



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

Canc frp: Dec 11

COMNAVCRUITCOMNOTE 1136
N7

9 June 2011

COMNAVCRUITCOM NOTICE 1136

From: Commander, Navy Recruiting Command

Subj: NEW NAVY ADVANCE PROGRAM TEST (NAPT) TEST ADMINISTRATOR
MODULE PERSONNEL QUALIFICATION STANDARD (PQS)

Ref: (a) COMNAVCRUITCOMINST 1136.2P

Encl: (1) PQS Qualification Sheet for NAPT Test Administrator
Module

1. Purpose. To publish an advance change to the PQS requirements delineated in reference (a).
2. Discussion. Reference (a) is currently under review with an expected release date of 1 July 2011.
3. Action. Navy Recruiting District (NAVCRUITDIST) Commanding Officers (COs) shall utilize enclosure (1) of this notice in qualifying NAPT Test Administrators.
4. Point of Contact. Questions regarding this PQS may be referred to COMNAVCRUITCOM (N7), NCCS Raymond Kretschmer at (901) 874-9091 (DSN 882).
5. Cancellation Contingency. This notice will remain in effect until the new release of reference (a).

/s/

W. C. MARVEL
Chief of Staff

Distribution:

Electronically only via

<http://www.cnrc.navy.mil/Publications/directives.htm>

PQS QUALIFICATION SHEET
NAPT Test Administrator Module

<u>Name of Trainee</u>	<u>Qualification Start Date</u>

PQS Standard Section	PQS Qualifier - TCO (Signature)	Trainee (Signature)	Date
1. Purpose			
2. Storage, Access and Security			
3. Exam Materials			
4. Administration			
5. Reports			
6. Exam Compromise			
7. Periodic Training			

* - Any qualified NAPT Test Administrator may initial for satisfactory knowledge or completion.

** - NRD Chief Recruiter, Assistant Chief Recruiter, Test Control Officer or Assistant Test Control officer may sign recommend for final qualification interview.

Note: For the first qualifiers at the NRD after this PQS is implemented, only the current TCO or ATCO who has received training from NRC N33 may sign for satisfactory knowledge, or for completion of item 2.e. For qualification before NAPT version 'O' and 'P' are released, item 4.f. may be treated as a "Discuss" item.

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E	T R A I N E R *	D A T E	T R A I N E E	T R A I N E R *	D A T E	T R A I N E E	T R A I N E R *	D A T E
1. NAPT Purpose									
a. Explain what the NAPT is used for and who it should be administered to									
2. NAPT Storage, Access and Security									
a. Describe the type of container that may be used for permanent storage of NAPT exams and keys, and when it must be locked									
b. List all the individuals who are allowed to possess the keys or combinations to these containers									
c. Identify when and where the NAPT may be administered									
d. Describe the NAPT Test Control Log and check-in/check-out procedures including all data and actions required for each entry									
e. Perform and document an item-by-item audit of the NAPT materials stored in an approved container									
3. NAPT Exam Materials									
a. Identify the source for obtaining new NAPT materials									
b. Identify the individual at the NRD who must sign for primary custody of NAPT materials									
c. Explain how to dispose of worn out NAPT materials									
d. List the retention requirements for filled-in NAPT answer sheets, scratch paper and the NAPT Test Control Log									
e. Describe in detail the requirements for shipping current NAPT materials									
f. List all the approved NAPT study materials									
4. NAPT Administration									
a. Identify who the NRD CO may designate to administer the NAPT									
b. Describe the NAPT Administrator designation letter/page 13									
c. Identify the statement that the testing applicant must sign on the reverse of the answer sheet									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E	T R A I N E R *	D A T E	T R A I N E E	T R A I N E R *	D A T E	T R A I N E E	T R A I N E R *	D A T E
d. Discuss the type of calculator that testers may use									
e. Discuss procedures to ensure that no tester leaves the testing room with NAPT exam materials or exam pages									
f. Assist a qualified NAPT Test Administrator to check-out an NAPT, administer the exam, document the score, check it back in and conduct the required safe audit									
g. Identify the requirements for an applicant to take an NAPT retest									
5. NAPT Reports									
a. Identify all required NAPT reports and their periodicity/due dates									
b. List the personnel who can conduct the audit that is reported to NRC N313. List the personnel allowed to sign the audit report									
c. Describe the required actions if the report is not received by N313 by the due date									
6. NAPT Exam Compromise									
a. List all the definitions of NAPT exam compromise									
b. Describe the actions required when the NAPT is considered compromised									
c. Discuss the NAPT exam compromise event at NRD Dallas in 2010. How could it have been avoided? What were the lessons learned and the corrective actions?									
d. Discuss the NAPT exam compromise event at NRD New Orleans in 2011. How could it have been avoided? What were the lessons learned and the corrective actions?									
7. NAPT Periodic Training									
a. Describe the minimum NAPT periodic training requirement including who must attend and how often									
b. Discuss the ramifications of missing the required periodic NAPT training									

8. Record of Qualification:

a. Recommended for PQS Qualification Interview. Date: _____

I, _____**, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate)
is ready for final qualification by PQS Qualification Interview for the position
of NAPT Test Administrator.

Recommender's Signature _____

b. Qualification Interview: Date: _____

I certify the examinee to be fully qualified for the position of NAPT Test
Administrator

Test Control Officer (Name/Rate) (Signature)

c. Reviewed:

PQS Training Officer, NAVCRUITDIST _____
(Signature/Date)

d. Approved:

Commanding Officer, NAVCRUITDIST _____
(Signature/Date)

e. Service Record Entry (ESR entry)

Chief Administrator, NAVCRUITDIST _____
(Signature/Date)

* - Any qualified NAPT Test Administrator may initial for satisfactory
knowledge or completion.

** - NRD Chief Recruiter, Assistant Chief Recruiter, Test Control Officer
or Assistant Test Control officer may sign recommend for final qualification
interview.

You are hereby granted an extension of maximum allowable qualification time.
Your new maximum qualification date is _____. (Attach a copy of
extension request with justification).

PQS Training Officer

Copy to:
Member's Training Record