



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 3500.2
N7
16 AUG 2012

CNIC INSTRUCTION 3500.2

From: Commander, Navy Installations Command

Subj: JOB QUALIFICATION REQUIREMENTS PROGRAM

Ref: (a) OPNAVINST 3500.34F
(b) NAVEDTRA 43100-1K
(c) CNICINST 3502.1
(d) OPNAVINST 5450.339

1. Purpose. To establish policy, procedures, and standardize responsibilities for the Job Qualification Requirements (JQR) program within Commander, Navy Installations Command (CNIC) and to issue the Job Qualification Requirements template.

2. Background

a. Reference (a) is the Personnel Qualification Standards (PQS) policy and is intended for use by Commanding Officers and Officers in Charge to implement and manage a PQS qualification program. Reference (a):

(1) Issues policy, procedures, and responsibilities for the Navy's PQS program and the use of JQRs.

(2) Allows JQRs to be locally developed to qualify personnel in specific areas where a PQS or formal certification and/or licensing does not exist.

(3) Directs that all JQRs be forwarded to the Type Commander (TYCOM) for determination as to incorporation into the PQS program.

b. References (a) and (b) require mandatory use of the PQS program for both officer and enlisted service members as well as government and contract civilian personnel.

c. Reference (c) provides policy, responsibilities, and guidance to CNIC personnel to execute the PQS Program.

d. Reference (d) delegates to CNIC the authority to organize, man, train and equip assigned Navy base operating support functions and infrastructure.

3. Policy

a. JQRs shall document the minimum requirements for qualification on equipment, systems or watchstations, which are not included in a related course of instruction, existing PQS, formal certification, or a licensing program.

b. JQRs are authorized for immediate use when approved by the Region Commander (REGCOM) or Installation Commanding Officer (CO).

c. JQRs will be developed in accordance with the Job Qualification Requirements template and submitted to CNIC Training and Readiness (N7) for review and placement into the JQR database. The Job Qualification Requirements template is located on the Gateway 2.0 (G2) JQR Database at:

<https://g2.cnic.navy.mil/teamsites/300919d2-b487-4a6d-9b6a-6b47008a39c3/jqr/Wiki%20Pages/Home.aspx>.

d. CNIC JQRs will include the words "JOB QUALIFICATION REQUIREMENTS (JQRs)" in the title to avoid confusion with PQS.

4. Responsibilities

a. CNIC Commander is responsible for developing the shore total workforce in accordance with reference (d).

b. CNIC N7 is responsible for:

(1) Performing the functions and tasks of the training TYCOM for regions and installations in the absence of identified TYCOM.

(2) Reviewing all JQRs to ensure standardization.

(3) Maintaining a JQR database located on the G2 portal. CNIC personnel will have access to the JQR template and all JQRs in the database to facilitate increased standardization, alignment and synchronization at the regions and installations.

(4) Forwarding copies of any JQR that meets force-wide or multi-unit applicability to the appropriate N-code/SA/HPD with a recommendation that the JQR should be incorporated into new or existing PQS.

c. REGCOMs are responsible for implementing PQS programs within the region in accordance with references (a) through (c).

d. Installation COs are responsible for:

(1) Implementing and managing PQS programs.

(2) Ensuring all JQRs are developed in accordance with the standardized format provided in the JQR template on the G2 JQR Database teamsite.

(3) Ensuring JQRs incorporate no more than the absolute minimum knowledge and/or skills necessary to perform specific duties.

(4) Reviewing each JQR being used at their installations annually to ensure relevancy, currency and technical accuracy.

(5) Ensuring applicable JQRs are immediately revised in response to changing requirements.

5. Action

a. REGCOMs, through their Region N-codes/Region Special Assistants/Region Program Directors, shall:

(1) Review all JQRs to ensure they meet the requirements of this directive and that they are submitted to CNIC HQ N7 for review and incorporation into the JQR database.

(2) Provide subject matter expert support for JQR conversion to PQS.

b. Installation Training Officers shall:

(1) Coordinate JQR development, review, validation, and implementation for the installation.

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(2) Forward locally developed JQRs to CNIC HQ N7 via the Region N7 for review and upload into the JQR database at:
<https://g2.cnic.navy.mil/teamsites/300919d2-b487-4a6d-9b6a-6b47008a39c3/jqr/Wiki%20Pages/Home.aspx>.



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Distribution:

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