PERSONNEL QUALIFICATION STANDARD FOR

VISUAL INFORMATION PERSONNEL (VIPER) TEAM

NAME (Rate/Rank)______________________________

DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only due to administrative/operational use on 8 May 2020. Other requests for this document must be referred to the Commanding Officer, Naval Education and Training Command; 1905 Regulus Ave, Virginia Beach, VA 23461

DESTRUCTION NOTICE: Destroy by any means that will prevent disclosure of contents or reconstruction of the document.

Unclassified technical documents bearing this distribution statement will be given the same physical protection prescribed in SECNAVINST 5720.42G for "For Official Use Only" material.
Although the words “he”, “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgements</td>
<td>5</td>
</tr>
<tr>
<td>Introduction</td>
<td>7</td>
</tr>
<tr>
<td>Summary of Changes</td>
<td>11</td>
</tr>
<tr>
<td>Watchstation Requalification</td>
<td>13</td>
</tr>
<tr>
<td>Acronyms</td>
<td>15</td>
</tr>
<tr>
<td><strong>INTRODUCTION TO FUNDAMENTALS</strong></td>
<td>17</td>
</tr>
<tr>
<td>100 Safety Fundamentals</td>
<td>18</td>
</tr>
<tr>
<td>101 OPTASK VI Fundamentals</td>
<td>19</td>
</tr>
<tr>
<td>102 Security Fundamentals</td>
<td>21</td>
</tr>
<tr>
<td>103 Operational Training Fundamentals</td>
<td>22</td>
</tr>
<tr>
<td>104 Photography/Videography/Audio Fundamentals</td>
<td>23</td>
</tr>
<tr>
<td>105 VI Processing Fundamentals</td>
<td>27</td>
</tr>
<tr>
<td>106 VI Report Fundamentals</td>
<td>29</td>
</tr>
<tr>
<td>107 Transmission Fundamentals</td>
<td>30</td>
</tr>
<tr>
<td>108 Integration and Coordination Fundamentals</td>
<td>33</td>
</tr>
<tr>
<td><strong>INTRODUCTION TO SYSTEMS</strong></td>
<td>34</td>
</tr>
<tr>
<td>200 Digital Single Lens Reflex Camera</td>
<td>35</td>
</tr>
<tr>
<td>201 Video Camcorder</td>
<td>37</td>
</tr>
<tr>
<td><strong>INTRODUCTION TO WATCHSTATIONS</strong></td>
<td>38</td>
</tr>
<tr>
<td>300 OPTASK VI Editor</td>
<td>41</td>
</tr>
<tr>
<td>301 Navigation Recorder</td>
<td>46</td>
</tr>
<tr>
<td>302 OPTASK VI Photographer/Videographer</td>
<td>50</td>
</tr>
<tr>
<td>303 OPTASK VI Team Lead</td>
<td>55</td>
</tr>
<tr>
<td>304 Collateral Duty Public Affairs Officer</td>
<td>59</td>
</tr>
<tr>
<td>305 VI Training Team Member</td>
<td>64</td>
</tr>
<tr>
<td>306 Qualification Progress Summary</td>
<td>68</td>
</tr>
<tr>
<td>List of References</td>
<td>73</td>
</tr>
<tr>
<td>Feedback Form</td>
<td>75</td>
</tr>
</tbody>
</table>
ACKNOWLEDGEMENTS

The PQS Development Group gratefully acknowledges the assistance of the following personnel in writing this PQS:

<table>
<thead>
<tr>
<th>ISCM</th>
<th>Cheri Galvez</th>
<th>C3F</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCCM</td>
<td>Misty Flynn</td>
<td>PACFLT</td>
</tr>
<tr>
<td>MCCM</td>
<td>Tony Sisti</td>
<td>USFF</td>
</tr>
<tr>
<td>ISCS</td>
<td>Matt Siemiencki</td>
<td>ATGMIDPAC</td>
</tr>
<tr>
<td>MCCS</td>
<td>Chris Fowler</td>
<td>NPASE Japan</td>
</tr>
<tr>
<td>MCCS</td>
<td>Narina Gray</td>
<td>SURFLANT</td>
</tr>
<tr>
<td>MCCS</td>
<td>Barry Hirayama</td>
<td>C7F</td>
</tr>
<tr>
<td>MCCS</td>
<td>Mike Jones</td>
<td>C3F</td>
</tr>
<tr>
<td>MCCS</td>
<td>Denise Murray</td>
<td>NPASE West</td>
</tr>
<tr>
<td>MCCS</td>
<td>Justin Webb</td>
<td>DINFOS</td>
</tr>
<tr>
<td>MCCS</td>
<td>Ryan Wilber</td>
<td>DMA</td>
</tr>
<tr>
<td>ISC</td>
<td>Jason Ross</td>
<td>ATGMIDPAC</td>
</tr>
<tr>
<td>MCC</td>
<td>Chris Delano</td>
<td>C6F</td>
</tr>
<tr>
<td>MCC</td>
<td>Brian Finney</td>
<td>C2F</td>
</tr>
<tr>
<td>MCC</td>
<td>Jay Pugh</td>
<td>PACFLT</td>
</tr>
<tr>
<td>MCC</td>
<td>Jeff Williams</td>
<td>NAVCO</td>
</tr>
</tbody>
</table>

PQS Development Group personnel who provided direct support for this PQS:

Mr. Jeff Elliott Workshop Supervisor
Mr. Brian Boone Workshop Facilitator
MCCM Michael Lewis Workshop Facilitator
MCCS Michael Lantron Training Manager

The Model Manager for this PQS:

Richard Rangel 401-841-1583
INTRODUCTION

**PQS Program**

This PQS program is a qualification system for officers and enlisted personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to standardize and facilitate these qualifications.

**Cancellation**

This Standard is newly developed and does not supersede or cancel a NAVEDTRA program.

**Applicability**

This PQS is applicable to VIPER team members.

* 

**Model Manager**

The Model Manager Command manages a specific PQS manual. This includes overseeing the process of monitoring and updating assigned PQS manuals from the standpoint of technical content and relevance within the community.

