



PERSONNEL QUALIFICATION STANDARD

FOR

HOSPITAL CORPSMAN

NAME (Rate/Rank) _____

The words “he”, “him,” and “his” are used sparingly in this manual to enhance communication. However, they are neither intended to be gender driven nor to affront or discriminate against anyone reading this material.

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INTRODUCTION

PQS PROGRAM

This PQS program is a qualification system for enlisted personnel where validation 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 cancels and supersedes NAVEDTRA 43699-2, August 2017.

APPLICABILITY

This PQS is applicable to all Hospital Corpsman.

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 designated 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.

INTRODUCTION (CONT'D)

QUALIFIER

Responsibility for management of PQS within the workcenter/watchstation should remain at the LCPO/LPO level if the work center supervisor is not a designated qualifier. The qualifier is the acknowledged expert in a specified area of qualification. The responsibilities attached to this title of "qualifier" are significant. The individual must be totally up-to-date in the technical and safety requirements of their assigned area and also be aware of the problems that face a trainee. Some trainees learn rapidly and must be allowed to progress at their own rate of speed. For those who may be somewhat slower, patience is recommended. Most trainees will be somewhat apprehensive. A relaxed environment, where practicable, will help overcome anxieties in the initial stages of qualification.

The qualifier must keep in mind that consistency is the cornerstone of the PQS Program. The qualifier should also be totally familiar with all reference material and, when necessary, guide the trainees to this material. Keep in mind, the ultimate goal of the PQS Program is to develop adequate numbers of qualified watchstanders/operators/ maintenance personnel to do the job. Help your shipmate, but **DON'T EVER GIVE THAT SIGNATURE AWAY**. The qualifier must never relax on safety. The trainee must be totally knowledgeable of safety procedures and requirements prior to the operation of any equipment or system.

As the most likely individual to discover discrepancies or inconsistencies in a standard, the qualifier should bring such matters to the attention of the supervisor. Qualifiers should:

1. Keep abreast of revisions/changes to equipment, systems, and policies that affect assigned areas of responsibilities.
2. Notify the supervisor of changes to standards.
3. Be available for sign-offs and assist trainees as needed.
4. Maintain program integrity.

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.

INTRODUCTION (CONT'D)

CONTENTS

PQS is divided into three 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 (System/Mission Area) 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 three 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. 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. Turn to the 300 Section first and find your watchstation/workstation before beginning your tasks. You may be required to complete another PQS, a school, or other watchstations/workstations within this package. It also will tell you the fundamentals and/or systems from this package you must complete before qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier.

PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. The PQS must be revised when equipment and requirements change. The only way PQS Managers know of these changes is by you, the user. Tell us either in a letter or via the Feedback Report contained in the back of this book. You also can tell us of new systems and requirements, or of errors you find.

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Fundamental Title	Action	Comment
101 Safety	Revision	TRR input to 101.9
102 Healthcare Administration	Revision	TRR input 102.12-14
103 Medical Assessment	Revision	TRR input to add OLDCARTS and ROS
104 Military Medical Examinations	Revision	TRR input to remove 104.9, add Endocrine and Mental Health to 104.8 & .10
105 Medical Diagnosis & Treatment	Revision	TRR input to combine 105.5 & .6, remove .9, .24 -.26, added sutures and staples to .22
106 Preventive Medicine	Revision	TRR input to remove 106.4, add hypothermia
109 Laboratory	Revision	TRR input to remove 109.4 & .14, add list of specimens types to .3
110 Medical Support	Revision	TRR input to remove 110.3 & .4, add IMR task
System Title		
None	N/A	N/A
Watchstation Title		
301 Administration Corpsman	Revision	TRR input to remove 301.3.1-.3, and make minor clarifications
302 Patient Care Corpsman	Revision	TRR input to remove 302.2.11 & .34, add OLDCARTS and ROS, list of specimens types to .16, medication administration via NG tube, changed biohazard waste to medical waste
303 Medical Readiness Corpsman	Revision	TRR input to remove 303.2.3,& .8-.11, remove 303.3.1-.4, move 303.2.4 to 302, move 303.2.6 to 301, add triage scenario,

WATCHSTATION RE-QUALIFICATIONS

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to requalify IAW NAVEDTRA 43699-2 (Series), or per BUMEDINST 1510.27 (series).

The following watch stations 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 neither 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.

ADAL	Authorized Dental Allowance List
AHLTA	Armed Forces Health Longitudinal Technology Application
AMAL	Authorized Medical Allowance List
CAO	Cancel Accessioned Order
CBC	Complete Blood Count
CHCS	Composite Health Care System
DEERS	Defense Enrollment Eligibility Reporting System
DENCAS	Dental Common Access System
DRSI	Navy Disease Reporting System Internet
EKG / ECG	Electrocardiogram
FALANT	Farnsworth Lantern
HCP	Hearing Conservation Program
HMUG	Hazardous Material User's Guide
HREC	Health Record
IMR	Individual Medical Readiness
IREC	Inpatient Record
LGO	Log in Samples from Lab Order
MHSPHP	Military Health Service Population Health Portal
MRRS	Medical Readiness Reporting System
NAVENPVNTMEDU	Navy Environmental & Preventive Medicine Unit
NFPA	National Fire Protection Association
OLG	Lab Order Entry and Specimen Log In
OREC	Outpatient Record
ORM	Operational Risk Management
OSHA	Occupational Safety and Health Administration
PII	Personally Identifiable Information
PLI	Patient Lab Inquiry
PPE	Personal Protective Equipment
PSA	Prostate Specific Antigen
PSR	Patient Safety Report
RPR	Rapid Plasma Reagin
TDFS	Terminal Digit Filing System
TST	Tuberculin Skin Test
UA	Urinalysis
VAERS	Vaccine Adverse Event Reporting System

100 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. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS. 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 either qualifying again 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. In addition, qualifiers must ensure that the personnel being qualified are familiar with related resources pertaining to the fundamentals section (102-110) and where they can be accessed.

101 SAFETY FUNDAMENTALS

References:

- [a] OPNAVINST 3500.39 (series), Operational Risk Management (ORM)
 - [b] OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
 - [c] SECNAVINST 5100.10 (series), DON Policy for Safety, Mishap Prevention, Occupational Health and Fire Prevention Programs
 - [d] OPNAVINST 5100.19 (series), Hearing Conservation
 - [e] BUMEDINST 6280.1 (series), Management of Regulated Medical Waste
 - [f] OPNAVINST 5100.28 (series), Hazardous Material User's Guide (HMUG)
 - [g] Occupational Safety and Health Administration (OSHA)
 - [h] National Fire Protection Association (NFPA)
 - [i] BUMEDINST 3300.1 (series), Antiterrorism Program Policy
 - [j] BUMEDINST 6620.9 (series), Healthcare-Associated Infection and Control
 - [k] NAVEDTRA 14295B, Hospital Corpsman Manual
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101.1 Discuss the concept of ORM. [ref. a]

(Signature and Date)

.2 Explain the following elements of ORM: [ref. a]

- a. Identifying hazards
- b. Assessing hazards
- c. Making risk decisions
- d. Implementing controls
- e. Supervising

(Signature and Date)

.3 What are the four principles of ORM? [ref. a]

(Signature and Date)

.4 Explain the hazards of medical gas cylinder storage in patient care spaces. [ref. g, 29 CFR1910, NFPA 55-99]

(Signature and Date)

