess of requirements and forwarded to NAVELSG (N46) for review?	NCHB	P-300, Chapter 2, Para. 2.12.1, 2.12.2, 2.12.3, 2.12.7			2	2	
10	Have NAVELSG N46 and NCHB coordinated equipment transfers/dispositions and special funding requests? Is supporting documentation on hand/on file?	NCHB				2	2	
11	Are DD Form 1342s properly documented and forwarded to NAVELSG	NCHB				2	2	
12	Is correspondence filed by Standard Subject Identification Code (SSIC)?	NCHB				2	2	
<b>Subarea Total</b>						<b>32</b>	<b>32</b>	

**B. TRAINING**

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Is equipment training included in the ESC training plan? Is training conducted and documented with muster sheets?	NCHB				4	n/a	
2	Is the Equipment Officer familiar with the training provided by Naval Construction Training Centers (NCTC) at CBC Gulfport and CBC Port Hueneeme?	NCHB				2	n/a	
2	Are there documented requests for NCTC training courses that have been submitted to NAVELSG N46?	NCHB				2	n/a	
3	Is there documentation of training for all sailors that supports their current watchbill responsibilities?	NCHB				2	n/a	
4	Is there a list of license training requirements and a plan for issuing needed licenses to ESC sailors?	NCHB				2	2	
5	Does the Equipment Officer have a monthly list of ESC sailors issued licenses?	NCHB				2	n/a	
6	Has the ALFA roster for licenses been forwarded to NCHB TO monthly to verify the QPT matches the licenses?	NCHB				2	2	
7	Has the list of required licenses been prepared?	NCHB				2	2	
8	Has adequate Hazardous Material Handling training been conducted and documented?	NCHB	NAVSEA OP 5; NAVSEA SW023-AH-WHE-010, para. 3.2.3			2	n/a	
9	Does the Equipment Officer maintain a copy of the QPT plan for all ESC sailors?	NCHB				2	n/a	
10	Are the ESC QPT requirements reviewed and documented annually, training deficiencies noted, and a training plan developed?	NCHB				2	n/a	
11	Has the Explosives Driver (Ammunitions Driver) and Transportation of Hazardous Materials/Hazardous Waste training been conducted and documented?	NCHB	Chapter 3, Para. 3.8.8; DOT, CFR Title 40, Parts 261, 262, 263; NAVSEA SW020-AG-SAF-010; NAVSEA SW023-AH-WHE-010 para. 3.2.3			4	n/a	
12	Is a Letter of Delegation from the Weapons Station to teach the refresher course on file? (as applicable)	NCHB				2	n/a	
13	Is a Letter of Delegation from the CO authorizing the instructor to teach the refresher course on file?	NCHB				2	n/a	
<b>Subarea Total</b>						<b>32</b>	<b>6</b>	

**C. EQUIPMENT MAINTENANCE**

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Is an Equipment Yard Supervisor designated in writing and on the watch bill?	NCHB				4	4	
2	Is the Equipment Yard Supervisor familiar with the responsibilities of managing the equipment yard, the vehicles parked in it, and ensuring pre-starts of CESE and MHE?	NCHB	P-300, Chapter 2, Para. 2.15.3d			6	6	
4	Does the Equipment Yard Supervisor ensure unutilized equipment is cycled on a monthly basis to prevent deterioration? Is a cycle log maintained?	NCHB	NAVFAC 9-11240/2; P-300, Chapter 2, Para. 2.15.3.d, Chapter 3, Para. 3.1-3.2			4	4	
5	Does the Equipment Yard Supervisor have a program in place to track all equipment damage?	NCHB				2	2	
6	Does the Equipment Yard Supervisor take steps to ensure equipment in the yard is protected from the elements?	NCHB				2	0	
<b>Subarea Total</b>						<b>18</b>	<b>16</b>	

**D. SHOP MAINTENANCE**

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Are the following publications current and available:	NCHB						
a.	NAVFAC P-300.					1	1	
b.	Lube Charts.					1	1	
c.	Maintenance and parts manuals.					1	1	Need to get parts manual for electric forklift
2	Is deadlined equipment in IEM II status and properly documented?	NCHB				2	2	
3	Is equipment storage adequate and secure to prevent unauthorized use and pilferage?	NCHB				2	2	
4	Do PM record cards (NAVFAC 11240/6) contain complete, current information plus accumulated usage?	NCHB	P-300, Chapter 4, Section 2, Para. 4-2.3d			2	2	
5	Are Work Candidates maintained in a history jacket?	NCHB				2	2	
6	Are Work Candidates the sole document to authorize, specify, and control work on equipment?	NCHB				2	2	
7	Do Work Candidates reflect the proper level of maintenance required?	NCHB				2	2	
8	Does each vehicle or equipment history jacket contain:	NCHB				2	2	
a.	DOD Property Record Card (DD 1342).	NCHB				2	2	
b.	Copy of the Acceptance Check (07).	NCHB				2	2	
c.	Completed PM record cards (NAVFAC 11240/6).	NCHB				2	2	
d.	Spare key(s).	NCHB				2	2	
e.	Copies of completed Work Candidates.	NCHB				2	2	
9	Does the Cost Control Clerk maintains a correct RPPO log?	NCHB				2	2	
10	Do the RPPO log and Work Candidates correspond with the Repair Parts Summary Sheet?	NCHB				2	2	
11	Are parts bins marked by USNs?	NCHB				2	2	
12	Are the parts bins in a secure area?	NCHB				2	2	
13	Is the control system for parts issue effective?	NCHB				2	2	
14	Are RPPO files are in USN order?	NCHB				2	2	
15	Is a separate RPPO file maintained for each USN?	NCHB				2	2	
16	Are copies of Work Candidates properly maintained in the DTO folder?	NCHB				2	2	
17	Does the RPPO reconcile with the supply department monthly and document the reconciliation?	NCHB				2	2	
18	Does the RPPO have written delegation of authority to requisition and receive repair parts? Does the supply department maintain a copy of the RPPO's delegation letter on file? Is a separate copy on file or posted in a common ESC area?	NCHB				6	6	
19	Does the Equipment Status Board comply with NAVELSG TAB A?	NCHB				2	2	
20	Is equipment listed by EC in ascending numerical order, with USN Number, noun description, location, and remarks?	NCHB	P-300, Chapter 2, Para. 2.15.3c(2)(b), Para. 2.10; COMFIRSTNCDINST 11200.2, Section 1, Para. 2101.b (2)(b), Section 3, Para. 2304			2	2	
21	Are quarterly inventories held for the following:	NCHB						
a.	Tool kits.	NCHB				1	0	

b.	Tool room.	NCHB				1	0
c.	Shop support equipment.	NCHB				1	0
22	Is the Engineering Officer aware of any inventory discrepancies?	NCHB				2	2
23	Is a copy of the inventory forwarded to NAVELSG (N46) annually?	NCHB				2	2
24	Is a technical manual update inventory provided to the SUPPO annually?	NCHB				2	2
<b>Subarea Total</b>						<b>64</b>	<b>61</b>

**E. SHOP SAFETY**

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Are offices and work spaces clean, ventilated, and adequately lit?	NCHB				2	2	
2	Are required fire extinguishers properly located in the work area and inspected monthly?	NCHB				2	2	
3	Are adequate eye wash stations accessible in case of emergency and properly maintained? Are sailors trained on proper operation of eye wash stations?	NCHB	ANSI 87; NAVOSH 1902			2	2	
4	Is proper eye protection available and utilized?	NCHB	20-CFR 1926.101-102; 29 CFR 1910.132-133			2	2	
5	Is proper hearing protection available and properly utilized when required?	NCHB	20-CFR 1926.101-102; 29 CFR 1910.132-133			2	2	
6	Is program effective to ensure that electrical power tools and extension cords are safe for use?	NCHB	29-CFR 1926.300-302,1910(a){1}			2	2	
7	Are jack stands and hydraulic jacks in good condition and used properly?	NCHB				2	2	
8	Has a hydraulic inspection and maintenance program been implemented, and is a logbook for the inspections maintained on a 6 month interval?	NCHB	29 CFR 1910.224(a)-(c)			2	2	
9	Are Collateral Equipment Jacks included in the inspection log?	NCHB				2	2	
10	Are monthly safety stand-up lectures held and documented with a personnel muster sheet with lecture topic?	NCHB	29-CFR 1926.21(a)-(b){ii}); OPNAVINST 5100.23			3	3	
11	Are adequate safety signs in place throughout the work spaces and equipment yard?	NCHB	29 CFR 1910.145(a)			2	2	
12	Are smoking areas outside the facilities designated with signs?	NCHB				2	2	
13	Are hazardous material placards available (minimum of 4 per vehicle) and in adequate quantities to mount on all vehicles which carry hazardous materials?	NCHB	29-CFR 1910.1201; 49 CFR 172.502, 504, 516			2	n/a	
14	If hazardous materials are used, are they stored properly in a safe location?	NCHB	29-CFR1910 Subpart H			2	2	
15	Is an OSHA Form 20, Material Safety Data Sheet, readily available and/or displayed in the work area where the material is used?	NCHB	29-CFR 1910.1200			2	2	
16	Is MSDS training being held and documented?	NCHB				2	2	
17	Is there a program or method to properly dispose of used oil and batteries?	NCHB	OPNAVINST 5090.1; 40-CFR Parts 122, 260-267			2	2	
18	Are wheel chocks provided for all CESE/MHE and used while equipment is being worked on or not in use?	NCHB				2	2	
19	Are battery-charging stations well ventilated and clear of all flammables to prevent explosion with charging procedures to ensure proper hook-up and prevent explosion?	NCHB	29-CFR 1926.441(a){1)-(b){3}			2	2	
20	Does the Equipment Safety Petty Officer have current hard copies of the following manuals: SWO23-AH-WHM-010 COMNAVRESFORINST 8023.1 COMNAVELSGINST 5102.1	NCHB				3	3	
<b>Subarea Total</b>						<b>42</b>	<b>40</b>	

**F. LICENSING**

Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Is the License Examiner and assistant(s) designated in writing by the Commanding Officer?	NCHB				3	3	
2	Is the License Examiner trained regarding licensing procedures and applicable manuals?	NCHB				5	5	
3	Are license records being kept in a secure location?	NCHB				4	4	
4	Are OF 346 and NAVFAC 11240/2 kept in a secure area?	NCHB				4	4	
5	Are copies of all equipment training documents / certificates, for licenses issued in the individual license records?	NCHB				5	5	
6	Is there a license record for each individual in the command?	NCHB				4	4	
7	Is a tickler file being used?	NCHB				3	3	
8	Is a log kept of all issued licenses:	NCHB						
a.	Regular license log?	NCHB				2	2	
b.	Explosive Forklift log?	NCHB				2	2	
c.	Hazardous Materials Driver log?	NCHB				2	n/a	
9	Are all forms being utilized and filled out properly?	NCHB						
a.	NAVFAC 11240/10, Application for Vehicle Operator's Identification Card?	NCHB				2	2	
b.	SF 47, Physical Fitness Inquiry for Motor Vehicle Operators?	NCHB				2	2	
c.	OF346, U.S. Govt Motor Vehicle Operator's Identification Card?	NCHB				2	2	
d.	Local form for motor vehicle operator responsibilities?	NCHB				2	2	
e.	Local form for accident procedures?	NCHB				2	2	
10	Are written tests maintained for each piece of equipment in TOA?	NCHB				2	2	
11	Does the License Examiner maintain the proper publications? (at least one printed hard copy of each)	NCHB						
a.	NAVFAC P-300, Management of Transportation Equipment?	NCHB				2	2	
b.	NAVELSGINST 11200.1G-NAVELSG Equipment Management Pgm?	NCHB				2	2	
c.	NAVSEA OP5, Ammunition and Explosives Ashore, Safety Regulations?	NCHB				2	2	
d.	NAVSEA SWO-20, Ammunition, Explosives and Related Hazardous Materials?	NCHB				2	2	
e.	SWO-23, Handling Ammunition, Explosives and Haz-Mat with Industrial MHE?	NCHB				2	2	
f.	CFR 49 Parts 100-185, Code of Federal Regulations?	NCHB				2	2	
g.	North American Emergency Response Guidebook?	NCHB				2	2	
h.	NAVFAC MO 403, Navy Drivers Handbook?	NCHB				2	2	
i.	P-307 Management of Weight Handling Equipment?	NCHB				2	2	
j.	OPNAVINST. 5102.1C, Mishap Investigating and Reporting?	NCHB				2	2	
12	Does the Accident Investigator have thorough knowledge of the accident investigation process? (OPNAVINST 5102.1C)	NCHB				3	3	
13	Randomly check 20 licenses to check against license records.	NCHB				20	15	Need to put more pressure on dels to complete paper work
14	Review 5 Explosive Forklift license records for validity.	NCHB				5	3	
15	Review 5 Hazardous Material Driver license records for validity.	NCHB				5	n/a	
<b>Subarea Total</b>						<b>99</b>	<b>85</b>	

**Transportation & Equipment Summary Sheet**

Assessor Use Only	Equip-Licensing Total Points Attained	Grading Sheet Roll Up						Total
		A	B	C	D	E	F	
		32	6	16	61	40	85	240
	Points Avail	32	32	18	64	42	99	287
	Denominator Adjustment (items not assessed)	6	26			2	7	
	New Points Avail	26	6	18	64	40	92	246
	Raw Score	1.230769	1	0.888889	0.953125	1	0.92	
	Weighting	0.1	0.1	0.2	0.3	0.2	0.1	
	Weighted Scores	0.123077	0.1	0.177778	0.285938	0.2	0.092	
	<b>Final Equip-Licensing Score</b>							<b>97.92</b>