**Tailoring**

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.
QUALIFIER

The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual watchstations. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Unit Coordinator's Guide.

CONTENTS

PQS is divided into sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate at your watchstation/workstation. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. All sections may not apply to this PQS, but where applicable, detailed explanations are provided at the front of each section.

REFERENCES

The references used during the writing of this PQS package were the latest available to the workshop, however, the most current references available should be used when qualifying with this Standard.

NOTES

Classified references may be used in the development of PQS. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

TRAINEE

Your supervisor will tell you which watchstations/workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another PQS, a school, or other watchstations/workstations within this package. It will also tell you which fundamentals and/or systems from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good luck!
PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. When equipment and requirements change, the PQS needs to be revised. The only way the PQS Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.
### SUMMARY OF CHANGES

**Changes to Fundamentals, Systems, and Watchstations:**

<table>
<thead>
<tr>
<th>Fundamental Title</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A - Newly Developed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>System Title</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A - Newly Developed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Watchstation Title</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A - Newly Developed</td>
</tr>
</tbody>
</table>
WATCHSTATION REQUALIFICATIONS

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to requalify IAW NAVEDTRA 43100-1M, Ch. 5, PQS Unit Coordinator’s Guide.

The following watchstations regardless of qualifications achieved in previous versions, shall be completed.

None.
ACRONYMS USED IN THIS PQS

Not all acronyms or abbreviations used in this PQS are defined here. The Subject Matter Experts from the Fleet who wrote this Standard determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page nor anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BWC</td>
<td>Battle Watch Captain</td>
</tr>
<tr>
<td>CHINFO</td>
<td>Chief of Information</td>
</tr>
<tr>
<td>CICWO</td>
<td>Combat Information Center Watch Officer</td>
</tr>
<tr>
<td>CODEC</td>
<td>Compression-Decompression Module</td>
</tr>
<tr>
<td>EMCON</td>
<td>Emissions Control</td>
</tr>
<tr>
<td>FCC</td>
<td>Fleet Command Center</td>
</tr>
<tr>
<td>FMV</td>
<td>Full Motion Video</td>
</tr>
<tr>
<td>FONOPS</td>
<td>Freedom of Navigation Operations</td>
</tr>
<tr>
<td>GUNSS</td>
<td>Geospatial Intelligence Specialist</td>
</tr>
<tr>
<td>ICOP</td>
<td>Intelligence Carry-On Program</td>
</tr>
<tr>
<td>IWO</td>
<td>Information Warfare Officer</td>
</tr>
<tr>
<td>JPEG</td>
<td>Joint Photographic Experts Group</td>
</tr>
<tr>
<td>MOC</td>
<td>Maritime Operations Center</td>
</tr>
<tr>
<td>NFC</td>
<td>Numbered Fleet Commands/Commanders</td>
</tr>
<tr>
<td>OATSD</td>
<td>Office of the Assistant Secretary of Defense for Public Affairs</td>
</tr>
<tr>
<td>OOD</td>
<td>Office of the Deck</td>
</tr>
<tr>
<td>OPTASK</td>
<td>Operational Task</td>
</tr>
<tr>
<td>PA</td>
<td>Public Affairs</td>
</tr>
<tr>
<td>PAO</td>
<td>Public Affairs Officer</td>
</tr>
<tr>
<td>PPR</td>
<td>Pre-Planned Response</td>
</tr>
<tr>
<td>SAFE</td>
<td>Secure Access File Exchange</td>
</tr>
<tr>
<td>SAILOR</td>
<td>SPWAR Acquisition Integrated Logistics Online Repository</td>
</tr>
<tr>
<td>SECDEF</td>
<td>Secretary of Defense</td>
</tr>
<tr>
<td>SNOOPIE</td>
<td>Ship’s Nautical or Otherwise Photographic Interpretation and Examination</td>
</tr>
<tr>
<td>TAO</td>
<td>Tactical Action Officer</td>
</tr>
<tr>
<td>TYCOM</td>
<td>Type Commander</td>
</tr>
<tr>
<td>UVDS</td>
<td>Unified Video Dissemination System</td>
</tr>
<tr>
<td>VI</td>
<td>Visual Information</td>
</tr>
<tr>
<td>VIPER</td>
<td>Visual Information Personnel</td>
</tr>
<tr>
<td>VIRIN</td>
<td>Visual Information Record Identification Number</td>
</tr>
<tr>
<td>WMV</td>
<td>Windows Media Video</td>
</tr>
<tr>
<td>WMA</td>
<td>Windows Media Audio</td>
</tr>
</tbody>
</table>
INTRODUCTION TO FUNDAMENTALS

100.1 INTRODUCTION

This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation.
101.1 Discuss the concept of ORM [ref. a]

(Signature and Date)

.2 Discuss the four basic principles of ORM [ref. a]

(Signature and Date)

.3 Discuss the standards of safe navigation [ref. b]

(Signature and Date)

.4 Demonstrate how to properly hold a camera [ref. c]

(Signature and Date)

.5 Demonstrate proper storage of camera equipment [ref. c]

(Signature and Date)

.6 Observe proper safety precautions when handling camera [ref. c]

(Signature and Date)

.7 Explain the effects of humidity and temperature on camera equipment [ref. c]

(Signature and Date)

.8 Stow lenses and camera accessories, to include batteries and memory cards [ref. c]

(Signature and Date)
102.1 Define OPTASK VI [ref. a]

(Signature and Date)

.2 Discuss the difference between SNOOPIE and OPTASK VI [ref. a]

(Signature and Date)

.3 Define Unsafe/Unprofessional interactions [ref. a]

(Signature and Date)

.4 Discuss the importance of unclassified OPTASK VI [ref. a]

(Signature and Date)

.5 Discuss the team member requirements for a VIPER team [ref. b, ref. g for SURFOR]

(Signature and Date)

.6 Identify minimum equipment required to conduct an OPTASK VI mission [ref. b]

(Signature and Date)
102.7 Discuss the minimum timeline requirements to transmit the VI package [ref. b] 
________________________________________________________________________
(Signature and Date) 

.8 Describe the purpose of the following communication devices/services: [refs. c through f.] 