101 SAFETY FUNDAMENTALS (CONT'D)

101.5 Discuss the necessary safety precautions and PPE required in the following situations: [ref. e, f, g]

- a. Spill procedures
- b. Chemical procedures

(Signature and Date)

.6 Discuss the safety precautions associated with handling SHARPS. [ref. e]

(Signature and Date)

.7 Discuss the procedure / protocol for needle stick incidents. [ref. e]

(Signature and Date)

.8 Discuss the following steps for disposal of regulated medical waste. [ref. e, f, g]

- a. Document
- b. Prepare
- c. Sort & package
- d. Transportation

(Signature and Date)

.9 Explain the purpose of the regulated medical waste program. [ref. e]

(Signature and Date)

.10 Discuss the purpose of the Hearing Conservation Program (HCP). [ref. d, ch B4]

(Signature and Date)

101 SAFETY FUNDAMENTALS (CONT'D)

101.11 Define the following terms associated with infection control: [ref. j, k,]

- a. Infection control procedures
- b. Chain of infection
- c. Virulence
- d. Reservoir
- e. Latent infection
- f. Infectious disease
- g. Direct contact
- h. Droplet infection
- i. Indirect contact
- j. Immunity
- k. Universal precautions
- l. Standard precautions
- m. Blood-borne disease
- n. Occupational exposure
- o. Percutaneous
- p. Personal Protective Equipment (PPE)
- q. Patient isolation and decontamination precautions

(Signature and Date)

.12 What is the purpose of the Healthcare-Associated Infection Prevention and Control Program (HAIPC)? [ref. j]

(Signature and Date)

102 HEALTHCARE ADMINISTRATION FUNDAMENTALS

References:

- [a] NAVMEDCOMINST 6320.16 (series), Informed consent for Medical and Dental Treatment
 - [b] NAVEDTRA 14295B, Hospital Corpsman Manual
 - [c] MANMED, NAVMED P-117, Health Records (Ch 16)
 - [d] Armed Forces Health Longitudinal Technology Application (AHLTA) user guide 3.3
 - [e] Medical Readiness Reporting System (MRRS)
 - [f] CarePoint 4G MHSPHP
 - [g] Dental Common Access System (DENCAS)
 - [h] MANMED, NAVMED P-117, Medical Examinations (Ch 15)
 - [i] The Joint Commission Comprehensive Accreditation Manual 2017
 - [j] BUMEDINST 6440.5 (series), Navy Medicine Augmentation Program
-

102.1 State the purpose of terminal digit filing system. (TDFS) [ref. b, c]

(Signature and Date)

.2 Explain the health records annual verification process. [ref. a, b, c]

(Signature and Date)

.3 Discuss the following items as applied to the Military Health (Medical) Treatment Record Jacket: [ref. b, c]

- a. Folder selection (NAVMED 6150/10-19)
- b. Patient identification data
- c. Summary information entries (SF's, DD's)
- d. DD Form 2005
- e. Occupational health data
- f. Computer generated forms (SF 520, SF 545, etc)
- g. SF 601
- h. SF 603
- i. DD Form 2807-1
- j. DD Form 2808
- k. NAVMED 6150/4
- l. OPNAV 5211/9

(Signature and Date)

102 HEALTHCARE ADMINISTRATION FUNDAMENTALS (CONT'D)

102.4 Define the following terms associated with patient privacy: [ref. a, c]

- a. HIPAA
- b. Personally identifiable information (PII)
- c. Privacy Act of 1974
- d. Informed consent
- e. Lawful consent

(Signature and Date)

.5 Discuss the required information needed for completion of the following forms:
[ref. b, c h]

- a. Chronological Record of Medical Care (SF 600)
- b. Special Duty Medical Abstract (NAVMED 6150/2)
- c. Reference Audiogram (DD Form 2215)
- d. Report of Medical Examination (DD Form 2808)
- e. Report of Medical History (DD Form 2807-1)
- f. Periodic Health Assessment (PHA) (NAVMED 6120/4)

(Signature and Date)

.6 Explain the purpose of the following health record forms: [ref. b, c]

- a. Part 1: Record of Preventive Medicine and Occupational Health
- b. Part 2: Record of Medical Care and Treatment
- c. Part 3: Record of Physical Qualifications, Administrative Forms
- d. Part 4: Record of Ancillary Studies, Therapies, Etc.,

(Signature and Date)

102 HEALTHCARE ADMINISTRATION FUNDAMENTALS (CONT'D)

102.7 Explain the criteria for closing a health record in the following cases:
[ref. c]

- a. Death or declared death
- b. Discharge
- c. Resignation
- d. Release from active duty
- e. Retirement
- f. Transfer to Fleet Reserve or inactive duty
- g. Missing in Action
- h. Desertion
- i. Disenrollment

(Signature and Date)

.8 Explain the following functionalities associated with the applicable electronic program of record (e.g., AHLTA, CHCS): [ref. d]

- a. Demographics
- b. Health history
- c. Laboratory
- d. Radiology
- e. Clinical notes
- f. Previous encounters

(Signature and Date)

.9 Explain the following administrative tools associated with the applicable electronic program of record (e.g., AHLTA, CHCS): [ref. d]

- a. Screening
- b. Vital signs
- c. Subjective/Objective
- d. Assessment/Plan
- e. Order sets (Lab, X-ray, Meds)
- f. Disposition
- g. Telephone consults

(Signature and Date)

102 HEALTHCARE ADMINISTRATION FUNDAMENTALS (CONT'D)

102.10 Explain the following fields associated with the applicable electronic program of record (e.g., AHLTA, CHCS): [ref. d]

- a. Registration & DEER'S menu
- b. Display patient appointments
- c. End of day processing / Editing
- d. Radiology
- e. Laboratory
- f. Schedule appointment
- g. Walk-in
- h. Patient appointment roster
- i. Patient admission / discharge / transfer
- j. Document a telephone consult

(Signature and Date)

.11 Explain the purpose of physical examination for military service members.
[ref. b, c, h]

(Signature and Date)

.12 Explain the elements of the following types of qualifying examinations: [ref. b, c, h]

- a. Overseas / Operational suitability screening
- b. Periodic Health Assessment
- c. Special Duty
- d. Occupation Health
- e. Separation

(Signature and Date)

.13 Discuss the following criteria associated with periodic physical examinations:
[ref. b, c, h]

- a. Special duty / High Risk Screening
- b. Overseas / Operational suitability screening
- c. Occupational health medical surveillance
- d. Enlistment
- e. Commissioning
- f. Separation

(Signature and Date)

102 HEALTHCARE ADMINISTRATION FUNDAMENTALS (CONT'D)

102.14 Discuss the healthcare system(s) utilized at your command. [ref. d, e, f, g]

(Signature and Date)

.15 Explain the purpose of the Joint Commission. [ref. i]

(Signature and Date)

.16 Discuss the Navy Medicine Augmentation Program. [ref. j]

(Signature and Date)

103 MEDICAL ASSESSMENT FUNDAMENTALS

References:

- [a] NAVEDTRA 14295B, Hospital Corpsman Manual
 - [b] BUMEDINST 6320.83 (series), Provision of Standbys during Medical Examinations
 - [c] BUMEDINST 6550.9 (series), Sick Call Screener Program
 - [d] Seidel's Guide to Physical Examination 8th Ed.
 - [e] DoDI 6000.14 (series) Patient Bill of Rights and Responsibilities in the Military Health System
 - [f] BUMEDINST 6010.13 (series), Quality Assurance Program
 - [g] SECNAVINST 6120.3 (series), Periodic Health Assessment for Individual Medical Readiness
-