COMMAND, CONTROL, COMPUTERS, COMMUNICATIONS, COMBAT SYSTEMS, INTELLIGENCE, SURVEILLANCE, & RECONNAISSANCE (CSISR)							
A. INFORMATION ASSURANCE / CYBERSECURITY WORKFORCE							
Item	Assessment Element	Unit	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Is current completion percentage of annual DoD Information Assurance Awareness course at least 98% for members onboard? <i>(Ask Training Dept generate FLTMS report to verify)</i>	NELR/NCHB/ECD	NO		5	3	Due to an influx of newly reported personnel, the percentage of IAA dropped to 93.94%. NCHB-13 advised to inform personnel via ALL HANDS/POOW/POD to complete IAA requirements for the current fiscal year.
2	<b>Cyber-Security Workforce (CSWF) Certifications</b>	NELR/NCHB/ECD					
2a	Has R6 and R6a completed IAT Level 2 certification?	ECD	N/A		5	5	Enter Certification #: R6: _____ R6A: _____
2b	Have all IT-rated E7-E9 completed IAT Level 2 certification?	NELR/NCHB/ECD	N/A		5	5	
2c	Have all IT-rated E1-E6 completed IAT Level 2 certification?	NELR/NCHB/ECD	N/A		5	5	
3	<b>External Storage Devices</b>	NELR/NCHB/ECD					
3a	Are government-issued external storage devices (external hard disk drives) in use and are government-issued storage devices authorized in writing by the CO?	NELR/NCHB/ECD	N/A		5	5	
3b	Are external storage devices properly marked with highest classification stored on device?	NELR/NCHB/ECD	N/A		5	5	
4	Are all unattended Workstations screen-locked with CAC removed?	NELR/NCHB/ECD	YES		5	5	Enter # of WSs found unattended with CAC inserted:
5	Is optical media (CD, DVD) properly marked with highest classification of material stored within? (handwritten markings are acceptable and preferred over stickers) Blank media = NA	NELR/NCHB/ECD	NO		5	2	Found numerous CDs not properly labeled throughout NCHB-13; some found in trash bins (not properly disposed of).
6	Are completed System Authorization Access Request Navy (SAAR-N) forms OPNAV 5239/14 on hand for all personnel accessing NMCI computers?	NELR/NCHB/ECD	YES		5	5	
7	Conduct quarterly PII Spot Checks on Shared Drives and Portal sites? <i>Attach most recently completed PII Spot Check form to this Checklist</i>	NELR/NCHB/ECD	YES		5	5	
<b>Subarea Total</b>					<b>50</b>	<b>45</b>	
B. COMMAND MESSAGING (OIX/NICE)							
Item	Assessment Element	Unit	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Is unit registered in Command Messaging?	NELR/NCHB	YES		5	5	
2	Who are the unit's Command Cognizant Authorities(CA)? Are the unit's CAs designated in writing by the CO?	NELR/NCHB	YES		5	5	
3	Review Message Log - are dates, message #, approver, releaser recorded?	NELR/NCHB			5	5	
<b>Subarea Total</b>					<b>15</b>	<b>15</b>	
C. NMCI/NGEN							
Item	Assessment Element	Unit	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Perform an inventory of all NMCI/NGEN assets listed on the Task Order or Asset Data Report (obtain from N6). Are all assets accounted for?	NELR/NCHB/ECD			5	5	
2	Are current assets sufficient for daily operations?	NELR/NCHB/ECD			2	2	Assets are sufficient for day-to-day use, but not for DWEs.
3	<b>Readiness of NMCI/NGEN Assets</b>	NELR/NCHB/ECD					
	Are Information Technology assets operational?	NELR/NCHB/ECD	YES		5	5	
	If IT equipment are not operable has a trouble call been placed? List ticket number(s)?	NELR/NCHB/ECD			5	5	Ticket #: No proof of trouble tickets for degraded/non-functioning
4	Does the unit have a Multi-Function Copy / Print / Scan / Fax (MFD) machine connected to NMCI/NGEN network in their office spaces?	NELR/NCHB/ECD	NO		5	5	Awaiting Seat Refresh date verification.
	If the unit does not have an MFD, when does their current copier lease expire?	NELR/NCHB/ECD			5	5	Enter Date: FEB 2016
	If the unit does not have an MFD, is there spare NMCI/NGEN switch capacity to add one?	NELR/NCHB/ECD		YES	3	3	
6	Is there a copy of the NMCI/NGEN Outlook Web Access (OWA) training on file for users with home CAC readers?	NELR/NCHB/ECD	N/A		5	5	
<b>Subarea Total</b>					<b>35</b>	<b>35</b>	

**D. RESFOR WIFI**

Item	Assessment Element	Unit	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does the unit have a RESFOR WiFi system installed?	NELR/NCHB/ECD	YES		5	5	
2	Is the WiFi system fully functioning?	NELR/NCHB/ECD	YES		5	5	
3	Does the unit have a HP network printer connected to the Cisco router?	NELR/NCHB/ECD	N/A		5	5	
4	Is the HP network printer fully functioning?	NELR/NCHB/ECD	N/A		5	5	Ticket #s:
5	Does the unit's POC for RESFOR WiFi know how to login to the router to perform administrative tasks?	NELR/NCHB/ECD	YES		5	5	NCHB-13 demonstrated ability to perform required tasks.
6	Are SAAR-N and WiFi User Agreement forms filled and signed by every user? Are MAC addresses on file for each user?	NELR/NCHB/ECD	YES		5	5	
7	Does the unit change the WiFi Password every 6 months / 180 days?	NELR/NCHB/ECD	NO		5	3	Due to recent turnover MAY 2015, password has not been changed within the last 180 days; due to change AUG 2015. There is no log of password changes on file. Need to create a log.
<b>Subarea Total</b>					<b>35</b>	<b>33</b>	

**E. EKMS LOCAL ELEMENT**

Item	Assessment Element	Unit	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Is stowage provided for adequate protection of COMSEC material per EKMS 1(series)?	ECD	N/A		N/A	N/A	
2	Are personnel with access to COMSEC material designated in writing by the CO?	ECD	N/A		N/A	N/A	
3	Are COMSEC Responsibility Acknowledgement Forms completed and retained IAW EKMS 1B	ECD	N/A		N/A	N/A	
4	Are personnel with access to classified material designated in writing by the CO?	ECD	N/A		N/A	N/A	
5	Do all personnel with access to classified material have the appropriate security clearance?	ECD	N/A		N/A	N/A	
6	Are quarterly spot checks of local users done IAW EKMS 1B?	ECD	N/A		N/A	N/A	
7	Are all classified documents properly marked and covered?	ECD	N/A		N/A	N/A	
8	Does unit have an Emergency Action and/or Emergency Destruction Plan?	ECD	N/A		N/A	N/A	
9	Have all members in the R6 Department or the ECD completed EKMS 301 PQS?	ECD	N/A		N/A	N/A	
10	Have all members in the R6 Department or the ECD completed the EKMS Local Element CBT training module?	ECD	N/A		N/A	N/A	
<b>Subarea Total</b>					<b>0</b>	<b>0</b>	

**F. TOA MANAGEMENT, MAINTENANCE, & ACCOUNTABILITY**

Item	Assessment Element	Unit	Yes/No	Data Element	Points Avail	Points Attained	Remarks	
1	Has the unit conducted 10% monthly spot check on their assigned CSI TOA equipment? <i>Attach most recent spot check form signed by ECD DIC</i>	ECD	N/A		N/A	N/A		
2	Is the unit's CSI TOA 100% inventory posted on their portal site?	ECD	N/A		N/A	N/A		
3	<b>3-M Qualifications</b>	ECD						
	Is the R6 3-M 306 DH qualified?	ECD	N/A		N/A	N/A		
	Is the R6a and Chiefs 3-M 305 DIVO/LCPO qualified?	ECD	N/A		N/A	N/A		
	Is the unit's Work Center Supervisor 3-M 303 WCS qualified?	ECD	N/A		N/A	N/A		
	Are all other unit members 3-M 301 qualified?	ECD	N/A		N/A	N/A		
4	Do unit members have access to SKED on at least 1 computer in their workspace?	ECD	N/A		N/A	N/A		
5	<b>ADP Assets</b>	ECD						
	Does the unit have ruggedized or portable laptop computers assigned?	ECD	N/A		N/A	N/A		
	Have all available service packs and security patches been applied? * * - Do not apply service packs and/or patches to TC-AIMS, I-CODES, or ITV laptops	ECD	N/A		N/A	N/A		
	Have the Antivirus definition files ("DATs") been updated in the last 30 days?	ECD	N/A		N/A	N/A		
	Has the unit performed a full backup of all data stored in the laptop computer(s) to facilitate recovery of the system and minimize data loss?	ECD	N/A		N/A	N/A		
6	<b>RF Assets</b>	ECD						
	How recently were the HUB batteries changed in the PRC-117G, AN/PRC-150, AN/PRC-152, and AN/PRC-157 radios?	ECD	N/A		N/A	N/A		
	Does the unit have any equipment not approved and/or on the TOA?	NCHB/ECD	N/A		N/A	N/A		
<b>Subarea Total</b>					<b>0</b>	<b>0</b>		
<b>Assessor Use Only</b>	<b>Information Systems Area Total Points Attained</b>	<b>Section A</b>	<b>Section B</b>	<b>Section C</b>	<b>Section D</b>	<b>Section E</b>	<b>Section F</b>	<b>Remarks</b>
	<b>Points Avail</b>	45	15	35	33	50	65	
	<b>Denominator Adjustment (items not assessed)</b>	50	15	35	35	50	65	
	<b>New Points Avail</b>	50	15	35	35	50	65	
	<b>Raw Score</b>	90.0	100.0	100.0	94.3	100.0	100.0	
	<b>Weighting</b>	0.2	0.1	0.2	0.1	0.2	0.2	
	<b>Weighted Scores</b>	18.0	10.0	20.0	9.4	20.0	20.0	
	<b>Final Information Systems Score</b>							<b>97.4</b>
<b>IDENTIFIED UNIT POA&amp;M ITEMS (for MAV AAR)</b>								
1								
2								
3								
4								
5								

**2. TRAINING PLANNING**

**A. FLEET RESPONSE TRAINING PLAN (FRTP) INFORMATION**

Item	Assessment Element	Reference	Unit	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Unit is tracking FRTP (NELR will track own/subordinate units) events and subevents on LRTP	NAVELSGINST 3502.1 (Series)	NELR/NCHB					
a	MAINTENANCE PHASE DATES		NELR/NCHB			3	3	
b	BASIC PHASE DATES		NELR/NCHB			3	3	
c	ULT DATES		NELR/NCHB			3	3	
d	ULTRA DATES		NELR/NCHB			3	3	
e	FEP/NIEX DATES (as applicable)		NELR/NCHB			3	3	
<b>Subarea Total</b>						<b>15</b>	<b>15</b>	

**B. FLEET RESPONSE TRAINING PLAN (FRTP) EXECUTION**

Item	Assessment Element	Reference	Unit	Yes/No	Data	Points Avail	Points Attained	Remarks
1	Complete CART report submitted per COMNAVELSG 3502.1 and accurately reflects existing gaps in training	COMNAVELSG FRTP MSG DTG (TTTTDDMMYY)	NELR/NCHB			10	0	HAVE TO OSPLAN BUT COULD NOT FIND CART REPORT
2	Differences between existing gaps in training from the time of CART submission to the MAV have been addressed by the unit SRTP (see item C5 below)		NELR/NCHB			10		
<b>Subarea Total</b>						<b>20</b>	<b>0</b>	

**C. LONG RANGE/SHORT RANGE TRAINING PLANS (LRTP/SRTP)**

Item	Assessment Element	Reference	Unit	Yes/No	Data	Points Avail	Points Attained	Remarks
1	The unit has an established LRTP/SRTP per OPNAVINST 3120.32C	OPNAVINST 3120.32C; NAVELSGINST 3502.3 (TRAMAN); COMNAVELSGINST 3501.2A	NELR/NCHB			10	10	
2	The LRTP/SRTP has been signed by the Training Officer and Commanding Officer.		NELR/NCHB			4	4	
3	The LRTP/SRTP is accompanied by a budget estimate (-AT/ADT/IDTT or TAD/TDY)		NELR/NCHB			5		
4	Unit LRTP includes all required events/subevents and addresses unit-level training objectives across the FRTP.		NELR/NCHB			5	5	
5	Unit SRTP addresses gaps in individual billet training rqmts		NELR/NCHB			6	4	ADD 1 MONTH (CURRENT PLUS 3). ADD SUPPORTABLE NTA TO ULT OR BLT FOR JUSTIFICATION. IF AMBITIOUS, ADD ROC SUPPORTED
<b>Subarea Total</b>						<b>30</b>	<b>23</b>	

**D. GENERAL MILITARY TRAINING (GMT) AND OTHER REQUIRED NAVY TRAINING**

1	The unit is following the published Navy GMT schedule (training records shall be provided - check current/previous POM)		NELR/NCHB			3	3	
2	The unit is actively pursuing other required Navy training (The unit shall provide FLT MPS printouts for MAV assessor)		NELR/NCHB					
a	Personally Identifiable Information (PII)		NELR/NCHB			3	2.9	

b	Anti Terrorism/Force Protection (ATFP) CONUS/OCONUS		NELR/NCHB		CHANGE TO 3 PTS	6	5.8	
c	Annual Information Assurance (IA) Training		NELR/NCHB			3	3.0	
<b>Subarea Total</b>						<b>15</b>	<b>14.7</b>	
<b>E. PLANNING BOARD FOR TRAINING (PB4T)</b>								
Item	Assessment Element	Reference	Unit	Yes/No	Data	Points Avail	Points Attained	Remarks
1	The Planning Board for Training (PBFT/PB4T) been established (through the command 5420 notice)	OPNAVINST 3120.32C; NAVELSGINST 3502.3 (TRAMAN)	NELR/NCHB			6		NEED TO ADD PBFT MEMBERS TO NCHBTHIRTEENNOTE 5420. ADD MEMBERS BY TITLE: I.E. COMMANDING OFFICER, EXECUTIVE OFFICER, TRAINING OFFICER, ETC
2	PB4T meets monthly per the unit POM.		NELR/NCHB			7	7	
3	PB4T minutes are maintained on file (2 yrs) and posted for distribution. (-1 pt for each 6 months not accounted for)		NELR/NCHB			4	4	
4	PB4T ensures supports execution of the unit SRTP objectives via brief for current and 1 month.		NELR/NCHB	PBFT TRAINING/ OP SLIDE		7	7	S7 SHOULD ROLL UP ALL COMPANY SLIDES. USE PRESCRIBED QUAD SLIDES
5	PB4T ensures individual/unit level training is coordinated with the Operations Department (N3)		NELR/NCHB			6		
6	PB4T is being conducted properly (assessor will monitor)		NELR/NCHB			6		DID NOT OBSERVE. POINTS ADJUSTED
<b>Subarea Total</b>						<b>36</b>	<b>18.0</b>	
<b>Section Total (Section Weight is 30% of Total Training Score)</b>						<b>116</b>	<b>70.7</b>	