a. 1MC  
b. Sound-Powered telephones  
c. Internal Voice Communication System  
d. Email  
e. Naval Message  
f. CHAT  
g. SAILOR VI/PA  
h. DoD SAFE 
________________________________________________________________________
(Signature and Date) 

.9 Who has overall responsibility for VI [ref. a] 
________________________________________________________________________
(Signature and Date) 

.10 What is the primary reason for VI [ref. a] 
________________________________________________________________________
(Signature and Date) 

.11 Discuss Win the Battle of the Narrative [ref. a] 
________________________________________________________________________
(Signature and Date) 

.12 Discuss Terms of Reference as they apply to VI [ref. a] 

a. Professional interaction  
b. Safe interaction  
c. Unprofessional interaction  
d. Unsafe interaction 
________________________________________________________________________
(Signature and Date)
103 SECURITY FUNDAMENTALS

References:

[a] SECNAV 5510.30 (Series), Department of the Navy Personnel Security Program
[b] SECNAV 5510.36 (Series), Department of the Navy (DoN) Information Security Program (ISP) Manual
[c] SECNAVINST 3820.3 (Series), Intelligence Oversight Activities in the United States Navy
[d] Ship’s Security Instruction
[e] OPNAVINST 3432.1 (Series), Operations Security

103.1 Discuss the authoritative manuals and instructions used by your unit in governing security procedures [refs. a through e]

___________________________________
(Signature and Date)

103.2 Discuss the following security classification designations: [ref. b]

a. Top Secret
b. Secret
c. Confidential
d. Unclassified

___________________________________
(Signature and Date)

.3 Discuss storage requirements in terms of the following [ref. b]

a. Standards for storage equipment
b. Storage of classified material

___________________________________
(Signature and Date)

.4 Explain the procedures for the destruction of classified material [ref. b]

___________________________________
(Signature and Date)
104 OPERATIONAL TASKING FUNDAMENTALS

References:

[a] Navy Wide OPTASK Visual Information (DTG 011001ZOCT19)
[b] Pacific Fleet OPTASK Visual Information (DTG 060220Z FEB 20)
[c] 2nd Fleet OPTASK Visual Information (DTG 271630Z FEB 20)
[d] 3rd Fleet TASKORD (DTG 050109Z DEC 18)
[e] 4th Fleet OPTASK Visual Information (DTG 281921Z JAN 20)
[f] 5th Fleet OPTASK Visual Information (DTG 021045Z DEC 19)
[g] 6th Fleet OPTASK Visual Information (DTG 101802Z OCT 18)
[h] 7th Fleet OPTASK Visual Information (DTG 170420Z FEB 20)
[i] OPNAVINST 3500.42 (Series), Maritime Operations Center Standardization
[j] OPNAV INSTRUCTION 3501.316 (Series), Force Composition of Afloat Navy and Naval Groups

104.1 Discuss AOR/Geographic Location of the following Numbered Fleets [ref. a-h]

.a 2nd Fleet  
.b 3rd Fleet  
.c 4th Fleet  
.d 5th Fleet  
.e 6th Fleet  
.f 7th Fleet  

(Signature and Date)

.2 Identify and discuss the following AORs and their respective OPTASK VI.

.a. 2nd Fleet [ref c]  
b. 3rd Fleet [ref. d]  
c. 4th Fleet [ref e]  
d. 5th Fleet [ref. f]  
e. 6th Fleet [ref. g]  
f. 7th Fleet [ref. h]  

(Signature and Date)

.3 Define the mission and functions of the following:

.a. Maritime Headquarters with Maritime Operations Center [ref. i]  
b. Carrier Strike Group [ref. j]  
c. Expeditionary Strike Group [ref. j]  
d. Amphibious Readiness Group [ref. j]  

(Signature and Date)
105.1 Discuss camera functions and maintenance considerations [ref. a]

(Signature and Date)

.2 Identify elements of composition, perspective and movement [ref. a]

(Signature and Date)

.3 Identify basic still and video camera operational controls [ref. a]

(Signature and Date)

.4 Recall guidelines for camera assembly, setup and maintenance [ref. a]

(Signature and Date)

.5 Identify camera exposure modes [ref. a]

(Signature and Date)

.6 Discuss pros and cons of automatic and manual focus modes [ref. a]

(Signature and Date)

.7 Identify types of camera accessories [ref. a]

(Signature and Date)
8. Recall guidelines for photo composition and perspective [ref. a]

(Signature and Date)

9. Recall best practices in support of photography ethics [ref. a]

(Signature and Date)

10. Discuss the following items and how they apply [ref. a]

a. Exposure
b. Aperture
c. Shutter Speed
d. ISO
e. Frames Per Second

(Signature and Date)

11. Discuss the need for camera acclimatization [ref. a]

(Signature and Date)

12. Define the term Infinity Focusing [ref. a]

(Signature and Date)

13. Explain the term “Stay Wide for VI” [ref. b]

(Signature and Date)

14. Discuss when to use the following focal lengths [ref. a]

a. Wide
b. Zoom

(Signature and Date)

15. Discuss why natural sound is important in video products [ref. a]

(Signature and Date)
105 PHOTOGRAPHY/VIDEOGRAPHY/AUDIO FUNDAMENTALS (CONT’D)

.16 Explain the following camera settings [ref. a]
   a. Manual
   b. Program Mode
   c. Aperture Priority
   d. Shutter Speed Priority

   (Signature and Date)

.17 Discuss how to ensure proper audio levels for video and sound recording [ref. a]

   (Signature and Date)

.18 Discuss proper composition in photo and video products [ref. a]

   (Signature and Date)

.19 Discuss the importance of perspective before, during and after the event [ref. b]

   (Signature and Date)

.20 Discuss the equipment necessary to properly document an event at night [ref. a]

   (Signature and Date)

.21 Discuss the following file formats and when they should be used [ref. a]
   a. Raw
   b. JPG
   c. MP4
   d. WMV
   e. MOV
   f. WMA

   (Signature and Date)
.22 Discuss accessories and techniques to stabilize VI equipment [ref. a]

(Signature and Date)

.23 Discuss how radar interference may affect video quality [ref. a]