103.1 Discuss patients' rights and responsibilities. [ref. a, e]

(Signature and Date)

.2 Discuss the following as applied to patient communication: [ref. a, c, d]

- a. Verbal
- b. Non-verbal
- c. Contact point

(Signature and Date)

.3 Explain the purpose of provision standbys during medical examinations. [ref. b]

(Signature and Date)

.4 Explain the components of the SOAP note associated with a physical examination encounter. [ref. a, c, d]

(Signature and Date)

103 MEDICAL ASSESSMENT FUNDAMENTALS (CONT'D)

103.5 Discuss the following components associated with patient history: [ref. a, c, d]

- a. Last menstrual period
- b. Past medical history
- c. Past surgical history
- d. Allergies
- e. Medications
- f. Family history
- g. Social history
- h. Review Of Systems (ROS)

(Signature and Date)

.6 Discuss the following components associated with a History of Present Illness (HPI) interview: [ref. a, c, d]

- a. Chief complaint using OLDCARTS
- b. Description of complaint
- c. Chronology of events
- d. Review patient charts
- e. Pertinent positives
- f. Pertinent negatives

(Signature and Date)

.7 Define the following terms associated with conducting the patient interview to obtain the History of Present Illness (HPI): [ref a, c, d]

- a. Chief complaint using OLDCARTS
- b. Description of complaint
- c. Chronology of events
- d. Review patient charts
- e. Pertinent positives
- f. Pertinent negatives

(Signature and Date)

103 MEDICAL ASSESSMENT FUNDAMENTALS (CONT'D)

103.8 Define the following terms associated with describing pain: [ref. a, c, d]

- a. Onset
- b. Provocation / palliation
- c. Quality
- d. Radiates
- e. Severity
- f. Timing

(Signature and Date)

.9 Discuss the screening procedures for a medical appointment. [ref. a, c, d, g]

(Signature and Date)

104 MILITARY MEDICAL EXAMINATIONS FUNDAMENTALS

References:

- [a] NAVEDTRA 14295B, Hospital Corpsman Manual
 - [b] MANMED, NAVMED P-117; Medical Examinations (Ch 15)
 - [c] BUMEDINST 6550.9 (series), Sick Call Screener Program
 - [d] Seidel's Guide to Physical Examination, 8th Ed.
 - [e] BUMEDINST 6320.83 (series), Provision of Standbys during Medical Examinations
 - [f] SECNAVINST 6120.3 (series), Periodic Health Assessment for Individual Medical Readiness
 - [g] MANMED, NAVMED P-117; Health Records (Ch 16)
-

104.1 Discuss the procedures for conducting a primary assessment. [ref. a, b, c, d, g]

(Signature and Date)

.2 Discuss the procedure for conducting a secondary assessment (DCAP-BTLS). [ref. a, b, c, d, g]

(Signature and Date)

.3 Discuss the following normal and abnormal vital signs values for an adult: [ref. d]

- a. Blood pressure
- b. Respiratory rate
- c. Pulse rate
- d. Temperature

(Signature and Date)

.4 Describe environmental factors that affect vital signs. [ref. a, c, d]

(Signature and Date)

.5 Explain the process of obtaining orthostatic blood pressure. [ref. a, c, d]

(Signature and Date)

104 MILITARY MEDICAL EXAMINATIONS FUNDAMENTALS (CONT'D)

104.6 Define the following terms as applied to a physical examinations: [ref. a, c, d]

- a. Inspection
- b. Auscultation
- c. Palpation
- d. Percussion

(Signature and Date)

.7 Define the following terms associated with DCAP-BTLS: [ref. a, c, d]

- a. Deformities
- b. Contusions
- c. Abrasions
- d. Punctures and penetrations
- e. Burns
- f. Tenderness
- g. Lacerations
- h. Swelling

(Signature and Date)

.8 Discuss the following components of a physical examination: [ref. a, b, c, d, g]

- a. Vital Signs
- b. General appearance
- c. Visual and motor acuity
- d. HEENT
- e. Cardiovascular
- f. Pulmonary
- g. Abdominal
- h. Genitourinary
- i. Musculoskeletal
- j. Dermatological
- k. Neurological
- l. Dental
- m. Endocrine
- n. Mental Health

(Signature and Date)

104 MILITARY MEDICAL EXAMINATIONS FUNDAMENTALS (CONT'D)

104.9 Discuss normal assessment findings as applied to the following systems: [ref. a, c, d]

- a. General Appearance
- b. HEENT
- c. Cardiovascular
- d. Pulmonary
- e. Abdominal
- f. Gastrointestinal
- g. Genitourinary
- h. Musculoskeletal
- i. Dermatological
- j. Neurological
- k. Dental
- l. Endocrine
- m. Mental Health

(Signature and Date)

.10 Discuss abnormal assessment findings as applied to the following systems: [ref. a, c, d]

- a. General Appearance
- b. HEENT
- c. Cardiovascular
- d. Pulmonary
- e. Abdominal
- f. Gastrointestinal
- g. Genitourinary
- h. Musculoskeletal
- i. Dermatological
- j. Neurological
- k. Dental
- l. Endocrine
- m. Mental Health

(Signature and Date)

104 MILITARY MEDICAL EXAMINATIONS FUNDAMENTALS (CONT'D)

104.11 Describe the following documentation required for a patient's dietary intake and digestion output assessments: [ref. a, c, d]

- a. Food and fluid
- b. Bowel (solid & liquid) movement

(Signature and Date)

.12 Describe the operating procedures for the following equipment: [ref. a, c, d]

- a. Snellen charts
- b. Jaeger cards
- c. Farnsworth Lantern Test (FALANT)
- d. Armed Forces Vision Tester (AFVT)
- e. Pseudo isochromatic plates
- f. Audiogram
- g. Electrocardiogram (EKG or ECG)

(Signature and Date)

.13 Discuss the following concepts associated with conducting an inpatient assessment:
[ref. a, c, d]

- a. Change of shift
- b. Pre / Post treatments
- c. PRN

(Signature and Date)

105 MEDICAL DIAGNOSIS & TREATMENT FUNDAMENTALS

References:

- [a] NAVEDTRA 14295B, Hospital Corpsman Manual
 - [b] BUMEDINST 6550. 9 (series), Sick Call Screener Program
 - [c] BUMEDINST 6230.15 (series), Immunizations and Chemoprophylaxis
 - [d] Mosby Online – Clinical skills
 - [e] Seidel’s Guide to Physical Examination 8th Ed.
 - [f] NAVMED P-5095, First Aid for Poisoning and Overdose
 - [g] BUMEDINST 6110.13 (series), Navy Medical Department Health Promotion and Wellness Program
 - [h] Pulmo-Aide Compressor Nebulizer System Operators Guide
-

105.1 Discuss the criteria that makes the following conditions an emergent referral: [ref. a, b, c, d, e]

- a. Dislocation
- b. Fracture
- c. Stroke
- d. Head trauma

(Signature and Date)

.2 Discuss the criteria that makes the following conditions an urgent referral: [ref. a, b, c, d, e]

- a. Dislocation
- b. Fracture
- c. Infection
- d. Fever

(Signature and Date)