Personnel Security Management Security Program								
A. Security Program								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does the command maintain a copy of the current SECNAV M-5510.30?	NELR/NCHB	SECNAV M-5510.30			5	3	e-copy on portal. Need hard copy.
2	Does the command maintain a copy of the current SECNAV M5510.36?	NELR/NCHB	SECNAV M-5510.36			5	3	3-copy on portal. Need hard copy.
3	Has the Security Manager developed, and the CO issued and signed, a current instruction for the command's Information and Personnel Security Program (IPSP)?	NELR/NCHB				3	0	
4	Has the Security Manager developed, and the CO issued and signed, a current instruction for the command's Emergency Plan for the Protection and Destruction of Classified Material?	NELR/NCHB				3		Do not process classified material or retain classified material or systems.
5	Does the CO have an SSBI adjudicated within the previous 5 years?	NELR/NCHB				5	5	
6	Has the Security Manager reported and investigated all security threats and classified information compromises, including those that occurred on IT systems?	NELR/NCHB				5		Do not process classified material or retain classified material or systems.
7	Number of classified information compromises or losses in the past 12 months:	NELR/NCHB			0	0	0	
8	Number of compromises or losses properly reported and documented with correspondence and/or naval messages:	NELR/NCHB			0	0	0	
9	Number of Preliminary Inquiries (PI) conducted:	NELR/NCHB			0	0	0	

A. Security Program								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
10	Does the Security Manager liaison with the Public Affairs Officer (PAO) on proposed media releases?	NELR/NCHB				5	3	NCHB-13 Facebook is significantly out of date. If decision to update Facebook PAO will need to coord with SECMAN
11	Are security functions performed by another command covered by a written Security Servicing Agreement (SSA) or Memorandum of Agreement/Understanding (MOA/MOU)?	NELR/NCHB				0	0	Lanes in the Road. Met with NOSC SECMAN.
12	Are all materials (maps, CD, DVD, hard drive, photographs, briefing slides, etc.) properly marked with the appropriate classification, to include UNCLASSIFIED designations?	NELR/NCHB				2	0	Need to label with a Sharpee all CD/DVD.
13	Number of items spot checked for proper marking:	NELR/NCHB				0	0	
14	Number of spot checked items marked properly:	NELR/NCHB				2	2	
15	Number of items spot checked for proper reception, dispatch, and storage:	NELR/NCHB				0	0	
16	Number of spot checked items receipted, dispatched, and stored properly:	NELR/NCHB				0	0	
17	Are control measures in place for the receipt, dispatch, and storage of classified/sensitive material?	NELR/NCHB				2	2	
18	Are procedures in place to ensure that visitors have access only to information to which they have a need-to-know and the appropriate clearance eligibility?	NELR/NCHB				2	2	
19	Does the command inspect and evaluate subordinate commands' Personnel Security Programs?	NELR				3		NA for NCHB
20	Are inspection and follow-up reports on file?	NELR/NCHB				3	3	SECMAN does not have any previous MAV results.
						45	23	

A. Security Program								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
B. Security Management								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Is the Security Manager formally trained via the NCIS Naval Security Manager Course, Course No. S-3C-0001?	NELR/NCHB	SECNAV M-5510.30			5	5	
2	Does the Security Manager have an SSBi adjudicated within the previous 5 years?	NELR/NCHB				5	5	
3	Has the CO designated the Security Manager in writing?	NELR/NCHB				5	5	
4	Has a copy of the Security Manager's designation letter been forwarded to the COMNAVELSG Security Manager?	NELR/NCHB				5	5	
5	Has a copy of the Security Manager's designation letter been forwarded to CNO (N09N2)?	NELR/NCHB				5	5	
6	Is the Security Manager named and identified to command personnel on command organizational charts, POM, or other media (posters, phone listings, portal homepage, etc)?	NELR/NCHB				5	0	
7	Does the Assistant Security Manager have SECRET clearance adjudicated within the previous 10 years?	NELR/NCHB				5	5	
8	Has the CO designated the Assistant Security Manager in writing?	NELR/NCHB				5	5	
9	Does the Security Manager authorize Security Assistants to access Personnel Security Program information in an administrative role?	NELR/NCHB				5	5	
10	Number of Security Assistants authorized:	NELR/NCHB			1	0	0	
11	Number of Security Assistants with at least a SECRET clearance adjudicated within the previous 10 years:	NELR/NCHB			1	0	0	
12	Number of Security Assistants designated in writing by the Security Manager:	NELR/NCHB			1	0	0	
						45	40	

A. Security Program								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
C. Investigations and Eligibility								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does the command utilize JPAS to manage sailors' security information on all sailors.	NELR/NCHB				5	4	
2	Is SMO information in JPAS up-to-date?	NELR/NCHB				5	5	
3	Is Submitting Office Number (SON) information up-to-date with OPM?	NELR/NCHB				5	0	SECMAN didn't know what a SON is.
4	Is SECRET access in JPAS limited to sailors who have a current SECRET or higher eligibility?	NELR/NCHB				5	5	
5	Number of sailors with SECRET or higher access in JPAS:	NELR/NCHB				0	0	
6	Number of sailors who have a current eligibility:	NELR/NCHB				0	0	
7	Is SECRET access in JPAS limited to sailors who have a current "need-to-know"?	NELR/NCHB				5	5	
8	Number of sailors who have a "need-to-know":	NELR/NCHB				0	0	
9	Do all sailors granted JPAS access have a current Non-Disclosure Agreement (NdA, SF 312) on file?	NELR/NCHB				5	5	
10	Number of sailors who have an NdA on file in JPAS:	NELR/NCHB				0	0	
11	Are temporary access procedures (interim security clearances) properly followed and documented in JPAS?	NELR/NCHB				5		N/A; no need to grant interim security clearances. Knows to contact NAVELSG SECMAN if the need arises.
12	Total number of interim clearances granted in JPAS:	NELR/NCHB			0	0	0	
13	Number of interim clearances over 30 days without documented follow-up or review:	NELR/NCHB			0	0	0	
14	Does the Security Manager ensure that non-U.S. citizens and others who are identified as ineligible for access to classified information (revocation of eligibility, denial of eligibility, etc.) are identified to COC?	NELR/NCHB				5	5	
15	Number of non-U.S. citizens in JPAS PSM Net:	NELR/NCHB				0	0	

A. Security Program								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
16	Number of adverse sailor security determinations made in the past 12 months:	NELR/NCHB			1	0	0	
17	Number of sailors who had security accesses revoked in JPAS:	NELR/NCHB			0	0	0	
18	Number of sailors for whom the Security Manager properly counseled, notified the COC, and maintained proper records:	NELR/NCHB			0	0	0	
19	Number of sailors who had a security debrief documented with an NdA (SF 312), a memorandum for the record from the command CO, and returned all classified material in their possession:	NELR/NCHB			0	0	0	
20	Does the Security Manager ensure that sailor Incident Reports are entered into JPAS if necessary as a part of the Continuous Evaluation Process? Are Incident Reports made in a timely manner when questionable or unfavorable information becomes available concerning an individual who has been granted eligibility and/or access to classified information?	NELR/NCHB				5	5	No incidents to report. NOSC would make the incident reports and SECMAN would track to make sure all information is provided for the follow-up and final reports.
21	Number of Incident Reports made in the past 12 months:	NELR/NCHB				0	0	
22	Number of Incident Reports completely readjudicated by DoNCAF:	NELR/NCHB				0	0	
23	Does the command utilize eQIP Direct to manage Personnel Security Investigation (PSI) requests? Are requests for PSI kept to the minimum level of investigation necessary and made only when required?	NELR/NCHB				5	0	NAVELSG SECMAN initiates investigations for AC/FTS and TS/SCI as needed for deployments. NOSC initiate investigations/re-investigations on all other SELRES.
24	Number of open PSIs:	NELR/NCHB				0	0	
25	Number of PSIs currently awaiting member action:	NELR/NCHB				0	0	
26	Number of PSIs submitted with investigations open or awaiting final adjudication:	NELR/NCHB				0	0	

A. Security Program								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
27	Number of PSIs that were terminated due to inaction in the past 12 months:	NELR/NCHB				0	0	
						50	34	

A. Security Program								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
D. Training and Debriefing								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Are indoctrination security briefs given to all sailors upon checking in to the command by the Security Manager?	NELR/NCHB				5	5	NOSC conducts brief at INDOC.
2	Are annual refresher briefs given to sailors who have current SECRET or higher access?	NELR/NCHB				5	0	NAVELSG SECMAN will provide refresher brief slides.
3	Date of last annual refresher briefing:	NELR/NCHB				0	0	Not done.
4	Are annual counterintelligence briefs given to sailors who have current SECRET or higher access?	NELR/NCHB				5	0	Not done. Spoke with NOSC about scheduling with local NCIS and other local units.
5	Date of last counterintelligence briefing:	NELR/NCHB				0	0	Not done.
6	Are foreign travel briefings and debriefings properly given and documented for all sailors travelling OCONUS?	NELR/NCHB				5		No known OCONUS travelers (other than deployment/MOB). NAVELSG will provide info for this program.
7	Number of sailors who travelled OCONUS in the past 12 months:	NELR/NCHB			0	0	0	
8	Number of sailors given foreign travel briefings at least 30 days prior to departure OCONUS:	NELR/NCHB			0	0	0	
9	Number of sailors given foreign travel debriefings upon return CONUS:	NELR/NCHB			0	0	0	
10	Are sailors who are retiring, separating, or detaching from the command properly debriefed, accesses removed, and released in JPAS?	NELR/NCHB				5	5	
11	Number of members who have retired or separated from the Navy in the past 12 months:	NELR/NCHB			0	0	0	
12	Number of sailors who had a Security Termination Statement (OPNAV 5511/14) executed and have returned all classified material in their possession:	NELR/NCHB			0	0	0	
13	Number of sailors who had a debrief documented with an NdA (SF 312):	NELR/NCHB			0	0	0	
14	Number of sailors removed from the PSM Net in JPAS:	NELR/NCHB			0	0	0	

A. Security Program								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
15	Number of members who have detached from the command in the past 12 months:	NELR/NCHB			0	0	0	
16	Number of sailors who had a debrief documented with an NdA (SF 312) and have returned all classified material in their possession:	NELR/NCHB			0	0	0	
						25	10	

A. Security Program								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
E. Security Containers and Facilities								
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks
1	Does the command have a GSA-approved security container and maintain a log to store USPS First Class, Certified, and Registered mail and commercial express deliveries overnight?	NELR/NCHB				3	3	
2	Does the command ensure that weapons, money, jewelry, narcotics, or other highly pilferable items are not stored in the same security container used to store classified information?	NELR/NCHB				2	2	
3	Are combinations of all security containers accounted for and properly documented?	NELR/NCHB				5	5	
4	Total number of security containers:	NELR/NCHB				0	0	
5	Number of security containers with an SF 700, Security Container Information Form affixed inside:	NELR/NCHB				0	0	
6	Does the SF 700 include the names, home addresses, and phone numbers of persons to be contacted if the container is found open and unattended?	NELR/NCHB				0	0	
7	Does the command have established procedures for end of the day security checks, to include the use of SF 701, Activity Security Checklist and SF 702, Security Container Check Sheet?	NELR/NCHB				5	5	
8	Are 30 days of SFs 701 and 702 kept on file?	NELR/NCHB				0	0	
						15	15	

A. Security Program									
Item	Assessment Element	Unit Type	Reference	Yes/No	Data Element	Points Avail	Points Attained	Remarks	
<b>Security Management Program Summary Sheet</b>									
<b>Assessor Use Only</b>	<b>Security Management Total Points Attained</b>	<b>Score Roll Up</b>					<b>Totals</b>		
		A	B	C	D	E			
		23	40	34	10	15	122		
	<b>Points Avail</b>	45	45	50	25	15	180		
	<b>Denominator Adjustment (items not assessed)</b>	11		10	5		26		
	<b>New Points Avail</b>	34	45	40	20	15	154		
	Raw Score	0.68	0.89	0.85	0.50	1.00			
	Weighting	0.2	0.2	0.2	0.2	0.2			
	Weighted Scores	0.14	0.18	0.17	0.10	0.20			
	<b>Final Security Management Score</b>						0.78		
<b>Top areas of concern: (These items should be on POAM)</b>									
1									
2									
3									
4									
5									

**SAMPLE LETTER OF SUBMISSION FOR  
IMPLEMENTATION STATUS REPORTS**

5040  
Ser R00/S00  
Date

From: Commodore / Commanding Officer, Command  
To: Commander, Navy Expeditionary Logistics Support Group  
Subj: MANAGEMENT ASSESSMENT VISIT OF COMMAND  
Ref: (a) Your ltr 5040 Ser N7/XXX of XX XXX XX  
Encl: (1) Implementation Status Reports (001-014)

1. As per reference (a), enclosure (1) is submitted. We will continue to submit reports on outstanding items until action has been completed. Items that have been completed are annotated on the individual Implementation Status Report (ISR). The next quarterly report will be submitted DATE. The following is a list of all ISRs and current status:

<u>ISR</u>	<u>ASSESSMENT AREA</u>	<u>STATUS</u>
001	Generic, Unit Management	Open - 2 <sup>nd</sup> Rpt
002	Command Programs	Closed - 1 <sup>st</sup> Rpt
003	Legal	Closed - 2 <sup>nd</sup> Rpt
004	Career Information Programs	Closed - 1 <sup>st</sup> Rpt
005	Medical Programs	Closed - 1 <sup>st</sup> Rpt
006	Safety Programs	Closed - 2 <sup>nd</sup> Rpt
007	Administration	Open - 2 <sup>nd</sup> Rpt
008	Operations	Open - 2 <sup>nd</sup> Rpt
009	Supply/Financial	Closed - 1 <sup>st</sup> Rpt
010	Facilities	Closed - 1 <sup>st</sup> Rpt
011	Transportation/Equipment/Licensing	Closed - 1 <sup>st</sup> Rpt
012	Information Systems	Open - 2 <sup>nd</sup> Rpt
013	Training/Ammo Qual-Cert Programs	Open - 2 <sup>nd</sup> Rpt
014	Personnel Security Management	Open - 2 <sup>nd</sup> Rpt

2. Point of Contact Information.

SIGNATURE

**NOTE:** This letter will be updated every quarter until all ISR required actions are complete.

The information contained herein relates to the internal practices of the Department of the Navy and is an internal communication within the Navy Department. THIS REPORT IS NOT RELEASABLE without the specific approval of the Commander, NECC.