(Signature and Date)

.24 Discuss your unit’s organic documentation methods [ref. a]

(Signature and Date)

.25 Discuss methods to record bridge-to-bridge communications [ref. a and b]

(Signature and Date)
106 PROCESSING FUNDAMENTALS

References:

[a] NAVEDTRA 15010 (Series), Mass Communications Specialist Vol 1
[b] Navy Wide OPTASK Visual Information, COMUSFLTFORCOM/011001ZOCT19

106.1 Discuss different editing/processing systems in consideration of unclassified products [ref. b]

a. Intelligence Carry on Program (ICOP)
b. Geospatial Intelligence United Naval Streaming System (GUNNS)
c. Stand-alone laptop with video editing software

(Signature and Date)

.2 Discuss ethical considerations while processing VI [ref. a]

(Signature and Date)

.3 Discuss the proper labeling/accessioning of VI products [ref. a]

(Signature and Date)

.4 Discuss circumstances when VI file types might be changed [ref. a]

(Signature and Date)

.5 Discuss appropriate file size for transmitting VI [ref. b]

(Signature and Date)

.6 Discuss the steps for compressing VI files prior to transmission [ref. b]

(Signature and Date)

.7 Discuss considerations for trimming video files [ref. b]

(Signature and Date)
106.8 Describe why VI products might require masking or cropping [ref. a]

(Signature and Date)

.9 Recall guidelines for CODEC selection and exporting video [ref. a]

(Signature and Date)

.10 Discuss the ship’s procedures for compressing and transferring images and FMV for dissemination, to include file size limits and formats [ref. a]

(Signature and Date)
107 VI REPORT FUNDAMENTALS

Reference:

[a] Navy Wide OPTASK Visual Information, COMUSFLTFORCOM/0111O1Z0CT19

107.1 Discuss the elements of a VI Report [ref. a]

(Signature and Date)

.2 Discuss the timeline requirements for a VI Report [ref. a]

(Signature and Date)

.3 Discuss the elements of a storyboard [ref. a]

(Signature and Date)

.4 Discuss photo and video requirements to include file size [ref. a]

(Signature and Date)

.5 Discuss purpose to add recording of bridge-to-bridge or guard transmission to VI Report [ref. a]

(Signature and Date)

.6 Discuss the elements of a textual summary [ref. a]

(Signature and Date)

.7 Discuss the elements of a Public Affairs statement [ref. a]

(Signature and Date)
TRANSMISSION FUNDAMENTALS

References:
[a] Navy-Wide OPTASK Visual Information, COMUSFLTCORCOM/0111001ZOCY19
[d] NAVEDTRA 15010 (Series), Mass Communications Specialist Vol I

108.1 Demonstrate a working knowledge of transmitting VI products using SPAWAR Acquisition Integrated Logistics Online Repository (SAILOR) [ref. b]

___________________________________
(Signature and Date)

.2 Demonstrate a working knowledge of transmitting digital products using DoD SAFE [ref. c]

___________________________________
(Signature and Date)

.3 Demonstrate a working knowledge of transmitting digital products using e-mail [ref. a, ch. 2]

___________________________________
(Signature and Date)

.4 Discuss the impact of bandwidth limitations on transmission of VI products [ref. a]

___________________________________
(Signature and Date)

.5 Discuss the workflow process for transmission of VI products [ref. d]

___________________________________
(Signature and Date)

.6 Identify unit release authority for VI products [ref. d]

___________________________________
(Signature and Date)

.7 Discuss why transmission of unclassified VI products is preferred [ref. a]

___________________________________
(Signature and Date)
108.7 Discuss the need to gain receipt confirmation for VI products [ref. a]

(Signature and Date)

.8 Discuss live streaming to UVDS via Intelligence Carry on Program (ICOP)/Geospatial Intelligence Unified Naval Streaming System (GUNSS) in regards to unclassified VI products [ref. a]

(Signature and Date)
109 INTEGRATION/COORDINATION FUNDAMENTALS

References:

[a] Navy Wide OPTASK Visual Information, COMUSFLTFORCOM/011001Z OCT19
[b] OPNAV 3120.32 (Series) Standard Organization Regulations of the U.S. Navy

109.1 Discuss the elements of an Operations/Intelligence Brief [ref. b]

(Signature and Date)

109.2 Discuss the importance of members of the VIPER team understanding Geopolitical sensitivities [ref. a]

(Signature and Date)

109.3 Identify the role of the following in capturing, processing, releasing and transmitting unclassified VI products [ref. a-c]

a. Editor  
b. PAO/CDPAO  
c. Recorder  
d. VIO  
e. VI LPO/Team Leader  
f. OOD  
g. IWO  
h. BWC  
i. SIO/CDIO  
j. Ship’s relative CIC (Combat Information Center) watchstanders  
k. CO

(Signature and Date)
INTRODUCTION TO SYSTEMS

200.1 BASIC BUILDING BLOCKS

In this section, the equipment is broken down into smaller, more comprehensible, functional systems as basic building blocks in the learning process. Each system is written to reflect specific watchstation requirements by identifying the equipment most relevant to one or more designated watchstanders. The less complex systems may be identified and covered quickly or relegated to a lower priority to permit greater emphasis on more significant or complex systems.

200.2 COMPONENTS AND COMPONENT PARTS

For learning purposes each system is disassembled into two levels. Systems have components and components have parts. Do not expect to see every item which appears on a parts list to be in the PQS. Only those items which must be understood for operation/maintenance are listed. Normally a number of very broad (overview) systems are disassembled into their components or parts with the big picture as the learning goal. Items listed as components in such a system may then be analyzed as separate systems and broken down into components and parts. Example: the turbogenerators may be listed as a component of the Ship’s Service Electrical Distribution system and then later detailed as an individual system for closer study.

200.3 FORMAT

Each system is organized within the following format:

- It lists the references to be used for study and asks you to explain the function of each system.
- It asks for the static facts of what or where the components and component parts are in relation to the system.
- It directs attention to the dynamics of how the component and component parts operate to make the system function.
- It specifies the parameters that must be immediately recalled.
- It requires study of the relationship between the system being studied and other systems or areas.