.3 Discuss the principles of documenting inpatient care. [ref. b, d, e]

(Signature and Date)

105 MEDICAL DIAGNOSIS & TREATMENT FUNDAMENTALS (CONT'D)

105.4 Describe the symptoms and treatment plan for patients associated with the following abnormal conditions: [ref. b, d, e]

- a. Asthma
- b. Pneumonia
- c. Angina
- d. Myocardial infarction
- e. Stroke
- f. Deep venous thrombosis / pulmonary embolism (DVT/PE)
- g. Cholecystitis
- h. Appendicitis
- i. Cellulitis
- j. Major depressive disorder

(Signature and Date)

.5 Describe the treatment plan for patients associated with the following abnormal cardiopulmonary conditions: [ref. b, d, e]

- a. Pulmonary embolism
- b. Chronic obstructive pulmonary disease (COPD)
- c. Spontaneous pneumothorax
- d. Hypertension
- e. Congestive heart failure
- f. Cardiac arrest

(Signature and Date)

.6 Describe the symptoms and treatment associated with the following shock: [ref. a, b, d, e]

- a. Hypovolemic
- b. Anaphylactic
- c. Neurogenic
- d. Cardiogenic
- e. Septic

(Signature and Date)

105 MEDICAL DIAGNOSIS & TREATMENT FUNDAMENTALS (CONT'D)

105.7 Discuss the following concepts and applications associated with wound management: [ref. d, e]

- a. Primary, secondary and tertiary wound closure
- b. Incision and drainage
- c. Wound management plan
- d. Dressing change
- e. Tourniquet placement
- f. Suture and staple closures

(Signature and Date)

.8 Discuss the treatment for internal hemorrhaging. [ref. d, e]

(Signature and Date)

.9 Discuss the treatment for external hemorrhaging. [ref. d, e]

(Signature and Date)

.10 Discuss the treatment as applied to the following injuries: [ref. a, b, d, e]

- a. Soft tissue injuries
- b. Blunt force trauma
- c. Penetrating wounds
- d. Shock

(Signature and Date)

105 MEDICAL DIAGNOSIS & TREATMENT FUNDAMENTALS (CONT'D)

105.11 Discuss the different types of medical equipment as applied to patients with cardiovascular difficulties in the following settings: [ref. b, d, e]

- a. Emergency
- b. Clinic
- c. Post op

(Signature and Date)

.12 Describe the following types of airway adjuncts: [ref. b, d, e]

- a. Oropharyngeal (OPA)
- b. Nasopharyngeal (NPA)
- c. Suctioning

(Signature and Date)

.13 Describe the following types of splinting devices: [ref. a, b, d, e]

- a. Pneumatic or air splints
- b. Padded boards
- c. Traction splints
- d. Sam splint

(Signature and Date)

.14 Discuss the rationale for intravenous therapy. [ref. a, b, d, e]

(Signature and Date)

.15 Discuss administration procedures for intravenous therapy. [ref. a, b, d, e]

(Signature and Date)

105 MEDICAL DIAGNOSIS & TREATMENT FUNDAMENTALS (CONT'D)

105.16 Discuss adverse reaction associated with intravenous therapy. [ref. a, b, d, e]

(Signature and Date)

.17 Discuss administration procedures for nebulizer treatments. [ref. a, h]

(Signature and Date)

.18 Discuss alarm and temperature checks and external auditory check for vaccine refrigerators. [ref. c]

(Signature and Date)

.19 Discuss the following health wellness & promotion programs: [ref. d, e, g]

- a. Nutrition
- b. Physical activity
- c. Sexual health
- d. Tobacco use
- e. Alcohol use
- f. Mental wellness
- g. Weight control
- h. Stress / Anger management

(Signature and Date)

.20 Describe the type of conditions and treatment plan for patients with the following prescribed diets: [ref. a, b, d, e]

- a. Bland
- b. High calorie / Low calorie
- c. High protein / Low protein
- d. High residue / Low residue
- e. Low sodium

(Signature and Date)

105 MEDICAL DIAGNOSIS & TREATMENT FUNDAMENTALS (CONT'D)

105.21 Discuss the purpose of a "Time Out" before a procedure.

(Signature and Date)

.22 Discuss the steps for the following procedures: [ref. d, e]

- a. Ingrown toenail
- b. Skin biopsy
- c. Localized cryotherapy
- d. Sutures
- e. Staples

(Signature and Date)

.23 Discuss urinary catheterization techniques and care management. [ref. a, b, d, e]

(Signature and Date)

.24 Describe the type of treatment associated with drug intoxications / poisoning. [ref. b, d, e, f]

(Signature and Date)

.25 Discuss the procedure for flushing dental dry socket. [ref. a, d, e]

(Signature and Date)

.26 Explain the procedures for performing an electrocardiogram. [ref. a, b, d, e]

(Signature and Date)

.27 Explain the procedures for the insertion, care and removal of a urinary catheter. [ref. d]

(Signature and Date)

106 PREVENTIVE MEDICINE FUNDAMENTALS

References:

- [a] NAVEDTRA 14295B, Hospital Corpsman Manual,
 - [b] MANMED, NAVMED P-117; Preventive Med and Occupational Health
 - [c] NMCPHC-TM-PM 6220, Medical Surveillance and Medical Event Reporting
 - [d] NAVMED P-5010 (series), Manual of Preventive Medicine
 - [e] BUMEDINST 6220.12 (series), Medical Event Reporting
 - [f] NMCPHC-TM OM 6260, Medical Surveillance Procedures Manual ed.12
 - [g] Seidel's Guide to Physical Examination 8th Ed.
 - [h] BUMEDINST 6550.9 (series), Sick Call Screener Program
 - [i] NAVMEDINST 6224.8 (series), TB Control Program
 - [j] SECNAVINST 6120.3 (series), Periodic Health Assessment for Individual Medical Readiness
 - [k] COMNAVSURFORINST 6000.1 (series), Shipboard Medical Procedures Manual
-

- 106.1 Explain the duties and responsibilities of medical department personnel relating to medical surveillance. [ref. b, c, e, f]

(Signature and Date)

- .2 Explain the duties and responsibilities of medical department personnel relating to medical event reporting. [ref. b, c, e, f]

(Signature and Date)

- .3 Discuss the following types of reporting requirements: [ref. c, e, f]

- a. Urgent
- b. Routine

(Signature and Date)

106 PREVENTIVE MEDICINE FUNDAMENTALS (CONT'D)

106.4 Describe the following medical reporting systems as they pertain to Preventive Medicine: [ref. c, e, f]

- a. Disease Reporting System internet (DRSi)
- b. Composite Health Care System (CHCS)
- c. Theater Medical Information Program (TMIP)
- d. Medical Readiness Reporting System (MRRS)

(Signature and Date)

.5 Discuss the following command's responsibilities for assisting operational units: [ref. c, e]

- a. NAVENPVNTMEDU TWO
- b. NAVENPVNTMEDU FIVE
- c. NAVENPVNTMEDU SIX
- d. NAVENPVNTMEDU SEVEN

(Signature and Date)

.6 Discuss the following modes of transmission: [ref. a, d, g, h]

- a. Direct
- b. Indirect
- c. Vector

(Signature and Date)

.7 Discuss the following types of infections: [ref. a, d, g, h]

- a. Viral
- b. Bacterial
- c. Fungal
- d. Parasitic infestation

(Signature and Date)