Enclosure (14)

STATUS AS OF (DATE) DATE OF ISR - SHOULD BE CHANGED EACH TIME REPORT IS SUBMITTED UNTIL ACTION COMPLETE	REPORTED BY (ACTION OP/BUREAU/COMMAND) COMMAND
ACTION OFFICER (NAME AND EXTENSION)  NAME OF PROCESS OWNER PHONE NUMBER OF PROCESS OWNER EMAIL OF PROCESS OWNER	COORDINATING ACTION (OP/BUREAU/COMMAND)  N/A

IDENTIFICATION OF REPORT (NAVINGEN/COMMAND INSPECTION/AUDIT/AREA COORDINATION. INCLUDE SERIAL AND DATE

COMNAVELSG Itr 5040 Ser N7/XXX of XX XXX XX - THIS WILL BE THE MAV AAR

IDENTIFICATION OF ACTION ITEM (RECOMMENDATION NUMBER/PARAGRAPH NUMBER)

ISR XXX - PROGRAM - THE ISR NUMBER WILL COINCIDE WITH THE LETTER ASSIGNED ON THE MAV AAR  
AND COMMAND INPUT - EXAMPLE: ISR 001 - GENERIC, UNIT MANAGEMENT

**RECOMMENDATION:**

THIS BLOCK WILL LIST THE ACTION ITEMS THE UNIT WILL HAVE TO COMPLETE.

EXAMPLE:

1. Post Plan of the Month in all buildings.
2. Post Organizational Chart in HQ building.

CURRENT IMPLEMENTATION STATUS (IF ACTION CONSIDERED COMPLETE, SO STATE.)

THIS BLOCK WILL HAVE THE SAME NUMBERING AS ABOVE, AND WILL STATE WHAT ACTION IS BEING  
TAKEN TO COMPLETE THE ACTION.

EXAMPLE:

1. Action Complete. POM has been posted in all buildings to include outlying companies.
2. Pending. Due to the addition of CTC Bravo we are in the process of updating our Organizational Chart.

NEXT STEP IN IMPLEMENTING ACTION (INCLUDE ESTIMATED DATE OF COMPLETED ACTION)

THIS BLOCK WILL HAVE THE SAME NUMBERING AS ABOVE, AND WILL STATE WHEN THE ACTION IS  
COMPLETED OR THE ESTIMATED COMPLETION DATE.

EXAMPLE:

1. Action Complete: DATE
2. Estimated completion date: DATE

WHEN ALL ACTION ITEMS ARE COMPLETE STATE  
"ALL ACTION IS CONSIDERED COMPLETE"

AMD Realignment NCHB14 Watchbill

HEADQUARTERS: TACTICAL/LOGISTIC OPERATION CENTER (22 PERS)									
WATCH (14 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options	
WATCH OFFICER (Training Officer (S7) / Supply Officer (S4))	7001	LT	03030		7012	LT	00470		
CHIEF OF THE WATCH (Training Chief (S7C) / Supply Chief (S4C))	7471	BMC	00550		7369	LSC	00670		
COMMS SUP (Manpower Chief (S1C) / Ammo & 3M Chief)	7020	CEC	00190			ICC (FTS)	00540		
POOW (Admin Specialist / Supply Specialist)		YNC (FTS)	00260			LS1 (FTS)	00680		
MESSENGER (Training PO)	7324	BM3	01760		7047	YN2	02460		
SENTRY (ASM & Admin Specialist / Operations Specialist)		YN2 (FTS)	00270		7416	BU2	02750		
CBRD (Safety & CBRD Chief / Construction Mechanic)	7453	SWC	00200			CM1 (FTS)	03300		
PLANNING AND ADMINISTRATION CELL (8 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options	
Battalion Commander (CO) / Battalion Executive Officer (XO)	0016	CDR	00120	BAGWELL		LCDR (FTS)	00140		
Battalion Command Master Chief (CMDCM)	7018	CMDCM	00170						
Manpower Officer (S1)	7015	LT	00570						
Operations Officer (S3) / Operations Chief (S3C)	7003	LCDR	00145		7019	BMCS	01190		
Corpsman Chief / Corpsman Assistant	7557	HMC	00315		7059	HM3	00430		
Asst. Operations Officer (S3) / Asst. Training Officer	7005	LT	00475		7026	LTJG	00585		
EXPEDITIONARY SUPPORT, DET A (20 PERS)									
WATCH (4 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options	
Company Commander (S100)	7011	LT	03060						
Company Chief - Maintenance Supervisor	7176	EOC	03290						
Corpsman (BATTALION AID STATION)	7295	HM1	00340						
Admin Specialist (Comms PO)	7500	YN3	00276	EMPTY BILLET					
MAINTENANCE OPERATIONS (10 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options	
Construction Mechanic - Equipment	7177	CM1	03310		7525	CE1	03312		
Construction Mechanic - Equipment	7040	CM2	03370		7041	BU2	03380		
Construction Mechanic - Equipment	7180	UT2	03390		7183	CM3	03410		
Construction Mechanic - Equipment	7182	CE2	03400		7184	CM2	03420	EMPTY BILLET	
Construction Electrician - Equipment	7570	CE2	03535		7467	CE2	03560		
EQUIPMENT OPERATIONS (6 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options	
Equipment Dispatcher Team Lead	7187	EO1	03460		7419	EOCN	03480		
Equipment Operator - Yard Boss	7188	CECN	03470		7469	EOCA	02680		
Equipment Operator - Yard Boss	7042	LS2	02520		7044	CMCN	02530		

AMD Realignment NCHB14 Watchbill

EXPEDITIONARY SUPPORT, DET B (37 PERS)								
WATCH (4 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Company Commander	7014	LT	00480	█				
Company Chief - Camp Maintenance / - Camp Security	7046	UTC	00520	█	7432	MACS	00220	█
Admin Specialist (Camp Administration & Comms PO)	7457		00240	EMPTY BILLET				
MEDICAL OPERATIONS (BATTALION AID STATION) (1 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Corpsman					7558	HM2	00325	█
CAMP MAINTENANCE OPERATIONS (15 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Construction Mechanic - Camp	7573	EO2	03315	█	7515		03314	EMPTY BILLET
Construction Mechanic - Camp	7179	CM2	03330	█	7397	CM2	03340	█
Builder	7293	BU1	03260	█	7489	BU1	03280	█
Builder	7398	BU1	03270	█	7048	UT3	02470	█
Construction Electrician - Camp	7569	CE1	03525	█				
Construction Electrician - Camp	7190	CE2	03540	█	7396	CE1	03550	█
Utilitiesman	7464	UT1	03230	█	7390	UT2	03250	█
Utilitiesman	7562	UT3	03255	█	7055	UT2	02500	█
FIELD MESSING/BERTHING OPERATIONS (8 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Mess Supervisor / Mess Watch Captain	7563	CSC	00865	EMPTY BILLET	7561	CS1	00875	█
Culinary Specialist	7466	CS1	00900	█	7197	CS1	00910	█
Culinary Specialist	7492	CS3	00930	█	7456		00950	EMPTY BILLET
Culinary Specialist	7493	CS3	00940	█	7198	CS3	00960	█
SUPPLY OPERATIONS (4 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Logistics Specialist - Armory Team Lead (Ammo Team Member)	7331	LS2	01010	█	7571	LS2	01045	█
Logistics Specialist (Ammo Team Member)	7370	LS2	01030	█	7031	LS2	01160	█
FIELD ARMORY OPERATIONS (3 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Camp Security Coordinator (Ammo Team Leader)	7496	BM1	03120	EMPTY BILLET	7294	UT1	03110	█
Weapons Specialist (Ammo Team Member)	7437	AO1	03130	█				
ECP/SECURITY OPERATIONS (2 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Security Specialist (ECP)	7502	MA2	00222	█	7510	MA2	00224	█

AMD Realignment NCHB14 Watchbill

FUEL (22 PERS)								
WATCH (6 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Company Commander	7018	LT	00500	█	LT			
Company Chief - Fuel Supervisor	3590		03590	EMPTY BILLET	7491		03600	EMPTY BILLET
Corpsman / Corpsman Assistant	7559		00355	EMPTY BILLET	7053	HN	00440	█
Admin Specialist (Comms PO)	7527	YNSN	00288	█				
OPERATIONS (12 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Fuel Farm Operator (Team 1 / Team 2)	7532	ABE2	03612	█	7578	ABF2	03618	█
Mobile Refueler/Defueler	7392	EM3	03720	EMPTY BILLET	7393	UT1	03730	█
Mobile Refueler/Defueler	7395	HT1	03680	█	7403	DC1	03690	█
Mobile Refueler/Defueler	7555	LS2	03765	█	7387	GM1	03740	█
Fuel Farm Operator (Team 3)	7509	ABF1	03615	█				
Mobile Refueler/Defueler	7389	EM1	03710	█				
Mobile Refueler/Defueler	7435	HT3	03700	█				
Mobile Refueler/Defueler	7391	MM1	03750	█				
MAINTENANCE (4 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Fuel Farm Operator	7413	MRC	03670	█	7189	CE2	03530	█
Fuel Farm Operator	7465	UT1	03240	█	7495	CM2	03360	█

AMD Realignment NCHB14 Watchbill

SURFACE CARGO, DET A & DET B (64 PERS)								
WATCH (5 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Company Commander	7004	LT	00600		7002	LCDR	00150	
Company Chief - Ship Supervisor (Ammo Safety Observer)	7329		01220	EMPTY BILLET	7297	BMC	01210	
Weapons Specialist	7428	GM2	03140		7418	GM3	03150	
Corpsman	7565	HM2	00405		7328	HM3	00380	
Admin Specialist (Comms PO)	7536	YN2	00286		7535	YN3	00278	
AMMO QUAL CERT HATCH TEAMS (9 PERS)	RBSC	HT 1 SURF A	BSC	Fill Options	RBSC	HT 4 SURF B	BSC	Fill Options
Hatch Captain (Ammo Team Leader)	7300	BM1	01310		7268	LS1	01280	
Hold Boss (Ammo Team Member)	7306	BM1	01520		7274	BM3	01410	
Crane Operator (Ammo Team Member)	7281	BM2	01480		7307	EN2	01530	S
Crane Operator (Ammo Team Member)	7282	BM2	01610		7316	BM2	01680	
Stevedore (Explosive MHE & Ammo Team Member)	7321	BM1	01730		7318	BM3	01700	
Stevedore (Explosive MHE & Ammo Team Member)	7339	BM3	01850		7284	BM3	01630	
Stevedore (Ammo Team Member)	7340	BMSN	01980		7343	BM3	02010	
Stevedore (Ammo Team Member)	7539	AOCN	02090		7542	SA	02130	
Stevedore (Ammo Team Member)	7039	STS2	02550		7399	BM3	02620	
HATCH TEAM (9 PERS)	RBSC	HT 2 SURF A	BSC	Fill Options	RBSC	HT 5 SURF B	BSC	Fill Options
Hatch Captain	7266	OS1	01260		7269	CTI1	01290	
Hold Boss	7279	BM2	01460		7275	BM1	01420	
Crane Operator	7305	BM2	01510		7273	MA2	01400	
Crane Operator	7283	BM3	01620		7481	BM2	01890	
Stevedore (Explosive MHE)	7030	BM2	01870		7460	LS2	01900	
Stevedore (Explosive MHE)	7029	BM2	01860		7486	BM2	01930	
Stevedore	7342	CSSA	02000		7345	BMSR	02030	
Stevedore	7540	UTCN	02110		7543	BM3	02140	
Stevedore	7382	LSSN	02270		7050	ISSN	02490	
HATCH TEAM (9 PERS)	RBSC	HT 3 SURF A	BSC	Fill Options	RBSC	HT 6 SURF B	BSC	Fill Options
Hatch Captain	7267	BM1	01270		7299	BM1	01300	
Hold Boss	7304	BM1	01500	EMPTY BILLET	7276	OS2	01430	
Crane Operator	7308	LS1	01540		7271	BM1	01380	
Crane Operator	7483	BM3	01880		7287	BM3	01660	
Stevedore (Explosive MHE)	7326	BM2	01780		7322	BM2	01740	
Stevedore (Explosive MHE)	7483	BM2	01750		7286	BM3	01650	
Stevedore	7341	BMSA	01990	EMPTY BILLET	7344	BMSN	02020	
Stevedore	7541	UTCN	02120		7544	SH3	02150	
Stevedore	7402	EN2	02650		7022	LS2	02570	