200.4 HOW TO COMPLETE

The systems you must complete are listed in the Prerequisites section of each watchstation. When you have mastered one or more systems, contact your Qualifier. The Qualifier will give you an oral examination on each system and, if satisfied you have sufficient knowledge of the system, will sign the appropriate system line items. You will be expected to demonstrate through oral or written examination a thorough understanding of each system required for your watchstation.
201.1 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

A. What is its function?
B. Where is it located?
C. What is the function of each position?
D. What indications are received if the system is malfunctioning?
E. What safety precautions apply?

<table>
<thead>
<tr>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A B C D E</td>
</tr>
</tbody>
</table>

201.1.1 Digital Single Lens Reflex Camera [ref. a]

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Camera Lens</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Shutter Release</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Command/Sub Command Dial</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Auto Focus Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Lens Release Button</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Camera Battery</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Metering Selector</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Focus Area Selector</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Mode Button</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Sensitivity (ISO) Selector</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Camera Menus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. White Balance Selector</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. Memory Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>n. Image Quality Settings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o. Night Vision</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Signature and Date)

201.2 PRINCIPLES OF OPERATION – None to be discussed.

201.3 PARAMETERS/OPERATING LIMITS – None to be discussed.

201.4 SYSTEM INTERFACE – None to be discussed.

201.5 SAFETY PRECAUTIONS – None to be discussed.
202 DIGITAL VIDEO CAMERA

Reference:

[a] NAVEDTRA 15010 (Series), Mass Communications Specialist Vol 1

202.1 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

A. What is its function?
B. Where is it located?
C. What is the function of each position?
D. What indications are received if the system is malfunctioning?
E. What safety precautions apply?

202.1.1 Digital Video Camera [ref. a]

<table>
<thead>
<tr>
<th></th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>View Finder</td>
</tr>
<tr>
<td>b</td>
<td>Lens assembly</td>
</tr>
<tr>
<td>c</td>
<td>Menu button/wheel</td>
</tr>
<tr>
<td>d</td>
<td>Audio input panel</td>
</tr>
<tr>
<td>e</td>
<td>White Balance</td>
</tr>
<tr>
<td>f</td>
<td>Battery/Power input</td>
</tr>
<tr>
<td>g</td>
<td>Memory Card</td>
</tr>
<tr>
<td>h</td>
<td>Frames per second selector</td>
</tr>
<tr>
<td>i</td>
<td>Focus Mode Selector</td>
</tr>
<tr>
<td>j</td>
<td>Night Vision</td>
</tr>
</tbody>
</table>

(Signature and Date)

201.2 PRINCIPLES OF OPERATION – None to be discussed.

201.3 PARAMETERS/OPERATING LIMITS – None to be discussed.

201.4 SYSTEM INTERFACE – None to be discussed.

201.5 SAFETY PRECAUTIONS – None to be discussed.
300  INTRODUCTION TO WATCHSTATIONS

300.1  INTRODUCTION

The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

300.2  FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.

- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.

- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

  Tasks (routine operating tasks that are performed frequently)
  Infrequent Tasks
  Abnormal Conditions
  Emergencies
  Training Watches
  Examinations

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.
300 INTRODUCTION TO WATCHSTATIONS (CONT’D)

300.3 OPERATING PROCEDURES

The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified OPTASK VI EDITOR/ (NAVEDTRA 43242-1).

RECOMMENDED_________________________________________________ DATE____________
Supervisor

RECOMMENDED_________________________________________________ DATE____________
Division Officer

RECOMMENDED_________________________________________________ DATE____________
Department Head

QUALIFIED____________________________________________________ DATE____________
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY________________________________________ DATE____________
301 OPTASK VI EDITOR

Estimated completion time: 2 weeks

301.1 PREREQUISITES

For optimum training effectiveness, the following items should be completed prior to starting your assigned tasks but shall be completed prior to final Watchstation qualification.

301.1.1 SCHOOLS: NONE

.2 PQS QUALIFICATIONS: NONE

.3 Fundamentals From This PQS:

102 OPTASK VI Fundamentals

Completed ___________________________________ (Qualifier and Date)

103 Security Fundamentals

Completed ___________________________________ (Qualifier and Date)

104 Operational Tasking Fundamentals

Completed ___________________________________ (Qualifier and Date)

107 VI Report Fundamentals

Completed ___________________________________ (Qualifier and Date)

109 Integration and Coordination Fundamentals

Completed ___________________________________ 93% of Watchstation (Qualifier and Date)

301.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. What safety precautions must be observed?
E. Satisfactorily perform or simulate this task.

Questions
A B C D E

301.2.1 Produce the following VI products

a. VI report

___________________________________
(Signature and Date)

b. VI storyboard

___________________________________
(Signature and Date)

301.2.2 Transmit VI products using the following methods

a. SAILOR

___________________________________
(Signature and Date)

b. DOD SAFE

___________________________________
(Signature and Date)

c. E-mail

___________________________________
(Signature and Date)

Completed .2 area comprises 7% of watchstation.

301.3 INFREQUENT TASKS – None to be discussed.

301.4 ABNORMAL CONDITIONS – None to be discussed.

301.5 EMERGENCIES – None to be discussed.

301.6 WATCHES
301  OPTASK VI EDITOR (Cont’d)

301.6.1 STAND THE FOLLOWING WATCHES UNDER INSTRUCTION:

OPTASK VI Editor (3 times)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

301.7 EXAMINATIONS  (Optional except as required by TYCOM/ISIC, etc.)

301.7.1 EXAMINATIONS  Pass an oral examination board

___________________________________
(Signature and Date)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified NAVIGATION RECORDER (NAVEDTRA NAVEDTRA 43242-1).