.8 Discuss the assessment criteria for environmental related injuries. [ref. a, g, h, k]

(Signature and Date)

106 PREVENTIVE MEDICINE FUNDAMENTALS (CONT'D)

106.9 Discuss the assessment criteria for the following environmental related injuries:
[ref. a, g, h, k]

- a. Heat
- b. Cold
- c. Water
- d. Bites and stings
- e. Hypothermia

(Signature and Date)

.10 Discuss administering procedures for a tuberculin skin test (TST). [ref. a, g, h, k]

(Signature and Date)

.11 Describe the procedures for documenting TST results. [ref. a, g, h, i, k]

(Signature and Date)

.12 Discuss the duties / responsibilities of Medical Department personnel as related to the following occupational health surveillance programs: [ref. b, h, j, k]

- a. Hearing conservation
- b. Heat stress
- c. Food service attendant
- d. Laundry

(Signature and Date)

107 IMMUNIZATION FUNDAMENTALS

References:

- [a] NAVEDTRA 14295B, Hospital Corpsman Manual
 [b] BUMEDINST 6230.15 (series), Immunizations and Chemoprophylaxis
 [c] BUMEDINST 6550.9 (series), Sick Call Screener Program
-

107.1 Discuss the injection site for administering the following type of injections:
 [ref. a, b, c]

- a. Intramuscular (IM)
- b. Subcutaneously (SQ)
- c. Intradermal (ID)

 (Signature and Date)

.2 Discuss the following methods associated with administering vaccines: [ref. a, b, c]

- a. Intramuscular
- b. Subcutaneously
- c. Intradermal
- d. Oral
- e. Nasal gastric tube

 (Signature and Date)

.3 Describe signs and symptoms associated with an adverse reaction. [ref. a, b, c]

 (Signature and Date)

.4 Discuss types of treatment for adverse reactions. [ref. a, b, c]

 (Signature and Date)

.5 Describe the type of treatment for anaphylactic reactions. [ref. a, b, c]

 (Signature and Date)

107 IMMUNIZATION FUNDAMENTALS (CONT'D)

107.6 Explain the purpose of a Vaccine Adverse Event Reporting System (VAERS) report.
[ref. b]

(Signature and Date)

108 PHARMACOLOGY FUNDAMENTALS

References:

- [a] NAVEDTRA 14295B, Hospital Corpsman Manual
[b] MANMED, NAVMED P-117, Pharmacy Operation and Drug Control (Ch 21)
-

108.1 Explain the concepts of medication administration. [ref. a]

(Signature and Date)

.2 Explain the following factors as applied to medication administration: [ref. a]

- a. Therapeutic dose
- b. Dosage range
- c. Weight-based dosing

(Signature and Date)

.3 Explain the following methods of administering medication: [ref. a]

- a. Oral
- b. Parenteral methods
- c. Inhalation / nasal methods
- d. Topical methods
- e. Rectal
- f. Vaginal

(Signature and Date)

.4 Discuss the six rights and three checks of medication administration. [ref. a]

(Signature and Date)

.5 Define drug classification. [ref. a]

(Signature and Date)

108 PHARMACOLOGY FUNDAMENTALS

108.6 Identify the following generic drugs by their common trade names: [ref. b]

- a. Oxymetazoline
- b. Bismuth subsalicylate
- c. Acetylsalicylic acid
- d. Ibuprofen
- e. Acetaminophen
- f. Guaifenesin
- g. Pseudoephedrine
- h. Cyclobenzaprine
- i. Naproxen
- j. Activated charcoal
- k. Naloxone
- l. Epinephrine auto-injector

(Signature and Date)

.7 Discuss the adverse reactions to medication and the reporting protocol. [ref. a]

(Signature and Date)

.8 Explain the difference between an adverse reaction and side effect. [ref. a]

(Signature and Date)

.9 Define contraindication. [ref. a]

(Signature and Date)

.10 Explain the procedure for processing medication administration utilizing the electronic program of record or a single poly-script. [ref. a]

(Signature and Date)

109 LABORATORY FUNDAMENTALS

References:

- [a] NAVEDTRA 14295B, Hospital Corpsman Manual
 [b] Phlebotomy Essentials 5th edition, Ruth E McCall, Cathee M. Tankersley
 [c] Armed Forces Health Longitudinal Technology Application (AHLTA) user guide 3.3
-

109.1 Discuss the steps for the following aseptic techniques: [ref. a]

- a. Medical
- b. Surgical

(Signature and Date)

.2 Discuss the preparation of medical instruments for the following procedures: [ref. a]

- a. Medical
- b. Surgical

(Signature and Date)

.3 Explain the concepts and principles of collecting laboratory specimens: [ref. a, b]

- a. Urine
- b. Stool
- c. Throat Culture
- d. Wound
- e. Sputum
- f. Blood Culture

(Signature and Date)

.4 Describe the procedure for labeling a specimen. [ref. a, b]

(Signature and Date)

.5 Discuss the procedure for entering / submitting laboratory orders, as applicable to platform.
 [ref. a, b]

(Signature and Date)

109 LABORATORY FUNDAMENTALS (CONT'D)

109.6 Explain the purpose for the following basic laboratory diagnostic tests: [ref. a, b]

- a. CBC
- b. Chem 7
- c. UA
- d. Lipids
- e. Glucose
- f. Culture

(Signature and Date)

.7 Describe patient ID verification procedures. [ref. b]

(Signature and Date)

.8 Discuss the different sizes and appropriate utilization of phlebotomy needles. [ref. b]

(Signature and Date)

.9 Discuss the “order of draw” when multiple tubes are being collected. [ref. b]

(Signature and Date)

.10 Discuss the different types of specimen tube additives and their purpose. [ref. a, b]

(Signature and Date)

.11 Explain each step of a venipuncture procedure. [ref. a, b]

(Signature and Date)

.12 Explain the procedures for storing and transporting collected samples. [ref. b]

(Signature and Date)

109 LABORATORY FUNDAMENTALS (CONT'D)

109.13 Explain the procedure for processing specimen during electronic system downtime. [ref. c]

(Signature and Date)

110 MEDICAL SUPPORT FUNDAMENTALS

References:

- [a] NAVEDTRA 14295B, Hospital Corpsman Manual
 - [b] NAVSUP P-485, Afloat Supply Vol I
 - [c] BUMEDINST 3440.10 (series), Navy Medicine Force Health Protection Emergency Management Program
 - [d] BUMEDINST 1500.29 (series), Navy Medicine Command Training Program
 - [e] BUMEDINST 6110.14 (series), Documenting and Reporting Individual Medical Readiness Data
 - [f] Medical Readiness Reporting System (MRRS) <http://mrrs.sscno.nmci.navy.mil>
 - [g] COMNAVSURFORINST 6000.1 (series), Shipboard Medical Procedures Manual
 - [h] NAVMEDCOMINST 5360.1 (series), Decedent Affairs Manual
 - [i] BUMEDINST 6320.17 (series), Procedures for Identifying Newborns
 - [j] MILPERSMAN 1500-020, First Aid Training Requirement
 - [k] BUMEDINST 6300.10 (series), Customer Relations Program
 - [l] Centers for Medicare and Medicaid Services Project Evaluation Activity in Support of Partnership for Patients February 2014
 - [m] My Navy Portal Website
 - [n] Navy Swank Learning Management System
 - [o] Enterprise Safety Application Management System
 - [p] DoD Directive 1300.22 (series), Mortuary Affairs Policy
-