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WATCHBILL APPROVAL		DATE
CO Signature:		
XO Signature:		
S3 Signature:		

QUALIFIED
INTERIM
NON-QUALIFIED
need to add QPT
QPT assigned needs to sign pg 13

deployed

CARGO TERMINAL, DET A (22 PERS)								
WATCH (5 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Company Commander	LT	LTJG	03040					
Company Chief - Cargo Terminal Supervisor (Ammo Safety Corpsman)	7459	LS1	00640				7367	LSCS 00650 <span style="background-color: #008000;"></span>
Admin Specialist (Comms PO)	7327	HA	00370				7023	YN3 00290 <span style="background-color: #FF0000;"></span>
OPERATIONS (13 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Cargo Expediter (Ammo Team Lead)	7572	LS1	00685				7575	LSC 00695 <span style="background-color: #800080;"></span>
MHE Operator (Explosive MHE & Ammo Team Lead)	7185	EO1	03440				7374	LS2 00720 <span style="background-color: #FF0000;"></span>
MHE Operator (Explosive MHE & Ammo Team Member)	7421	EO3	03490				7049	LS2 02480 <span style="background-color: #00B0F0;"></span>
MHE Operator (Explosive MHE & Ammo Team Member)	7038	EO2	03500				7480	LS2 02380 <span style="background-color: #FF0000;"></span>
MHE Operator (Explosive MHE)	7423	LS2	02600				7410	MNSN 02710 <span style="background-color: #FF0000;"></span>
MHE Operator	7420	BM3	03180				7429	LSSN 03190 <span style="background-color: #FF0000;"></span>
MHE Operator	7025	LS2	02580					
REPORTING (4 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Ordnance/Ammo Manager (Ammo Team Leader)	7538	AO2	03085					
Ordnance/Ammo Technician (Ammo Team Member)	7436	AO1	03080				7425	AO1 03090 <span style="background-color: #FF0000;"></span>
Cargo Documentor (Ammo Team Member)	7441	MASN	02590					

CARGO TERMINAL, DET B (51 PERS)								
WATCH (5 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Company Commander					7016	LTJG	00580	

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Company Chief - Pier Supervisor (Ammo Safety Observer)	7487	MMCS	01240		7021	BUC	00180	
Corpsman					7296	HMC(SEL)	00360	
Admin Specialist (Comms PO)	7434	PSSN	00250					
<b>OPERATIONS (44 PERS)</b>	<b>RBSC</b>	<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>	<b>RBSC</b>	<b>STARBOARD</b>	<b>BSC</b>	<b>Fill Options</b>
CESE Operator (Explosive Driver)	7522	BU1	03455		7186	EO2	03450	
CESE Operator (Explosive Driver)	7560	EO2	03461		7523	BU2	03465	
CESE Operator (Explosive Driver)	7526	BU2	03464		7511	EO1	03462	
CESE Operator (Explosive Driver)	7376	LS2	00740	EMPTY BILLET	7577	LS3	01035	
CESE Operator (Explosive Driver)	7178	BU1	03320		7056	BU2	03430	
CESE Operator (Explosive Driver)	7554	EO2	03478		7533	BU2	03472	
CESE Operator (Explosive Driver)	7566	EO3	03484		7501	CECN	03476	
CESE Operator (Explosive Driver)	7567	UTCN	03485		7568	BU3	03486	
CESE Operator (Explosive Driver)	7355	LS2	00830		7051	LS3	01180	
CESE Operator (Explosive Driver)	7354	ITSN	00820		7358	LS2	01050	
CESE Operator (Explosive Driver)	7289	LSSN	00770		7291	LS3	00790	
CESE Operator (Explosive Driver)	7288	LS3	00760		7359	LS3	01060	
CESE Operator (Explosive Driver)	7553	BUCN	02970		7552	EN3	02960	
CESE Operator (Explosive Driver)	7407	AWFAN	02690		7551	ITSN	02860	
CESE Operator	7378	UTCN	02230		7427	MNSN	03210	
CESE Operator	7442	ITSN	02390		7400	BMSA	02630	
CESE Operator	7447	MMFN	02400		7401	AWFAN	02640	
CESE Operator	7448	BM2	02410		7045	LS3	02540	
CESE Operator	7424	BU3	02610		7422	BU1	03200	
CESE Operator	7450	LS2	02430		7411	OS1	02720	
CESE Operator	7451	BM2	02440		7414	AD2	02730	
CESE Operator	7452	LS2	02450		7415	MM1	02740	
<b>REPORTING (2 PERS)</b>	<b>RBSC</b>	<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>	<b>RBSC</b>	<b>STARBOARD</b>	<b>BSC</b>	<b>Fill Options</b>
Cargo Documentor (Ammo Team Member)	7449	BM2	02420		7353	LS3	00810	
					7371	YN1	01040	

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AIR CARGO (40 PERS)								
WATCH (9 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Company Commander	LT			EMPTY BILLET	7022	LTJG	03050	
Company Chief - ATOC Supervisor (Ammo Safety Observer)	7368	LS1	00660		7366	LSCS	00630	
Corpsman Assistant / Corpsman	7564	HM1	00335		7454	HN	00410	
ATOC Information Control Tech	7463	MA1	03650					
Load Planner	7462	EO1	03640		7430	ABH2	03660	EMPTY BILLET
Admin Specialist (Comms PO)	7426	YN3	00280					
ATOC OPERATIONS (24 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Load Team & Ramp Supervisor (Ammo Team Leader)	7455	LSC	03630		7458	EO2	00690	
Air Documentor	7292	SH2	00700		7373	STGSN	00710	
CESE Operator (Explosive Driver, Explosive MHE, & Ammo)	7524	SW2	03466		7498	UT1	03468	
CESE Operator (Explosive Driver, Explosive MHE, & Ammo)	7484	LS2	02780		7528	EOCN	03474	
MHE Operator (Explosive MHE & Ammo Team Member)	7556	EO2	03482		7032	LS3	01170	
MHE Operator (Explosive MHE & Ammo Team Member)	7290	LSSN	00780		7574	LS3	0775	
MHE Operator (Explosive MHE & Ammo Team Member)	7028	LS3	01150		7477	LS2	02350	
Air Cargo Handling Specialist	7383	MASN	02280		7404	ITSN	02660	
Air Cargo Handling Specialist	7473	LSSN	02310		7406	AE3	02670	
Air Cargo Handling Specialist	7474	LS3	02320		7408	ABH2	02700	
Air Cargo Handling Specialist	7475	YNSA	02330		7417	BM3	02760	
Air Cargo Handling Specialist	7478	MM2	02360		7472	STGSN	02300	
PAX SERVICES (7 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
PAX Services Rep	7332	LS2	01020		7375	LS2	00730	
PAX Services Rep	7352	LS2	00800		7490	SR	02560	
PAX Services Rep	7379	SH2	02240		7380	LS3	02250	
PAX Services Rep	7576	LS2	01025					

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SURFACE CARGO, DET C & DET D (64 PERS)								
WATCH (5 PERS)	RBSC	PORT	BSC	Fill Options	RBSC	STARBOARD	BSC	Fill Options
Company Commander	7019	LT	00490		7020	LCDR	00590	
Company Chief - Ship Supervisor (Ammo Safety Observer)	7264	BMC	01200		7330	CSC	01230	
Weapons Specialist	7412	GM2	03160		7409	YN2	03170	
Corpsman	7386	HM3	00390		7174	HM2	00400	
Admin Specialist (Comms PO)	7506	YN3	00282		7531	YN3	00284	
AMMO QUAL CERT HATCH TEAMS (9 PERS)	RBSC	HT 7 SURF C	BSC	Fill Options	RBSC	HT 10 SURF D	BSC	Fill Options
Hatch Captain (Ammo Team Leader)	7431	EMC	01250		7024	BM1	01340	
Hold Boss (Ammo Team Member)	7277	STG2	01440		7280	LS2	01470	
Crane Operator (Ammo Team Member)	7310	LSC	01560		7312	BU1	01580	
Crane Operator (Ammo Team Member)	7325	BM3	01770		7446	BMSN	01970	
Stevedore (Explosive MHE & Ammo Team Member)	7333	BM2	01790		7361	BM2	01820	
Stevedore (Explosive MHE & Ammo Team Member)	7405	BM3	01910		7443	LS2	01940	
Stevedore (Ammo Team Member)	LS3	QMSA	02040		7362	LS3	02070	
Stevedore (Ammo Team Member)	7545	ET3	02160		7550	AO2	02210	
Stevedore (Ammo Team Member)	7360	MASN	02220		7479	UTCN	02370	
HATCH TEAM (9 PERS)	RBSC	HT 8 SURF C	BSC	Fill Options	RBSC	HT 11 SURF D	BSC	Fill Options
Hatch Captain	7301	GM1	01320		7440	BM1	01350	
Hold Boss	7278	AWO1	01450		7270	BM2	01370	
Crane Operator	7311	HTC	01570		7313	LSC	01590	
Crane Operator	7315	LS2	01670		7319	BMSR	01710	
Stevedore (Explosive MHE)	7334	OS2	01800		7337	AMAN	01830	
Stevedore (Explosive MHE)	7485	BM2	01920		7444	YN2	01950	
Stevedore	7348	BM3	02060		7482	BM3	02100	
Stevedore	7546	MM3	02170		7548	CE2	02190	
Stevedore	7381	GM3	02260		7384	LS3	02290	
HATCH TEAM (9 PERS)	RBSC	HT 9 SURF C	BSC	Fill Options	RBSC	HT 12 SURF D	BSC	Fill Options
Hatch Captain	7302	BM1	01330		7461	EN1	01360	
Hold Boss	7272	BM1	01390		7314	BM2	01600	
Crane Operator	7309	BM1	01550		7303	LS2	01490	
Crane Operator	7317	BM3	01690		7320	BM3	01720	
Stevedore (Explosive MHE)	7335	YN2	01810		7338	LS2	01840	
Stevedore (Explosive MHE)	7285	OS2	01640		7445	ET3	01960	
Stevedore	7347	BMSN	02050		7363	SWCN	02080	
Stevedore	7547	ET2	02180		7549	EN3	02200	
Stevedore	7476	RPSN	02340		7057	PSSA	02510	

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ECD-4						
WATCH	PORT	BSC	FILL OPTIONS	STARB	BSC	FILL OPTIONS
Company Commander/Chief						
Comms Specialist						
Comms Specialist						
Comms Specialist						
Comms Specialist/Admin						
Comms Specialist						



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HEADQUARTERS: TACTICAL/LOGISTIC OPERATION CENTER (22 PERS)				
WATCH (14 PERS)	FILL	PORT	BSC	Fill Options
WATCH OFFICER (Training Officer (S7) / Supply Officer (S4))		LCDR	03030	
CHIEF OF THE WATCH (Training Chief (S7C) / Supply Chief (S4C))		BMC	00550	
COMMS SUP (Manpower Chief (S1C) / Ammo & 3M Chief)		(LS)C	00190	
POOW (Admin Specialist / Supply Specialist)		YN1 (FTS)	00260	
MESSENGER (Training PO)		BM3	01760	
SENTRY (ASM & Admin Specialist / Operations Specialist)		YN2 (FTS)	00270	
CBRD (Safety & CBRD Chief / Construction Mechanic)		EO1	00200	
PLANNING AND ADMINISTRATION CELL (8 PERS)		PORT	BSC	Fill Options
Battalion Commander (CO) / Battalion Executive Officer (XO)		CDR	00120	
Battalion Command Master Chief (CMDCM)		CMDCM	00170	
Manpower Officer (S1)		LCDR	00570	
Operations Officer (S3) / Operations Chief (S3C)		LCDR	00145	
Corpsman Chief / Corpsman Assistant		HMC	00315	

EXPEDITIONARY SUPPORT, DET A (20 PERS)				
WATCH (4 PERS)	FILL	PORT	BSC	Fill Options
Company Commander (5100)		LT	03060	
Company Chief - Maintenance Supervisor		CM1		
Corpsman (BATTALION AID STATION)				
Admin Specialist (Comms PO)		YN3	00276	
MAINTENANCE OPERATIONS (10 PERS)		PORT	BSC	Fill Options
Construction Mechanic - Equipment		CM1	03310	
Construction Mechanic - Equipment		CM2	03370	
Construction Mechanic - Equipment		CM3	03390	
Construction Mechanic - Equipment		CM3	03400	
Construction Electrician - Equipment		CE1	03580	
EQUIPMENT OPERATIONS (6 PERS)		PORT	BSC	Fill Options
Equipment Dispatcher Team Lead		EO1	03460	
Equipment Operator - Yard Boss		EO2	03480	
Equipment Operator - Yard Boss		EOCN	02520	

EXPEDITIONARY SUPPORT, DET B (37 PERS)				
WATCH (4 PERS)	FILL	PORT	BSC	Fill Options
Company Commander		LT	00480	
Company Chief - Camp Maintenance / - Camp Security		BUCS	00520	
Admin Specialist (Camp Administration & Comms PO)		PS1	00240	
MEDICAL OPERATIONS (BATTALION AID STATION) (1 PERS)		PORT	BSC	Fill Options
Corpsman		HM1	00325	
CAMP MAINTENANCE OPERATIONS (15 PERS)		PORT	BSC	Fill Options
Construction Mechanic - Camp		CE1	03350	
Construction Mechanic - Camp		CM2	03330	
Builder		BU2	03260	
Builder		BU2	03270	
Construction Electrician - Camp		CE1	03570	
Construction Electrician - Camp		CE2	03540	
Utilitiesman		UT1	03230	
Utilitiesman		UT2	03255	
FIELD MESSING/BERTHING OPERATIONS (8 PERS)		PORT	BSC	Fill Options
Mess Supervisor / Mess Watch Captain		CSC	00865	
Culinary Specialist		CS2	00900	
Culinary Specialist		CS3	00930	
Culinary Specialist		CS3	00940	
SUPPLY OPERATIONS (4 PERS)		PORT	BSC	Fill Options
Logistics Specialist - Armory Team Lead (Ammo Team Member)		LSC	01010	
Logistics Specialist (Ammo Team Member)		LS2	01030	