RECOMMENDED ______________________________ DATE____________
  Supervisor

RECOMMENDED ______________________________ DATE____________
  Division Officer

RECOMMENDED ______________________________ DATE____________
  Department Head

QUALIFIED ______________________________ DATE____________
  Commanding Officer or Designated Representative

SERVICE RECORD ENTRY ______________________________ DATE____________
302 NAVIGATION RECORDER

Estimated completion time: 2 weeks

302.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

302.1.1 SCHOOLS: NONE

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

102 OPTASK VI Fundamentals

Completed ____________________________
(Qualifier and Date)

103 Security Fundamentals

Completed ____________________________
(Qualifier and Date)

104 Operational Tasking Fundamentals

Completed ____________________________
(Qualifier and Date)

107 VI Report Fundamentals

Completed ____________________________
(Qualifier and Date)

109 Integration and Coordination Fundamentals

Completed ____________________________ 89% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS: NONE
NAVIGATION RECORDER (Cont’d)

302.2 Tasks

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. Satisfactorily perform or simulate this task.

Questions

302.2.1 Draft storyboard event

- Include establishment of contact
- Lead-up to incident
- Critical moment
- Resolution of incident to safe navigation
- Timeline

(Signature and Date)

.2 Record own ship’s PPRs and contact response

(Signature and Date)

.3 Record the following interactions, with time stamps:

- Own ship’s Lat/Long, course, and speed
- Closest Point of Approach
- Weather conditions to include sea state and visibility
- Air Temperature

(Signature and Date)

.4 Deliver recorded data to OPTASK VI Editor

(Signature and Date)

Completed .2 area comprises 11% of watchstation.

302.3 Infrequent Tasks – None to be discussed.

302.4 Abnormal Conditions – None to be discussed.
302 NAVIGATION RECORDER (CONT’D)

302.5 EMERGENCIES – None to be discussed.

302.6 WATCHES

302.6.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION

Navigation Recorder (3 times)

___________________________________ (Signature and Date)

___________________________________ (Signature and Date)

___________________________________ (Signature and Date)

302.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

302.7.1 EXAMINATIONS Pass an oral examination board

___________________________________ (Signature and Date)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified OPTASK VI PHOTOGRAPHER/VIDEOGRAPHER (NAVEDTRA 43242-1).

RECOMMENDED ______________________________________ DATE____________
Supervisor

RECOMMENDED ______________________________________ DATE____________
Division Officer

RECOMMENDED ______________________________________ DATE____________
Department Head

QUALIFIED ______________________________________ DATE____________
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____________________________ DATE____________
303.1 **PREREQUISITES**

For optimum training effectiveness, the following items should be completed prior to starting your assigned tasks but shall be completed prior to final watchstation qualification.

303.1.1 **SCHOOLS:** NONE

303.1.2 **PQS QUALIFICATIONS:**

NAVEDTRA 43241-P 3M, 301 Maintenance Person

Completed ____________________________

(Qualifier and Date)

303.1.3 **WATCHSTATIONS FROM THIS PQS:**

301 OPTASK VI Editor

Completed ____________________________

(Qualifier and Date)

302 Navigation Recorder

Completed ____________________________

(Qualifier and Date)

303.1.4 **FUNDAMENTALS FROM THIS PQS:**

101 Safety Fundamentals

Completed ____________________________

(Qualifier and Date)

102 OPTASK VI Fundamentals

Completed ____________________________

(Qualifier and Date)

103 Security Fundamentals

Completed ____________________________

(Qualifier and Date)
303 OPTASK VI PHOTOGRAPHER/VIDEOGRAPHER (CONT’D)

104 Operational Tasking Fundamentals
Completed ____________________________
(Qualifier and Date)

105 Photography/Videography/Audio Fundamentals
Completed ____________________________
(Qualifier and Date)

106 VI Processing Fundamentals
Completed ____________________________
(Qualifier and Date)

107 VI Report Fundamentals
Completed ____________________________
(Qualifier and Date)

108 Transmission Fundamentals
Completed ____________________________
(Qualifier and Date)

109 Integration and Coordination Fundamentals
Completed ____________________________ 93% of Watchstation
(Qualifier and Date)

303.1.5 SYSTEMS FROM THIS PQS:

201 Digital Single Lens Reflex Camera
Completed ____________________________ *% of Watchstation
(Qualifier and Date)

202 Digital Video Camera
Completed ____________________________ *% of Watchstation
(Qualifier and Date)

303.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
303 OPTASK VI PHOTOGRAPHER/VIDEOGRAPHER (CONT’D)

B. What are the reasons for each step?
C. What control/coordination is required?
D. What safety precautions must be observed?
E. Satisfactorily perform or simulate this task.

303.2.1 Shoot still photos and video using proper still and video framing techniques

(Signature and Date)

.2 Shoot still photos and video using proper perspective

(Signature and Date)

.3 Clean/Store VI Kit

(Signature and Date)

.4 Document photo and video of the following interactions

a. At sea (surface)

(Signature and Date)

b. At sea (air)

(Signature and Date)

c. At anchor (surface)

(Signature and Date)

d. At anchor (air)

(Signature and Date)

e. Choke point transit (surface)

(Signature and Date)
303 OPTASK VI PHOTOGRAPHER/VIDEOGRAPHER (CONT’D)

f. Choke point transit (air)

(Signature and Date)

COMPLETED .2 AREA COMPRIS ES 7% OF WATCHSTATION.

303.3 INFREQUENT TASKS – None to be discussed.

303.4 ABNORMAL CONDITIONS – None to be discussed.

303.5 EMERGENCIES – None to be discussed.

303.6 WATCHES

303.6.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION

OPTASK VI Photographer/Videographer (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

303.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

303.7.1 EXAMINATIONS Pass an oral examination board

(Signature and Date)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified OPTASK VI TEAM LEADER (NAVEDTRA 43242-1).

RECOMMENDED ___________________________ DATE ____________
Supervisor

RECOMMENDED ___________________________ DATE ____________
Division Officer

RECOMMENDED ___________________________ DATE ____________
Department Head

QUALIFIED ______________________________ DATE ____________
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY ___________________________ DATE ____________
304 OPTASK VI TEAM LEADER

Estimated completion time: 4 weeks

304.1 PREREQUISITES

For optimum training effectiveness, the following items should be completed prior to starting your assigned tasks but shall be completed prior to final Watchstation qualification.