110.1 Discuss the following acronyms: [ref. a]

- a. AMAL
- b. ADAL

(Signature and Date)

.2 Define the following Federal Supply Catalog System terminology: [ref. a]

- a. Bulk stock
- b. Consumable
- c. Equipage
- d. Material
- e. Standard stock
- f. National stock number

(Signature and Date)

110 MEDICAL SUPPORT FUNDAMENTALS (CONT'D)

110.3 Explain the following items associated with Medical Readiness Reporting System (MRRS): [ref. e, f]

- a. Comprehensive Individual Entry
- b. Individual Medical Readiness report (IMR)
- c. Command / Unit Medical Readiness Report

(Signature and Date)

.4 Describe the steps to prepare the following reports: [ref. e, f]

- a. IMR report
- b. Unit report

(Signature and Date)

.5 Discuss the principles as they pertain to the following first aid training: [ref. a, j]

- a. Puncture / penetrating wound
- b. Sucking chest wound
- c. Abdominal evisceration
- d. Internal and External hemorrhage
- e. Amputation
- f. Laceration
- g. Open and Closed fractures
- h. Environmental injuries
- i. First, Second, and Third degree burns
- j. Hypothermia
- k. Heat cramps, Heat exhaustion, and Heat stroke
- l. Electrical shock
- m. Smoke inhalation

(Signature and Date)

.6 Discuss medical personnel roles and responsibilities during mass casualty & triage drills. [ref. c, g]

(Signature and Date)

110 MEDICAL SUPPORT FUNDAMENTALS (CONT'D)

110.7 Discuss the required information to complete a birth certificate. [ref. i]

(Signature and Date)

.8 Discuss the required information to complete a death certificate. [ref. h, p]

(Signature and Date)

.9 Discuss decedent affairs forms. [ref. h, p]

(Signature and Date)

.10 Discuss the following mortuary services associated with post-mortem care: [ref. p]

- a. Preservations of the remains
- b. Transportations
- c. Disposition instructions

(Signature and Date)

.11 Discuss the concepts of the following patient process initiatives: [ref. k, l]

- a. Partnership for patients
- b. Patient safety report
- c. Patient survey tools

(Signature and Date)

.12 Discuss the concepts and resources for patient care process improvement activities. [ref. k, l]

(Signature and Date)

200 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 that appears on a parts' list to be in the PQS. Only those items that must be understood for operation/maintenance are listed. Normally, a number of 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 turbo generators 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 you demonstrate sufficient knowledge, will sign the appropriate system line items. You will be expected to demonstrate through oral or written examinations, a thorough understanding of each system required for your watchstation.

201 MILITARY MEDICAL EQUIPMENT

References:

- [a] Zoll Defibrillator Operators Guide (or newer model / brand)
 [b] ECG Analysis System Operator's Manual (or newer model / brand)
 [c] Welch Allyn Spot Vital Signs Operator's Manual (or newer model / brand)
 [d] Alaris Unit System Operator's Manual (or newer model / brand)
 [e] Pulmo-Aide Compressor Nebulizer System Operators Guide (or newer model / brand)

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. Where is it located?
- B. What is its function?
- C. What are the sources of power?
- D. What are the modes of operation or control?
- E. What consumable items / accessories are needed?
- F. What are the safety / protective devices for this component / component part?

Questions

201.1.1 Defibrillator [ref. a] A B C D E F

 (Signature and Date)

.2 Vital Signs Machine [ref. c] A B C D E F

 (Signature and Date)

.3 Intravenous Pump Unit System [ref. d] A B C D E F

 (Signature and Date)

.4 Nebulizer Unit [ref. e] A B C D E F

 (Signature and Date)

201 MILITARY MEDICAL EQUIPMENT (CONT'D)

Questions

201.1.5 Electrocardiogram Analysis System [ref. b]

A B C D E F

(Signature and Date)

201.2 PRINCIPLE OF OPERATION

201.2.1 What indications are received if a unit or component is malfunctioning?
[ref. a, b, c, d, e]

- a. Defibrillator
- b. Vital signs machine
- c. Intravenous pump unit system
- d. Nebulizer unit
- e. Electrocardiogram analysis system

(Signature and Date)

201.3 PARAMETERS/OPERATING LIMITS – None to be discussed.

201.4 SYSTEM INTERFACE – None to be discussed.

201.5 SAFETY PRECAUTIONS.

201.5.1 What safety precautions must be observed when operating / handling:
[ref. a, b, c, d, e]

- a. Defibrillator
- b. Vital signs machine
- c. Intravenous pump unit system
- d. Nebulizer unit
- e. Electrocardiogram analysis system

(Signature and Date)

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. You must complete the prerequisites that pertain to the performance of that particular task before starting your assigned tasks. Satisfactory completion of all prerequisites is required before 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. Before 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

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 always is 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 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.

301 ADMINISTRATION CORPSMAN

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Requirements (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 ADMINISTRATION CORPSMAN (NAVEDTRA 43699-2A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

301 ADMINISTRATION CORPSMAN

Estimated completion time: 2 months

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:

HM "A" School

Completed _____
(Qualifier and Date)

.2 OTHER QUALIFICATIONS:

Basic Lifesaver Healthcare Provider (Current BLS-HP)

Completed _____
(Qualifier and Date)

.3 WATCHSTATIONS FROM THIS PQS:

.4 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

Completed _____ 7% of Watchstation
(Qualifier and Date)

102 Healthcare Administration Fundamentals

Completed _____ 7% of Watchstation
(Qualifier and Date)

110 Medical Support Fundamentals

Completed _____ 6% of Watchstation
(Qualifier and Date)

301 ADMINISTRATION CORPSMAN

301.1.5 Systems from this PQS: NONE

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 supplies are needed for this step?
- D. Satisfactorily perform this task or simulate this task.

Questions

- | | | |
|----|---|---------|
| .1 | Create a health record.

_____ | A B C D |
| | (Signature and Date) | |
| .2 | Document health record entries.

_____ | A B C D |
| | (Signature and Date) | |
| .3 | Perform an annual health records verification.

_____ | A B C D |
| | (Signature and Date) | |
| .4 | Update the Privacy act statement (DD Form 2005).

_____ | A B C D |
| | (Signature and Date) | |
| .5 | Demonstrate how to close a health record.

_____ | A B C D |
| | (Signature and Date) | |

301 ADMINISTRATION CORPSMAN

Questions

- | | | |
|---------|---|---------|
| 301.2.6 | Schedule patient appointment entry using applicable electronic program of record (e.g., AHLTA, CHCS). | A B C D |
| | _____ | |
| | (Signature and Date) | |
| .7 | Document a Telephone consult using applicable electronic program of record (e.g., AHLTA, CHCS). | A B C D |
| | _____ | |
| | (Signature and Date) | |
| .8 | Conduct end of day processing. | A B C D |
| | _____ | |
| | (Signature and Date) | |
| .9 | Manage patient recall appointment roster. | A B C D |
| | _____ | |
| | (Signature and Date) | |
| .10 | Review in-patient charts for continuity. | A B C D |
| | _____ | |
| | (Signature and Date) | |

COMPLETED .2 AREA COMPRISES 80% OF WATCHSTATION.

301.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What supplies are needed for this step?
- D. What means of communications are used?
- E. Satisfactorily perform this task or simulate this task.