FIELD ARMORY OPERATIONS (3 PERS)		PORT	BSC	Fill Options
Camp Security Coordinator (Ammo Team Leader)		GM1	03110	
Weapons Specialist (Ammo Team Member)		GM2	03130	
ECP/SECURITY OPERATIONS (2 PERS)		PORT	BSC	Fill Options
Security Specialist (ECP)		MA2	00222	

FUEL (22 PERS)				
WATCH (6 PERS)		PORT	BSC	Fill Options
Company Commander		LTJG	00500	
Company Chief - Fuel Supervisor		ABFC	03590	
Corpsman / Corpsman Assistant		HM2	00355	
Admin Specialist (Comms PO)		YN2	00288	
OPERATIONS (12 PERS)		PORT	BSC	Fill Options
Fuel Farm Operator (Team 1 / Team 2)		ABF1	03612	
Mobile Refueler/Defueler		EM2	03720	
Mobile Refueler/Defueler		HT2	03680	
Mobile Refueler/Defueler		MM3	03765	
Fuel Farm Operator (Team 3)		ABF1	03615	
Mobile Refueler/Defueler		EM1	03710	
Mobile Refueler/Defueler		HT3	03700	
Mobile Refueler/Defueler		MM2	03750	
MAINTENANCE (4 PERS)		PORT	BSC	Fill Options
Fuel Farm Operator		HT1	03670	
Fuel Farm Operator		UT1	03240	

SURFACE CARGO, DET A & DET B (64 PERS)				
WATCH (5 PERS)		PORT	BSC	Fill Options
Company Commander		LTJG	00600	
Company Chief - Ship Supervisor (Ammo Safety Observer)		BMC	01220	
Weapons Specialist		GM3	03140	
Corpsman		HM3	00450	
Admin Specialist (Comms PO)		YN3	00286	
AMMO QUAL CERT HATCH TEAMS (9 PERS)		HT 1 SURF A	BSC	Fill Options
Hatch Captain (Ammo Team Leader)		BM1	01310	
Hold Boss (Ammo Team Member)		BM2	01520	
Crane Operator (Ammo Team Member)		BM2	01480	
Crane Operator (Ammo Team Member)		BM3	01610	
Stevedore (Explosive MHE & Ammo Team Member)		BM3	01730	
Stevedore (Explosive MHE & Ammo Team Member)		BM3	01850	
Stevedore (Ammo Team Member)		BMSN	01980	
Stevedore (Ammo Team Member)		BMSN	02090	
Stevedore (Ammo Team Member)		SN	02550	
HATCH TEAM (9 PERS)		HT 2 SURF A	BSC	Fill Options
Hatch Captain		BM1	01260	
Hold Boss		BM2	01460	
Crane Operator		ABH2	01510	
Crane Operator		BM3	01620	
Stevedore (Explosive MHE)		BM3	01870	
Stevedore (Explosive MHE)		BM3	01860	

Stevedore		BMSN	02000	
Stevedore		BMSN	02110	
Stevedore		SN	02270	
<b>HATCH TEAM (9 PERS)</b>		<b>HT 3 SURF A</b>	BSC	Fill Options
Hatch Captain		BM1	01270	
Hold Boss		BM2	01500	
Crane Operator		BM2	01540	
Crane Operator		BM3	01880	
Stevedore (Explosive MHE)		BM3	01780	
Stevedore (Explosive MHE)		BM3	01750	
Stevedore		BMSN	01990	
Stevedore		BMSN	02120	
Stevedore		SN	02650	

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FILL	STARBOARD	BSC	Fill Options
	LCDR	00470	
	LSC	00670	
	BMC (FTS)	00540	
	LS1 (FTS)	00680	
	SN	02460	
	SN	02750	
	CM1 (FTS)	03300	
STARBOARD	BSC	Fill Options	
	LCDR (FTS)	00140	
	BMCS	01190	
	HN	00430	

FILL	STARBOARD	BSC	Fill Options
	CMC	03290	
	HM2	00340	
STARBOARD	BSC	Fill Options	
	CM1	03312	
	CM2	03380	
		03410	
	CM3	03420	
	CE3	03560	
STARBOARD	BSC	Fill Options	
	EO3	03470	
	EOCN	02680	
	EOCN	02530	

STARBOARD	BSC	Fill Options	
	LSC	00220	
STARBOARD	BSC	Fill Options	
STARBOARD	BSC	Fill Options	
	CM1	03314	
	CM2	03340	
	BU2	03280	
	BUCN	02470	
	CE2	03550	
	UT1	03250	
	UTCN	02500	
STARBOARD	BSC	Fill Options	
	CS1	00875	
	CS2	00910	
	CS3	00950	
	CS3	00960	
STARBOARD	BSC	Fill Options	
	LS2	01070	
	LS3	01160	

	STARBOARD	BSC	Fill Options
	GM1	03120	
	STARBOARD	BSC	Fill Options
	MA2	00224	

	STARBOARD	BSC	Fill Options
	ABFC	03600	
	HN	00440	

	STARBOARD	BSC	Fill Options
	ABF1	03618	
	EM2	03730	
	HT3	03690	
	MM1	03740	

	STARBOARD	BSC	Fill Options
	CE1	03530	
	CM2	03360	

	STARBOARD	BSC	Fill Options
	LCDR	00150	
	BMC	01210	
	GM3	03150	
	HM3	00380	
	YN3	00278	

	HT 4 SURF B	BSC	Fill Options
	BM1	01280	
	BM2	01410	
	BM2	01530	
	BM3	01680	
	BM3	01700	
	BM3	01630	
	BMSN	02010	
	BMSN	02130	
	SN	02620	

	HT 5 SURF B	BSC	Fill Options
	BM1	01290	
	BM2	01420	
	BM2	01400	
	BM3	01890	
	BM3	01900	
	BM3	01930	

	BMSN	02030	
	BMSN	02140	
	SN	02490	
	<b>HT 6 SURF B</b>	BSC	Fill Options
	BM1	01300	
	BM2	01430	
	BM2	01380	
	BM3	01660	
	BM3	01740	
	BM3	01650	
	BMSN	02020	
	BMSN	02150	
	SN	02570	

WATCHBILL APPROVAL		
CO Signature:		
XO Signature:		
S3 Signature:		

<b>LEGEND: SHADE CELLS BASED ON QPT READINESS PER ASM</b>
QUALIFIED
INTERIM
NON-QUALIFIED

CARGO TERMINAL, D			
WATCH (5 PERS)		PORT	BSC
Company Commander		LT	03040
Company Chief - Cargo Terminal Supervisor (Ammo Safety Observer)		LSC	00640
Corpsman		HM3	00370
Admin Specialist (Comms PO)			
OPERATIONS (13 PERS)		PORT	BSC
Cargo Expediter (Ammo Team Lead)		LS1	01140
MHE Operator (Explosive MHE & Ammo Team Lead)		EO1	03440
MHE Operator (Explosive MHE & Ammo Team Member)		BM1	03490
MHE Operator (Explosive MHE & Ammo Team Member)		EO3	03500
MHE Operator (Explosive MHE)		SN	02600
MHE Operator		BM2	03180
MHE Operator		GM3	02580
REPORTING (4 PERS)		PORT	BSC
Ordnance/Ammo Manager (Ammo Team Leader)		AO2	03085
Ordnance/Ammo Technician (Ammo Team Member)		AO2	03080
Cargo Documentor (Ammo Team Member)		SN	02590

CARGO TERMINAL, D			
WATCH (5 PERS)		PORT	BSC
Company Commander			
Company Chief - Pier Supervisor (Ammo Safety Observer)		BMC	01240
Corpsman			
Admin Specialist (Comms PO)		PS3	00250
OPERATIONS (44 PERS)		PORT	BSC
CESE Operator (Explosive Driver)		EO1	03455
CESE Operator (Explosive Driver)		EO2	03515
CESE Operator (Explosive Driver)		ABH2	03464
CESE Operator (Explosive Driver)		BM2	00740
CESE Operator (Explosive Driver)		CM2	03320
CESE Operator (Explosive Driver)		EO3	03478
CESE Operator (Explosive Driver)		EO3	03484
CESE Operator (Explosive Driver)		EO3	03485
CESE Operator (Explosive Driver)		LS3	00830
CESE Operator (Explosive Driver)		LS3	00820
CESE Operator (Explosive Driver)		LS3	00770
CESE Operator (Explosive Driver)		LS3	00760
CESE Operator (Explosive Driver)		EOCN	02970
CESE Operator (Explosive Driver)		EOCN	02690
CESE Operator		SN	02230
CESE Operator		SN	02390
CESE Operator		SN	02400
CESE Operator		SN	02410
CESE Operator		SN	02610
CESE Operator		SN	02430

CESE Operator		SN	02440
CESE Operator		SN	02450
<b>REPORTING (2 PERS)</b>		<b>PORT</b>	<b>BSC</b>
Cargo Documentor (Ammo Team Member)		LS2	02420

<b>AIR CARGO (4)</b>			
<b>WATCH (9 PERS)</b>		<b>PORT</b>	<b>BSC</b>
Company Commander			
Company Chief - ATOC Supervisor (Ammo Safety Observer)		GMC	00660
Corpsman Assistant / Corpsman		HN	00410
ATOC Information Control Tech		CS1	03650
Load Planner		LS1	03640
Admin Specialist (Comms PO)		YN3	00280
<b>ATOC OPERATIONS (24 PERS)</b>		<b>PORT</b>	<b>BSC</b>
Load Team & Ramp Supervisor (Ammo Team Leader)		ABH1	03630
Air Documentor		LS2	00700
CESE Operator (Explosive Driver, Explosive MHE, & Ammo Team Member)		CE1	03466
CESE Operator (Explosive Driver, Explosive MHE, & Ammo Team Member)		LS2	01080
MHE Operator (Explosive MHE & Ammo Team Member)		EO3	03482
MHE Operator (Explosive MHE & Ammo Team Member)		LS3	00780
MHE Operator (Explosive MHE & Ammo Team Member)		LS3	01150
Air Cargo Handling Specialist		SHSN	02280
Air Cargo Handling Specialist		SN	02310
Air Cargo Handling Specialist		SN	02320
Air Cargo Handling Specialist		SN	02330
Air Cargo Handling Specialist		AEAN	02360
<b>PAX SERVICES (7 PERS)</b>		<b>PORT</b>	<b>BSC</b>
PAX Services Rep		LS2	01020
PAX Services Rep		LS3	00800
PAX Services Rep		SN	02240
PAX Services Rep		SN	02300

<b>SURFACE CARGO, DET C</b>			
<b>WATCH (5 PERS)</b>		<b>PORT</b>	<b>BSC</b>
Company Commander		LTJG	00490
Company Chief - Ship Supervisor (Ammo Safety Observer)		BMC	01200
Weapons Specialist		GM3	03160
Corpsman		HM3	00390
Admin Specialist (Comms PO)		YN3	00282
<b>AMMO QUAL CERT HATCH TEAMS (9 PERS)</b>		<b>HT 7 SURF</b>	<b>BSC</b>
Hatch Captain (Ammo Team Leader)		BM1	01250
Hold Boss (Ammo Team Member)		LS2	01440
Crane Operator (Ammo Team Member)		BM2	01560
Crane Operator (Ammo Team Member)		BM3	01770
Stevedore (Explosive MHE & Ammo Team Member)		BM3	01790
Stevedore (Explosive MHE & Ammo Team Member)		CE2	01910
Stevedore (Ammo Team Member)		LS2	02040
Stevedore (Ammo Team Member)		BMSN	02160
Stevedore (Ammo Team Member)		SN	02220
<b>HATCH TEAM (9 PERS)</b>		<b>HT 8 SURF</b>	<b>BSC</b>
Hatch Captain		BM1	01360
Hold Boss		LS2	01450
Crane Operator		BM2	01570
Crane Operator		BM3	01670
Stevedore (Explosive MHE)		LS2	01800
Stevedore (Explosive MHE)		BM3	01920

Stevedore		BMSN	02060
Stevedore		BMSN	02170
Stevedore		SN	02260
<b>HATCH TEAM (9 PERS)</b>		<b>HT 9 SURF</b>	<b>BSC</b>
Hatch Captain		BM1	01330
Hold Boss		BM2	01390
Crane Operator		BM2	01550
Crane Operator		BM3	01690
Stevedore (Explosive MHE)		BM3	01810
Stevedore (Explosive MHE)		BM3	01640
Stevedore		BMSN	02050
Stevedore		BMSN	02180
Stevedore		SN	02340

DATE

DET A (22 PERS)				
Fill Options		STARBOAR	BSC	Fill Options
		LSC	00650	
		YNSN	00290	
Fill Options		STARBOAR	BSC	Fill Options
		LS1	00840	
		LS2	00720	
		SN	02480	
		SN	02380	
		SN	02710	
		SN	03190	
Fill Options		STARBOAR	BSC	Fill Options
		AO2	03090	

DET B (51 PERS)				
Fill Options		STARBOAR	BSC	Fill Options
		LT	00580	
		(CM)CS	00180	
		HM2	00360	
Fill Options		STARBOAR	BSC	Fill Options
		EO1	03450	
		BM2	03525	
		EO2	03462	
		LS2	00620	
		CM3	03430	
		EO3	03472	
		EO3	03476	
		EO3	03486	
		LS3	01180	
		LS3	01050	
		LS3	00790	
		LS3	01060	
		EOCN	02960	
		EOCN	02860	
		SN	03210	
		SN	02630	
		SN	02640	
		SN	02540	
		SN	03200	
		SN	02720	