304.1.1 SCHOOLS: NONE

304.1.2 WATCHSTATIONS FROM THIS PQS:

301 OPTASK VI Editor

Completed ____________________________________________
(Qualifier and Date)

303 OPTASK VI Photographer/Videographer

Completed ____________________________________________ 97% of Watchstation
(Qualifier and Date)

304.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. What safety precautions must be observed?
E. Satisfactorily perform or simulate this task.

304.2.1 Direct and manage a VI evolution IAW ship SOP to include (4 times)

a. Report manned and ready to TAO/OOD
b. Report contact
c. Coordinate documentation efforts
d. Document
f. Stand down
g. Process photography/videos and provide finished media to VI Editor
h. Dissemination
i. Review and coordinate release of VI package
j. Conduct inventory
k. Establish and maintain SAILOR Account

Questions

A B C D E
304.5 **EMERGENCIES** – None to be discussed.

304.6 **WATCHES**

304.6.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

**OPTASK VI TEAM LEADER (4 TIMES)**

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

**COMPLETED .2 AREA COMPRIS 3% OF WATCHSTATION.**

304.7 **EXAMINATIONS** *(OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)*

304.7.1 **EXAMINATIONS**  
Pass an oral examination board

(Signature and Date)
305  COLLATERAL DUTY PUBLIC AFFAIRS OFFICER

NAME_________________________   RATE/RANK_________________________

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified COLLATERAL DUTY PUBLIC AFFAIRS OFFICER (NAVEDTRA 43242-1).

RECOMMENDED_________________________________________ DATE___________

__________________
Supervisor

RECOMMENDED_________________________________________ DATE___________

__________________
Division Officer

RECOMMENDED_________________________________________ DATE___________

__________________
Department Head

QUALIFIED_________________________________________ DATE___________

__________________
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY_________________________ DATE___________
305 COLLATERAL DUTY PUBLIC AFFAIRS OFFICER

Estimated completion time: 2 weeks

305.1 PREREQUISITES

For optimum training effectiveness, the following items should be completed prior to starting your assigned tasks but shall be completed prior to final Watchstation qualification.

305.1.1 SCHOOLS: NONE

.2 Watchstations from this PQS:

301 OPTASK VI Editor

Completed ____________________________ (Qualifier and Date)

302 Navigation Recorder

Completed ____________________________ 92% of Watchstation (Qualifier and Date)

.3 Fundamentals from this PQS: NONE

.4 Systems from this PQS: NONE

305.2 Tasks

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. Satisfactorily perform or simulate this task.

Questions A B C D

305.2.1 Retrieve data for textual summary/PA statement from Recorder

___________________________________ (Signature and Date)
305 COLLABORATION DUTY PUBLIC AFFAIRS OFFICER (CON’T)

.2 Draft a textual summary (2 times) A B C D

(Signature and Date)

(Signature and Date)

.3 Draft a public affairs statement (2 times) A B C D

(Signature and Date)

(Signature and Date)

.4 Deliver PA statement to OPTASK VI Editor A B C D

(Signature and Date)

COMPLETED .2 AREA COMPRIS 8% OF WATCHSTATION.

305.3 INFREQUENT TASKS – None to be discussed.

305.4 ABNORMAL CONDITIONS – None to be discussed.

305.5 EMERGENCIES – None to be discussed.

305.6 WATCHES

304.6.2 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

OPTASK VI CDPAO (2 TIMES)

(Signature and Date)

(Signature and Date)

305.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)
305.7.1 EXAMINATIONS  Pass an oral examination board
________________________
(Signature and Date)
306 VI TRAINING TEAM MEMBER

NAME________________________________ RATE/RANK_____________________

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified VI TRAINING TEAM MEMBER (NAVEDTRA 43242-1).

RECOMMENDED________________________________ DATE____________
Supervisor

RECOMMENDED________________________________ DATE____________
Division Officer

RECOMMENDED________________________________ DATE____________
Department Head

QUALIFIED________________________________ DATE____________
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY________________________________ DATE____________
306 VI TRAINING TEAM MEMBER

Estimated completion time: 2 weeks

306.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

.2 OTHER QUALIFICATIONS:

Qualified watch VITT Member is observing 7% of Watchstation

Completed ________________________________________
(Qualifier and Date)

306.2 Tasks

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. What control/coordination is required?
D. Satisfactorily perform or simulate this task.

Questions
A B C D

.2 Observe VI watch team perform procedures IAW OPTASK VI during an ITT scenario

______________________________________________
(Signature and Date)

.3 Assist in writing a VI exercise involving multiple warfare areas

______________________________________________
(Signature and Date)

.4 Observe watchstander perform procedures IAW OPTASK VI

______________________________________________
(Signature and Date)
VI TRAINING TEAM MEMBER (CONT’D)

.5 Evaluate and provide feedback of watchstander perform procedures IAW OPTASK VI

__________________________________________________________________________
(Signature and Date)

.6 Conduct a brief and debrief prior to and after exercise

__________________________________________________________________________
(Signature and Date)

.7 Conduct safety walk-through prior to exercise

__________________________________________________________________________
(Signature and Date)

.8 Debrief watchstander after exercise

__________________________________________________________________________
(Signature and Date)

.9 Assist in writing a scenario integrating a VI exercise in an Integrated Training Team (ITT) scenario.

__________________________________________________________________________
(Signature and Date)

.10 Evaluate and provide feedback of VI watch team performance IAW OPTASK VI during an ITT scenario.

__________________________________________________________________________
(Signature and Date)

COMPLETED .2 AREA COMPRISES 78% OF WATCHSTATION.

306.3 INFREQUENT TASKS – None to be discussed.

306.4 ABNORMAL CONDITIONS – None to be discussed.

306.5 EMERGENCIES
306 VI TRAINING TEAM MEMBER (CONT’D)

.1 Unsatisfactory safety walk-through.

___________________________________
(Signature and Date)

.2 Personnel casualty during exercise

___________________________________
(Signature and Date)

15% of Watchstation

306.6 WATCHES

306.6.2 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

VITT MEMBER (2 TIMES)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)
This qualification progress summary is used to track the progress of a trainee in the watchstations for this PQS and ensure awareness of remaining tasks. It should be kept by the individual or in the individual's training jacket and updated with an appropriate signature (Training Petty Officer, Division Officer, Senior Watch Officer, etc.) as watchstations are completed.