WATCHSTATION 301

Questions

301.3.1 Prepare personnel, unit, and command medical readiness report

A B C D E

(Signature and Date)

301.4 ABNORMAL CONDITIONS – None to be discussed.

301.5 EMERGENCIES – None to be discussed.

301.6 WATCHES – None.

301.7 EXAMINATIONS – None to be discussed.

302 PATIENT CARE CORPSMAN

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Requirements (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 PATIENT CARE CORPSMAN (NAVEDTRA 43699-2A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

302 PATIENT CARE CORPSMAN

Estimated completion time: 6 Months

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:

HM "A" School

Completed _____
(Qualifier and Date)

.2 OTHER QUALIFICATIONS:

Basic Lifesaver Healthcare Provider (Current BLS-HP)

Completed _____
(Qualifier and Date)

Hospital Corpsman Skill Basic

Completed _____
(Qualifier and Date)

Tactical Combat Casualty Care Course

Completed _____
(Qualifier and Date)

.3 WATCHSTATIONS From This PQS: NONE

.4 FUNDAMENTALS From This PQS:

103 Medical Assessment Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

104 Military Medical Examinations Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

302 PATIENT CARE CORPSMAN (CONT'D)

302.1.4 FUNDAMENTALS From This PQS: (CONT'D)

105 Medical Diagnosis & Treatment Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

108 Pharmacology Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

109 Laboratory Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

302.1.5 SYSTEMS From This PQS:

201 Military Medical Equipment

Completed _____ 5% of Watchstation
(Qualifier and Date)

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 supplies are needed for this step?
- D. What means of communications are used?
- E. Satisfactorily perform this task or simulate this task.

Questions

302.2.1 Perform patient screening of presenting illnesses and conditions.

A B C D E

(Signature and Date)

.2 Conduct a patient interview to obtain chief complaint utilizing
OLDCARTS and OPQRST.

A B D E

(Signature and Date)

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

- | | | |
|---------|---|-----------|
| 302.2.3 | Obtain complete patient medical history utilizing review of systems.

(Signature and Date) | A B D E |
| .4 | Obtain vital signs.

(Signature and Date) | A B D E |
| .5 | Obtain orthostatic blood pressure.

(Signature and Date) | A B D E |
| .6 | Document patient care using SOAP note format.

(Signature and Date) | A B D E |
| .7 | Document patient medical history & information.

(Signature and Date) | A B D E |
| .8 | Perform Electrocardiogram (EKG/ECG).

(Signature and Date) | A B C D E |

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

- | | | |
|---------|---|-----------|
| 302.2.9 | Perform a HEENT system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .10 | Perform a cardiovascular system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .11 | Perform a pulmonary system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .12 | Perform an abdominal system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .13 | Perform a gastrointestinal system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .14 | Perform a genitourinary system physical examination. | A B C D E |
| | _____ | |
| | (Signature and Date) | |
| .15 | Perform a musculoskeletal system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .16 | Perform a dermatologic system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

- | | | |
|----------|---|---------|
| 302.2.17 | Perform a neurologic system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .18 | Perform a dental system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .19 | Perform an endocrine system physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .20 | Perform a mental health physical examination. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .21 | Assess vital signs, interpret, and report abnormal vital signs. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .22 | Perform primary and secondary trauma exam utilizing DCAP-BTLS. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .23 | Demonstrate the use of medical equipment. | A B D E |
| | _____ | |
| | (Signature and Date) | |
| .24 | Perform and measure visual acuity using Snellen chart | A B D E |
| | _____ | |
| | (Signature and Date) | |

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

- 302.2.25 Administer intravenous (IV) therapies. A B C D E
- _____
- (Signature and Date)
- .26 Monitor intravenous (IV) therapies for adverse reactions. A B D E
- _____
- (Signature and Date)
- .27 Collect a CBC laboratory specimen. A B C D E
- _____
- (Signature and Date)
- .28 Collect a Chem 7 laboratory specimen. A B C D E
- _____
- (Signature and Date)
- .29 Collect a UA laboratory specimen. A B C D E
- _____
- (Signature and Date)
- .30 Collect a lipids laboratory specimen. A B C D E
- _____
- (Signature and Date)
- .31 Collect a glucose laboratory specimen. A B C D E
- _____
- (Signature and Date)
- .32 Collect a culture laboratory specimen. A B C D E
- _____
- (Signature and Date)

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

- | | | |
|----------|---|-----------|
| 302.2.33 | Perform venipuncture procedure. | A B C D E |
| | _____
(Signature and Date) | |
| .34 | Apply specimen labels. | A B C D E |
| | _____
(Signature and Date) | |
| .35 | Prepare temperature sensitive items for transport. | A B C D E |
| | _____
(Signature and Date) | |
| .36 | Prepare medication prescription for patients utilizing electronic program of record or single polyscript. | A B C D E |
| | _____
(Signature and Date) | |
| .37 | Administer IM injections. | A B C D E |
| | _____
(Signature and Date) | |
| .38 | Administer ID injections. | A B C D E |
| | _____
(Signature and Date) | |
| .39 | Administer nasal medications. | A B C D E |
| | _____
(Signature and Date) | |
| .40 | Administer oral medications. | A B C D E |
| | _____
(Signature and Date) | |

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

- 302.2.41 Administer nebulizer treatments. A B C D E

(Signature and Date)
- .42 Administer SQ injections. A B C D E

(Signature and Date)
- .43 Administer medication via nasogastric tube. A B C D E

(Signature and Date)
- .44 Administer rectal medications. A B C D E

(Signature and Date)
- .45 Perform medication verification checks utilizing six rights. A B D E

(Signature and Date)
- .46 Perform alarm, temperature check, and external audio check for vaccine refrigerator. A B D E

(Signature and Date)
- .47 Monitor patient for drug adverse reaction. A B D E

(Signature and Date)
- .48 Assess patient for side effects to medication. A B D E

(Signature and Date)

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

302.2.49 Conduct patient education on diagnosis, treatment, and plan. A B D E

(Signature and Date)

.50 Conduct patient education on health & wellness plan. A B D E

(Signature and Date)

.51 Manage regulated medical waste for disposal. A B D E

(Signature and Date)

COMPLETED .2 AREA COMPRISES 70% OF WATCHSTATION.

302.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What supplies are needed for this step?
- D. What means of communications are used?
- E. Satisfactorily perform this task or simulate this task.