		SN	02730	
		SN	02740	
Fill Options		<b>STARBOAR</b>	BSC	Fill Options
		LS3	00810	

0 PERS)				
Fill Options		STARBOAR	BSC	Fill Options
		LT	03050	
		LSC	00630	
		HM1	00420	
		ABH2	03660	
Fill Options		STARBOAR	BSC	Fill Options
		LS2	00690	
		LS2	00710	
		EO2	03468	
		EO3	03474	
		LS3	01170	
		LS3	01090	
		SN	02350	
		BM3	02660	
		SN	02670	
		SN	02700	
		SN	02760	
		BU2	02300	
Fill Options		STARBOAR	BSC	Fill Options
		LS2	00730	
		SN	02560	
		SN	02250	

& DET D (64 PERS)				
Fill Options		STARBOAR	BSC	Fill Options
		LTJG	00590	
		DCC	01230	
		GM3	03170	
		HM3	00400	
		YN3	00284	
Fill Options		HT 10	BSC	Fill Options
		BM1	01340	
		BM2	01470	
		LS1	01580	
		BM3	01970	
		BM3	01820	
		BM3	01940	
		BMSN	02070	
		BMSN	02210	
		SN	02370	
Fill Options		HT 11	BSC	Fill Options
		BM1	01350	
		BM2	01370	
		BM2	01590	
		BM3	01710	
		BM3	01830	
		BM3	01950	

		BMSN	02100	
		BMSN	02190	
		BU2	02290	
Fill Options		HT 12	BSC	Fill Options
		BM1	01360	
		BM2	01600	
		BM2	01490	
		BM3	01720	
		BM3	01840	
		BM3	01960	
		BMSN	02080	
		BMSN	02200	
		SN	02510	

ECD-4					
WATCH	PORT	BSC	FILL OPTIONS	STARB	BSC
Company Commander/Chief					
Comms Specialist					
Comms Specialist					
Comms Specialist					
Comms Specialist/Admin					
Comms Specialist					







HEADQUARTERS: TACTICAL/LOGISTIC OPERATION CENTER (22 PE)				
WATCH (14 PERS)		PORT	BSC	Fill Options
WATCH OFFICER (Training Officer (S7) / Supply Officer (S4))		LT	03030	
CHIEF OF THE WATCH (Training Chief (S7C) / Supply Chief (S4C))		BMC	00550	
COMMS SUP (Manpower Chief (S1C) / Ammo & 3M Chief)		CEC	00190	
POOW (Admin Specialist / Supply Specialist)		YNC (FTS)	00260	
MESSENGER (Training PO)		BM3	01760	
SENTRY (ASM & Admin Specialist / Operations Specialist)		YN2 (FTS)	00270	
CBRD (Safety & CBRD Chief / Construction Mechanic)		SWC	00200	
PLANNING AND ADMINISTRATION CELL (8 PERS)		PORT	BSC	Fill Options
Battalion Commander (CO) / Battalion Executive Officer (XO)		CDR	00120	BAGWELL
Battalion Command Master Chief (CMDCM)		CMDCM	00170	
Manpower Officer (S1)		LT	00570	
Operations Officer (S3) / Operations Chief (S3C)		LCDR	00145	
Corpsman Chief / Corpsman Assistant		HMC	00315	
Cargo Handling Logistics Officer/Asst Training Officer		LT	00475	

EXPEDITIONARY SUPPORT, DET A (20 PERS)				
WATCH (4 PERS)		PORT	BSC	Fill Options
Company Commander (5100)		LT	03060	
Company Chief - Maintenance Supervisor		EOC	03290	
Corpsman (BATTALION AID STATION)		HM1	00340	EMPTY BILLET
Admin Specialist (Comms PO)		YN3	00276	
MAINTENANCE OPERATIONS (10 PERS)		PORT	BSC	Fill Options
Construction Mechanic - Equipment		CM1	03310	
Construction Mechanic - Equipment		CM2	03370	
Construction Mechanic - Equipment		UT2	03390	
Construction Mechanic - Equipment		CE2	03400	EMPTY BILLET
Construction Electrician - Equipment		CE2	03535	
EQUIPMENT OPERATIONS (6 PERS)		PORT	BSC	Fill Options
Equipment Dispatcher Team Lead		EO1	03460	
Equipment Operator - Yard Boss		CECN	03470	
Equipment Operator - Yard Boss		LS2	02520	

EXPEDITIONARY SUPPORT, DET B (37 PERS)				
WATCH (4 PERS)		PORT	BSC	Fill Options
Company Commander	LT	LT	00480	
Company Chief - Camp Maintenance / - Camp Security	UTC	UTC	00520	
Admin Specialist (Camp Administration & Comms PO)	YN1		00240	EMPTY BILLET
MEDICAL OPERATIONS (BATTALION AID STATION) (1 PERS)		PORT	BSC	Fill Options
Corpsman				
CAMP MAINTENANCE OPERATIONS (15 PERS)		PORT	BSC	Fill Options
Construction Mechanic - Camp	CM1	EO2	03315	
Construction Mechanic - Camp	CM2	CM2	03330	
Builder	BU2	BU1	03260	
Builder	BU2	BU1	03270	
Construction Electrician - Camp	CE1	CE1	03525	
Construction Electrician - Camp	CE2	CE2	03540	
Utilitiesman	UT1	UT1	03230	
Utilitiesman	UT2	UT3	03255	
FIELD MESSING/BERTHING OPERATIONS (8 PERS)		PORT	BSC	Fill Options
Mess Supervisor / Mess Watch Captain	CSC		00865	EMPTY BILLET
Culinary Specialist	CS2	CS1	00900	
Culinary Specialist	CS3		00930	EMPTY BILLET
Culinary Specialist	CS3	CS3	00940	
SUPPLY OPERATIONS (4 PERS)		PORT	BSC	Fill Options
Logistics Specialist - Armory Team Lead (Ammo Team Member)	LS1	LS2	01010	

Logistics Specialist (Ammo Team Member)	LS2	LS2	01030	
<b>FIELD ARMORY OPERATIONS (3 PERS)</b>				
		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Camp Security Coordinator (Ammo Team Leader)	GM1	BM1	03120	
Weapons Specialist (Ammo Team Member)	GM3	AO1	03130	
<b>ECP/SECURITY OPERATIONS (2 PERS)</b>				
		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Security Specialist (ECP)	MA2	MA2	00222	

<b>FUEL (22 PERS)</b>				
<b>WATCH (6 PERS)</b>				
		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Company Commander	LT	LT	00500	
Company Chief - Fuel Supervisor	ABFC		03590	EMPTY BILLET
Corpsman / Corpsman Assistant			00355	EMPTY BILLET
Admin Specialist (Comms PO)	LS2	YNSN	00288	
<b>OPERATIONS (12 PERS)</b>				
		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Fuel Farm Operator (Team 1 / Team 2)	ABF1		03612	EMPTY BILLET
Mobile Refueler/Defueler	EM2	EM3	03720	
Mobile Refueler/Defueler	HT2	HT1	03680	
Mobile Refueler/Defueler	MM3	LS2	03765	
Fuel Farm Operator (Team 3)	ABF1	ABF1	03615	
Mobile Refueler/Defueler	EM1	EM1	03710	
Mobile Refueler/Defueler	HT3	HT3	03700	
Mobile Refueler/Defueler	MM2	MM1	03750	
<b>MAINTENANCE (4 PERS)</b>				
		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Fuel Farm Operator	HT1	MRC	03670	
Fuel Farm Operator	UT1	UT1	03240	

<b>SURFACE CARGO, DET A &amp; DET B (64 PERS)</b>				
<b>WATCH (5 PERS)</b>				
		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Company Commander	LTJG	LT	00600	
Company Chief - Ship Supervisor (Ammo Safety Observer)	BMC		01220	EMPTY BILLET
Weapons Specialist	GM3	GM2	03140	
Corpsman	HM3	HM2	00405	
Admin Specialist (Comms PO)	LS3	YN2	00286	
<b>AMMO QUAL CERT HATCH TEAMS (9 PERS)</b>				
		<b>HT 1 SURF A</b>	<b>BSC</b>	<b>Fill Options</b>
Hatch Captain (Ammo Team Leader)	BM1	BM1	01310	
Hold Boss (Ammo Team Member)	BM2	BM1	01520	
Crane Operator (Ammo Team Member)	BM2		01480	EMPTY BILLET
Crane Operator (Ammo Team Member)	BM3	BM2	01610	
Stevedore (Explosive MHE & Ammo Team Member)	BM3	BM1	01730	
Stevedore (Explosive MHE & Ammo Team Member)	BM3	BM3	01850	
Stevedore (Ammo Team Member)	LS3	BMSN	01980	
Stevedore (Ammo Team Member)	LS3		02090	EMPTY BILLET
Stevedore (Ammo Team Member)	--SN	STS2	02550	
<b>HATCH TEAM (9 PERS)</b>				
		<b>HT 2 SURF A</b>	<b>BSC</b>	<b>Fill Options</b>
Hatch Captain	BM1	OS1	01260	
Hold Boss	BM2	BM2	01460	
Crane Operator	BM2	BM2	01510	
Crane Operator	BM3		01620	EMPTY BILLET
Stevedore (Explosive MHE)	BM3	BM2	01870	

Stevedore (Explosive MHE)	BM3	BM2	01860	
Stevedore	LS3	CSSA	02000	
Stevedore	LS3	UTCN	02110	
Stevedore	--SN	LSSN	02270	
<b>HATCH TEAM (9 PERS)</b>		<b>HT 3 SURF A</b>	<b>BSC</b>	<b>Fill Options</b>
Hatch Captain	BM1	BM1	01270	
Hold Boss	BM2	BM1	01500	
Crane Operator	BM2	LS2	01540	
Crane Operator	BM3	BM3	01880	
Stevedore (Explosive MHE)	BM3	BM2	01780	
Stevedore (Explosive MHE)	BM3	BM2	01750	
Stevedore	LS3	BMSA	01990	
Stevedore	LS3	UTCN	02120	
Stevedore	--SN	EN2	02650	

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RS)			
	STARBOARD	BSC	Fill Options
	LT	00470	
	LSC	00670	
	ICC (FTS)	00540	
	LS1 (FTS)	00680	
	YN2	02460	
	BU2	02750	
	CM1 (FTS)	03300	
	STARBOARD	BSC	Fill Options
	LCDR (FTS)	00140	
	BMCS	01190	
	HM3	00430	
	LTJG	00585	

	STARBOARD	BSC	Fill Options
	STARBOARD	BSC	Fill Options
	CE1	03312	
	BU2	03380	
	CM3	03410	
	CM2	03420	EMPTY BILLET
	CE2	03560	
	STARBOARD	BSC	Fill Options
	EOCN	03480	
	EOCA	02680	
	HN	02530	

	STARBOARD	BSC	Fill Options
MAC	MACS	00220	
	STARBOARD	BSC	Fill Options
HM1	HM2	00325	
	STARBOARD	BSC	Fill Options
CM2		03314	EMPTY BILLET
CM2	CM2	03340	
BU2	BU1	03280	
SN	UT3	02470	
CE1	CE2	03550	
UT1	UT2	03250	
SN	UT2	02500	
	STARBOARD	BSC	Fill Options
CS1		00875	EMPTY BILLET
CS2	CS1	00910	
CS3		00950	EMPTY BILLET
CS3	CS3	00960	
	STARBOARD	BSC	Fill Options
LS3	LS2	01045	

LS3	LS2	01160	
	<b>STARBOARD</b>	BSC	Fill Options
GM1	UT1	03110	
	<b>STARBOARD</b>	BSC	Fill Options
MA2	MA2	00224	

	<b>STARBOARD</b>	BSC	Fill Options
LT			
ABFC		03600	EMPTY BILLET
HN	HN	00440	
LS2			
	<b>STARBOARD</b>	BSC	Fill Options
ABF2	ABF2	03618	
EM2	UT1	03730	
HT3	DC1	03690	
MM1	GM1	03740	
	<b>STARBOARD</b>	BSC	Fill Options
CE1	CE2	03530	
BU2	CM2	03360	

	<b>STARBOARD</b>	BSC	Fill Options
LTJG	LCDR	00150	
BMC	BMC	01210	
<b>GM3</b>	GM3	03150	
HM3	HM3	00380	
LS3	YN3	00278	
	<b>HT 4 SURF B</b>	BSC	Fill Options
BM1	LS1	01280	
BM2	BM3	01410	
BM2	EN2	01530	
BM3	BM2	01680	
BM3	BM3	01700	
BM3		01630	EMPTY BILLET
LS3	BM3	02010	
LS3		02130	EMPTY BILLET
--SN	BM3	02620	
	<b>HT 5 SURF B</b>	BSC	Fill Options
BM1	CTI1	01290	
BM2	BM1	01420	
BM2	MA2	01400	
BM3	BM2	01890	
BM3	LS2	01900	

BM3	BM2	01930	[REDACTED]
LS3	BMSR	02030	[REDACTED]
LS3	BM3	02140	[REDACTED]
--SN	ISSN	02490	[REDACTED]
	<b>HT 6 SURF B</b>	BSC	Fill Options
BM1	BM1	01300	[REDACTED]
BM2	OS2	01430	[REDACTED]
BM2	BM1	01380	[REDACTED]
BM3	BM3	01660	[REDACTED]
BM3		01740	EMPTY BILLET
BM3	BM3	01650	[REDACTED]
LS3		02020	EMPTY BILLET
LS3	SH3	02150	[REDACTED]
--SN	LS2	02570	[REDACTED]