101 SAFETY FUNDAMENTALS
Completed ____________________________ Date ____________
(Signature)

102 OPTASK VI FUNDAMENTALS
Completed ____________________________ Date ____________
(Signature)

103 SECURITY FUNDAMENTALS
Completed ____________________________ Date ____________
(Signature)

104 OPERATIONAL TASKING FUNDAMENTALS
Completed ____________________________ Date ____________
(Signature)
<table>
<thead>
<tr>
<th></th>
<th>QUALIFICATION PROGRESS SUMMARY FOR VISUAL INFORMATION PERSONNEL (VIPER) TEAM (CONT’D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>PHOTOGRAPHY/VIDEOGRAPHY/AUDIO FUNDAMENTALS</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________  Date __________________________</td>
</tr>
<tr>
<td></td>
<td>(Signature)</td>
</tr>
<tr>
<td>106</td>
<td>VI PROCESSING FUNDAMENTALS</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________  Date __________________________</td>
</tr>
<tr>
<td></td>
<td>(Signature)</td>
</tr>
<tr>
<td>107</td>
<td>VI REPORT FUNDAMENTALS</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________  Date __________________________</td>
</tr>
<tr>
<td></td>
<td>(Signature)</td>
</tr>
<tr>
<td>108</td>
<td>TRANSMISSION FUNDAMENTALS</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________  Date __________________________</td>
</tr>
<tr>
<td></td>
<td>(Signature)</td>
</tr>
<tr>
<td>109</td>
<td>INTEGRATION AND COORDINATION FUNDAMENTALS</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________  Date __________________________</td>
</tr>
<tr>
<td></td>
<td>(Signature)</td>
</tr>
<tr>
<td></td>
<td>QUALIFICATION PROGRESS SUMMARY FOR VISUAL INFORMATION PERSONNEL (VIPER) TEAM (CONT’D)</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>201</td>
<td>DIGITAL SINGLE LENS REFLEX CAMERA</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________________ Date______________________________ (Signature)</td>
</tr>
<tr>
<td>202</td>
<td>VIDEO CAMCORDER</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________________ Date______________________________ (Signature)</td>
</tr>
<tr>
<td>301</td>
<td>EDITOR</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________________ Date______________________________ (Signature)</td>
</tr>
<tr>
<td>302</td>
<td>NAVIGATION RECORDER</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________________ Date______________________________ (Signature)</td>
</tr>
<tr>
<td>303</td>
<td>PHOTOGRAPHER/VIDEOGRAPHER</td>
</tr>
<tr>
<td></td>
<td>Completed ___________________________________ Date______________________________ (Signature)</td>
</tr>
</tbody>
</table>
QUALIFICATION PROGRESS SUMMARY FOR VISUAL INFORMATION PERSONNEL (VIPER) TEAM (CONT’D)

304 TEAM LEAD

Completed ________________________________ Date___________________
(Signature)

305 COLLATERAL DUTY PUBLIC AFFAIRS OFFICER

Completed ________________________________ Date___________________
(Signature)

306 VI TRAINING TEAM MEMBER

Completed ________________________________ Date___________________
(Signature)
# LIST OF REFERENCES USED IN THIS PQS

1. OPNAVINST 3500.39D, Operational Risk Management
2. Articles of the Convention on the International Regulations for Preventing Collisions at Sea, 1972 (International Rules of the Road)
3. NAVEDTRA 15010 (Series), Mass Communication Specialist Vol 1
4. Navy Wide OPTASK VI (DTG 011001ZOCT19)
5. Fleet-wide VIPER fundamentals guide
6. NAVEDTRA 14325 (Feb 2002), Basic Military Requirements
7. SECNAV M-5216.5 (March 2010), Department of the Navy Correspondence Manual
8. NTP-3 (Jul 1997), Naval Telecommunications Procedures Users Manual
9. Navy Wide OPTASK CHAT (DTG 101642ZDEC04)
10. SECNAV 5510.30 (Series), Department of the Navy Personnel Security Program
11. SECNAV 5510.36 (Series), Department of the Navy (DoN) Information Security Program (ISP) Manual
12. SECNAVINST 3820.3 (Series), Intelligence Oversight Activities in the United States Navy
13. Ship’s Security Instruction
14. OPNAVINST 3432.1 (Series), Operations Security
15. Pacific Fleet OPTASK Visual Information (DTG 060220Z FEB 20)
16. 2nd Fleet OPTASK Visual Information (DTG 271630Z FEB 20)
17. 3rd Fleet TASKORD (DTG 050109Z DEC 18)
18. 4th Fleet OPTASK Visual Information (DTG 281921Z JAN 20)
19. 5th Fleet OPTASK Visual Information (DTG 021045Z DEC 19)
20. 6th Fleet OPTASK Visual Information (DTG 101802Z OCT 18)
21. 7th Fleet OPTASK Visual Information (DTG 170420Z FEB 20)
22. OPNAVINST 3500.42 (Series), Maritime Operations Center Standardization
23. OPNAV INSTRUCTION 3501.316 (Series), Force Composition of Afloat Navy and Naval Groups
26. OPNAV 3120.32 (Series) Standard Organization Regulations of the U.S. Navy
27. COMNAVSURFPAC/COMNAVSURFLANTINST 3502.7A, Surface Force Training and Readiness Manual
PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43242-1

From____________________________________________________ Date________________

Via_____________________________________________________ Date________________

Department Head

Activity ______________________________________________________________________

Mailing Address_______________________________________________________________

Email Address_______________________________________________________________

PQS Title______________________________________________________________NAVEDTRA

Section Affected____________________________________________________________

Page Number(s)____________________________________________________________

For faster response, you may submit your feedback via the PQS website at:
HTTPS://my.navy.mil

Remarks/Recommendations (Use additional sheets if necessary):

75
DEPARTMENT OF THE NAVY

---------------------------------------------

COMMANDING OFFICER
NETC N7
1905 REGULUS AVE
VIRGINIA BEACH VA 23461

---------------------------------------------