WATCHBILL APPROVAL		DATE
CO Signature:		
XO Signature:		
S3 Signature:		

<b>LEGEND: SHADE CELLS BASED ON QPT READINESS PER ASM</b>
QUALIFIED
INTERIM
NON-QUALIFIED

CARGO TERMINAL, DET A (22 PERS)				
WATCH (5 PERS)		PORT	BSC	Fill Options
Company Commander	LT	LTJG	03040	
Company Chief - Cargo Terminal Supervisor (Ammo Safety)	LSC	LS1	00640	
Corpsman	HM3		00370	EMPTY BILLET
Admin Specialist (Comms PO)				
OPERATIONS (13 PERS)		PORT	BSC	Fill Options
Cargo Expediter (Ammo Team Lead)	LS1	LS1	00685	
MHE Operator (Explosive MHE & Ammo Team Lead)	EO1	EO1	03440	
MHE Operator (Explosive MHE & Ammo Team Member)	EO3	EO3	03490	
MHE Operator (Explosive MHE & Ammo Team Member)	EO3	EO2	03500	
MHE Operator (Explosive MHE)	LS3	LS2	02600	
MHE Operator	LS3	BM3	03180	
MHE Operator	LS3	LS2	02580	
REPORTING (4 PERS)		PORT	BSC	Fill Options
Ordnance/Ammo Manager (Ammo Team Leader)	AO2	AO2	03085	
Ordnance/Ammo Technician (Ammo Team Member)	AO2	AO1	03080	
Cargo Documentor (Ammo Team Member)	LS1		02590	EMPTY BILLET

CARGO TERMINAL, DET B (51 PERS)				
WATCH (5 PERS)		PORT	BSC	Fill Options
Company Commander				
Company Chief - Pier Supervisor (Ammo Safety Observer)	LSC	MMCS	01240	
Corpsman				
Admin Specialist (Comms PO)	PS3	PSSN	00250	
OPERATIONS (44 PERS)		PORT	BSC	Fill Options
CESE Operator (Explosive Driver)	EO1	BU1	03455	
CESE Operator (Explosive Driver)	EO2		03461	EMPTY BILLET
CESE Operator (Explosive Driver)	EO2	BU2	03464	
CESE Operator (Explosive Driver)	LS2	LS2	00740	
CESE Operator (Explosive Driver)	CM2	BU1	03320	
CESE Operator (Explosive Driver)	EO3	EO2	03478	
CESE Operator (Explosive Driver)	EO3	EO3	03484	
CESE Operator (Explosive Driver)	EO3	UTCN	03485	
CESE Operator (Explosive Driver)	SN	LS2	00830	
CESE Operator (Explosive Driver)	SN	ITSN	00820	
CESE Operator (Explosive Driver)	SN	LSSN	00770	
CESE Operator (Explosive Driver)	SN	LS3	00760	
CESE Operator (Explosive Driver)	SN	BUCN	02970	
CESE Operator (Explosive Driver)	SN		02690	EMPTY BILLET
CESE Operator	SN	UTCN	02230	
CESE Operator	SN	LS2	02390	
CESE Operator	SN		02400	EMPTY BILLET
CESE Operator	SN	BM2	02410	
CESE Operator	SN	BU3	02610	
CESE Operator	SN	LS2	02430	

CESE Operator	SN	BM2	02440	
CESE Operator	SN	LS2	02450	
<b>REPORTING (2 PERS)</b>		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Cargo Documentor (Ammo Team Member)	SN	BM2	02420	

<b>AIR CARGO (40 PERS)</b>				
<b>WATCH (9 PERS)</b>		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Company Commander	LT			EMPTY BILLET
Company Chief - ATOC Supervisor (Ammo Safety Observer)	LSCS	LS1	00660	
Corpsman Assistant / Corpsman	HM1	HM1	00335	
ATOC Information Control Tech	ABH1	MA1	03650	
Load Planner	ABH1	HTC	03640	
Admin Specialist (Comms PO)	LS2	YN3	00280	
<b>ATOC OPERATIONS (24 PERS)</b>		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Load Team & Ramp Supervisor (Ammo Team Leader)	LS1	LSC	03630	
Air Documentor	LS3	SH2	00700	
CESE Operator (Explosive Driver, Explosive MHE, & Ammo)	EO2	SW2	03466	
CESE Operator (Explosive Driver, Explosive MHE, & Ammo)	LS3	LS2	02780	
MHE Operator (Explosive MHE & Ammo Team Member)	EO3	EO2	03482	
MHE Operator (Explosive MHE & Ammo Team Member)	LS3	LSSN	00780	
MHE Operator (Explosive MHE & Ammo Team Member)	LS3	LS3	01150	
Air Cargo Handling Specialist	BM3	MASN	02280	
Air Cargo Handling Specialist	BM3	LSSN	02310	
Air Cargo Handling Specialist	BM3	LS3	02320	
Air Cargo Handling Specialist	BM3	YNSA	02330	
Air Cargo Handling Specialist	BM3	MM2	02360	
<b>PAX SERVICES (7 PERS)</b>		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
PAX Services Rep	LS2	LS2	01020	
PAX Services Rep	LS2	LS2	00800	
PAX Services Rep	BM3	SH2	02240	
PAX Services Rep	LS2	LS2	01025	

<b>SURFACE CARGO, DET C &amp; DET D (64 PERS)</b>				
<b>WATCH (5 PERS)</b>		<b>PORT</b>	<b>BSC</b>	<b>Fill Options</b>
Company Commander	LTJG	LT	00490	
Company Chief - Ship Supervisor (Ammo Safety Observer)	BMC	BMC	01200	
Weapons Specialist	GM3	GM2	03160	
Corpsman	HM3	HM3	00390	
Admin Specialist (Comms PO)	LS3	YN3	00282	
<b>AMMO QUAL CERT HATCH TEAMS (9 PERS)</b>		<b>HT 7 SURF C</b>	<b>BSC</b>	<b>Fill Options</b>
Hatch Captain (Ammo Team Leader)	BM1	EMC	01250	
Hold Boss (Ammo Team Member)	BM2	STG2	01440	
Crane Operator (Ammo Team Member)	BM2	LSC	01560	
Crane Operator (Ammo Team Member)	BM3	BM3	01770	
Stevedore (Explosive MHE & Ammo Team Member)	BM3	BM2	01790	
Stevedore (Explosive MHE & Ammo Team Member)	BM3	BM3	01910	
Stevedore (Ammo Team Member)	LS3	QMSA	02040	
Stevedore (Ammo Team Member)	LS3	ET3	02160	
Stevedore (Ammo Team Member)	--SN	MASN	02220	
<b>HATCH TEAM (9 PERS)</b>		<b>HT 8 SURF C</b>	<b>BSC</b>	<b>Fill Options</b>
Hatch Captain	BM1	GM1	01320	
Hold Boss	BM2	AWO1	01450	
Crane Operator	BM2	HTC	01570	
Crane Operator	BM3	LS2	01670	
Stevedore (Explosive MHE)	BM3	OS2	01800	
Stevedore (Explosive MHE)	BM3	BM2	01920	

Stevedore	LS3		02060	EMPTY BILLET
Stevedore	LS3	MM3	02170	[REDACTED]
Stevedore	--SN	GM3	02260	[REDACTED]
<b>HATCH TEAM (9 PERS)</b>		<b>HT 9 SURF C</b>	<b>BSC</b>	<b>Fill Options</b>
Hatch Captain	BM1	BMC	01330	[REDACTED]
Hold Boss	BM2	BM1	01390	[REDACTED]
Crane Operator	BM2	BM1	01550	[REDACTED]
Crane Operator	BM3	BM3	01690	[REDACTED]
Stevedore (Explosive MHE)	BM3	YN2	01810	[REDACTED]
Stevedore (Explosive MHE)	BM3	OS2	01640	[REDACTED]
Stevedore	LS3	BMSN	02050	[REDACTED]
Stevedore	LS3		02180	EMPTY BILLET
Stevedore	--SN	RPSN	02340	[REDACTED]


	STARBOARD	BSC	Fill Options
LSC	LSCS	00650	
YNSN	YN3	00290	
	STARBOARD	BSC	Fill Options
LS1	LSC	00695	
LS2	LS2	00720	
LS3	LS2	02480	
LS3	LS2	02380	
LS3	GM2	02710	
LS3		03190	EMPTY BILLET
	STARBOARD	BSC	Fill Options
AO2	AO1	03090	

	STARBOARD	BSC	Fill Options
LT	LTJG	00580	
CMCS	BUC	00180	
HM2	HMC(SEL)	00360	
	STARBOARD	BSC	Fill Options
EO1	EO2	03450	
EO2	BU2	03465	
EO2	EO1	03462	
LS2		01035	EMPTY BILLET
CM3	BU2	03430	
EO3	BU2	03472	
EO3	CECN	03476	
EO3		03486	EMPTY BILLET
SN	LS3	01180	
SN	LS2	01050	
SN	LS3	00790	
SN	QM2	01060	
SN		02960	EMPTY BILLET
SN		02860	EMPTY BILLET
SN		03210	EMPTY BILLET
SN	BMSA	02630	
SN		02640	EMPTY BILLET
SN	LS3	02540	
SN	MM1	03200	
SN	OS1	02720	

WATCH	PORT	BSC
Company Commander/Chief		
Comms Specialist		
Comms Specialist		
Comms Specialist		
Comms Specialist/Admin		
Comms Specialist		

SN	AD2	02730	
SN		02740	EMPTY BILLET
	<b>STARBOARD</b>	BSC	Fill Options
LS1	LS3	00810	EMPTY BILLET
LS2	YN1	01040	

	<b>STARBOARD</b>	BSC	Fill Options
LT	LTJG	03050	
LSC	LSCS	00630	
HN	HN	00410	
ABH2	ABH2	03660	
LS2			
	<b>STARBOARD</b>	BSC	Fill Options
LS1	EO2	00690	
LS3	STGSN	00710	
EO2	UT1	03468	
EO3		03474	EMPTY BILLET
LS3	LS3	01170	
LS3	LS3	0775	
BM3	LS2	02350	
BM3	ITSN	02660	
BM3		02670	EMPTY BILLET
BM3	ABH2	02700	
BM3	BM3	02760	
BM3	STGSN	02300	
	<b>STARBOARD</b>	BSC	Fill Options
LS2	LS2	00730	
BM3		02560	EMPTY BILLET
BM3	LS3	02250	

	<b>STARBOARD</b>	BSC	Fill Options
LTJG	LCDR	00590	
BMC	CSC	01230	
GM3	YN2	03170	
HM3	HM2	00400	
LS3	YN3	00284	
	<b>HT 10 SURF D</b>	BSC	Fill Options
BM1		01340	EMPTY BILLET
BM2	LS2	01470	
BM2	BU1	01580	
BM3		01970	EMPTY BILLET
BM3	BM2	01820	
BM3	LS2	01940	
LS3	LS3	02070	
LS3	AO2	02210	
--SN	UTCN	02370	
	<b>HT 11 SURF D</b>	BSC	Fill Options
BM1	BM1	01350	
BM2	BM2	01370	
BM2	LS1	01590	
BM3	BMSR	01710	
BM3	AMAN	01830	
BM3	YN2	01950	

LS3	BM3	02100	█
LS3	CE2	02190	█
--SN	LS3	02290	█
	<b>HT 12 SURF D</b>	<b>BSC</b>	<b>Fill Options</b>
BM1	EN1	01360	█
BM2	BM2	01600	█
BM2	LS2	01490	█
BM3	BM3	01720	█
BM3	LS2	01840	█
BM3	ET3	01960	█
LS3	SWCN	02080	█
LS3	EN3	02200	█
--SN	AME1	02510	█



WELCOME ABOARD!

#### COMMANDING OFFICER'S MESSAGE

Congratulations on your assignment to NCHB-13! You are joining a team of dedicated professionals whose goal is not only to be prepared to support Navy Expeditionary Combat Command (NECC) and Navy Expeditionary Logistics Support Group (NAVELSG) operations but to ensure you develop and achieve your career goals. Take the time to review this Welcome Aboard package thoroughly, meet with your leadership to get your assignments within the unit, and be ready to put your best skills to use. Compared to other Reserve units, Cargo Handling Battalions have a high operational tempo that is best suited if you are active and engaged with your leadership. We have clear training requirements and an obligation to be mobilization/deployment ready at all times. In order to meet these objectives, you will need to be proactive in completing training assignments and qualifications. Due to the high demand for the skill sets you will learn within the Battalion, you will find it extremely rewarding when you exceed your training requirements.

Our unit is in a four year Fleet Response Planning Cycle. There are four phases within this four year Fleet Response Training Plan (FRTTP): (1) Maintenance Phase - Professional Development and Individual Training; (2) Basic Phase - Unit Level Training (ULT); (3) Advanced Phase - Multi-Organization Training; (4) Sustainment Phase - Individual, Unit and Multi-organization Training. Your leadership will brief you on the phase the Battalion is in and inform you the upcoming exercises and operations NCHB-13 has been tasked. These opportunities will utilize your training and enhance your qualifications.

I expect that you carry yourself with the highest level of dignity at all times. The Battalion Leadership is committed to making sure all sailors are treated with respect and contribute towards a safe and positive working environment. I encourage you to communicate concerns or safety issues that you encounter at the earliest opportunity so that your unit leadership can resolve them as quickly as possible.

I am honored to be your Commanding Officer and am looking forward to serving with you in this Battalion. I hold the responsibility of command with the highest level of respect and am committed to ensuring you have a positive experience during your time with NCHB-13. Your experience within the Battalion will be challenging at times, but I can promise you a personally and professional rewarding experience, and the opportunity to make a lasting contribution to the life and culture of this Battalion, the Navy and the United States Armed Forces. I thank you for your service, and I am very grateful for the support and sacrifices that your family make every day in order for you to be a member of our Navy.

Pele Bagwell, CDR SC  
Commanding Officer