Questions

.1 Assist in incision and drainage (I&D) of an infected area. A B C D E

(Signature and Date)

.2 Document patient intake and output (I&O). A B C D E

(Signature and Date)

.3 Set up sterile trays and packs for minor procedure. A B D E

(Signature and Date)

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

302.2.4 Perform infection control procedures. A B D E

(Signature and Date)

.5 Perform universal precaution measures in contact transmission. A B D E

(Signature and Date)

.6 Document "Time Out" prior to minor surgical procedures. A B D E

(Signature and Date)

.7 Assist with the following minor surgical procedures. A B C D E

- a. Ingrown toenail
- b. Skin biopsy
- c. Localized cryotherapy
- d. Sutures
- e. Staples

(Signature and Date)

.8 Perform a urinary catheter procedure under supervision. A B D E

(Signature and Date)

.9 Perform urinary catheter management care. A B D E

(Signature and Date)

.10 Discontinue urinary catheter. A B D E

(Signature and Date)

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

- 302.2.11 Educate patients on prescribed diets. A B D E
- _____
- (Signature and Date)
- .12 Apply and assess tourniquet placement. A B C E
- _____
- (Signature and Date)
- .13 Perform wound management & dressing change. A B C D E
- _____
- (Signature and Date)
- .14 Evaluate patients for the following environmental injuries: A B C D E
- a. Heat
 - b. Cold
 - c. Water related
 - d. Bites and stings
 - e. Hypothermia
- _____
- (Signature and Date)
- .15 Evaluate patients for external / internal hemorrhaging. A B C D E
- _____
- (Signature and Date)
- .16 Treat patient for shock. A B C D E
- _____
- (Signature and Date)
- .17 Assess patient for soft tissue injuries & blunt force trauma. A B C D E
- _____
- (Signature and Date)

302 PATIENT CARE CORPSMAN (CONT'D)

Questions

- 302.2.18 Assess patient for penetrating wounds. A B C D E
- _____
(Signature and Date)
- .19 Assess patient's conditions for cardiopulmonary emergencies. A B C D E
- _____
(Signature and Date)
- .20 Assist in patient treatment of acute drug intoxications/poisoning. A B C D E
- _____
(Signature and Date)
- .21 Prepare isolation barriers for patient isolation rooms. A B C D E
- _____
(Signature and Date)
- .22 Prepare isolation requirements for patient admission. A B C D E
- _____
(Signature and Date)
- .23 Assist with dry socket flushing. A B C D E
- _____
(Signature and Date)
- .24 Prepare color perception test. A B C D E
- _____
(Signature and Date)
- 302.4 ABNORMAL CONDITIONS – None to be discussed.
- 302.5 EMERGENCIES – None to be discussed.
- 302.6 WATCHES - None
- 302.7 EXAMINATIONS – None to be discussed.

303 MEDICAL READINESS CORPSMAN

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Requirements (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 MEDICAL READINESS CORPSMAN (NAVEDTRA 43699-2A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

303 MEDICAL READINESS CORPSMAN

Estimated completion time: 4 months

NOTE: PLACE NOTES/SPECIAL INSTRUCTIONS HERE.

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:

HM "A" School

Completed _____
(Qualifier and Date)

.2 OTHER QUALIFICATIONS:

Basic Lifesaver Healthcare Provider (BLS-HP)

Completed _____
(Qualifier and Date)

.3 WATCHSTATIONS From This PQS: NONE

.4 FUNDAMENTALS FROM THIS PQS:

106 Preventive Medicine Fundamentals

Completed _____ 10% of Watchstation
(Qualifier and Date)

107 Immunization Fundamentals

Completed _____ 7% of Watchstation
(Qualifier and Date)

303 MEDICAL READINESS CORPSMAN (CONT'D)

303.1.5 SYSTEMS FROM THIS PQS: NONE

303.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What supplies are needed for this step?
- D. What means of communications are used?
- E. Satisfactorily perform this task or simulate this task.

Questions

303.2.1 Update personnel medical readiness status using applicable program of record (electronic / paper).

A B C D E

(Signature and Date)

.2 Conduct first aid training for puncture / penetrating wound.

A B C D E

(Signature and Date)

.3 Perform a triage scenario with five casualties.

A B D E

(Signature and Date)

.4 Conduct first aid training for sucking chest wound.

A B C D E

(Signature and Date)

.5 Conduct first aid training for abdominal evisceration.

A B C D E

(Signature and Date)

WATCHSTATION 303

303 MEDICAL READINESS CORPSMAN (CONT'D)

Questions

- 303.2.6 Conduct first aid training for internal and external hemorrhage. A B C D E
- _____
(Signature and Date)
- .7 Conduct first aid training for amputation. A B C D E
- _____
(Signature and Date)
- .8 Conduct first aid training for laceration. A B C D E
- _____
(Signature and Date)
- .9 Conduct first aid training for open and closed fractures. A B C D E
- _____
(Signature and Date)
- .10 Conduct first aid training for environmental injuries. A B C D E
- _____
(Signature and Date)
- .11 Conduct first aid training for first, second, and third degree burns. A B C D E
- _____
(Signature and Date)
- .12 Conduct first aid training for hypothermia. A B C D E
- _____
(Signature and Date)
- .13 Conduct first aid training for heat cramps, heat exhaustion and heat stroke. A B C D E
- _____
(Signature and Date)

WATCHSTATION 303

303 MEDICAL READINESS CORPSMAN (CONT'D)

Questions

303.2.14 Conduct first aid training for electrical shock.

A B C D E

(Signature and Date)

.15 Conduct first aid training for smoke inhalation.

A B C D E

(Signature and Date)

COMPLETED .2 AREA COMPRISES 83% OF WATCHSTATION

303.3 ABNORMAL CONDITIONS – None to be discussed.

303.4 EMERGENCIES – None to be discussed.

303.5 WATCHES - None.

303.6 EXAMINATIONS – None to be discussed.

QUALIFICATION PROGRESS SUMMARY FOR HOSPITAL CORPSMAN

NAME _____ RATE/RANK _____

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.

301 ADMINISTRATION CORPSMAN

Completed _____ Date _____
(Signature)

302 PATIENT CARE CORPSMAN

Completed _____ Date _____
(Signature)

303 MEDICAL READINESS CORPSMAN

Completed _____ Date _____
(Signature)

LIST OF REFERENCES USED IN THIS PQS

NOTE: Although the following references were current when this PQS was published their continued currency cannot be assured.

Alaris Unit System Operator's Manual (or newer model / brand)
Armed Forces Health Longitudinal Technology Application (AHLTA) user guide 3.3
BUMEDINST 6010.13 (series), Quality Assurance Program
BUMEDINST 6110.13 (series), Navy Medical Dept. Health Promotion and Wellness Program
BUMEDINST 6220.12 (series), Medical Event Reporting
BUMEDINST 6230.15 (series), Immunizations and Chemoprophylaxis
BUMEDINST 6280.1 (series), Management of Regulated Medical Waste
BUMEDINST 6320.83 (series), Provision of Standbys during Medical Examinations
BUMEDINST 6440.5 (series), Navy Medicine Augmentation Program
BUMEDINST 6550: 9 (series), Sick Call Screener Program
BUMEDINST 6620.9 (series), Healthcare-Associated Infection and Control CarePoint 3G
MHSPHP
COMNAVSURFORINST 6000.1(series), Shipboard Medical Procedures Manual
Dental Common Access System (DENCAS)
DoDI 6000.14 Patient Bill of Rights and Responsibilities in the Military Health System
DoD Directive 1300.22 (series), Mortuary Affairs Policy
ECG Analysis System Operator's Manual (or newer model/brand)
Enterprise Safety Application Management System
MANMED, NAVMED P-117; Medical Examinations, Change 126 (Ch 15)
MANMED, NAVMED P-117, Health Records (Ch16)
MANMED, NAVMED P-117, Pharmacy Operation and Drug Control (Ch 21)
MANMED, NAVMED P-117; Preventive Med and Occupational Health Medical
Readiness Reporting System (MRRS) IAW local compliance
Mosby Online –Clinical skills
My Navy Portal Website
National Fire Protection Association (NFPA)
NAVEDTRA 14295B, Hospital Corpsman Manual
NAVMED P-5010 (series), Manual of Preventive Medicine
NAVMEDCOMINST 6320.16 (series), Informed consent for Medical and Dental Treatment
NAVMEDINST 6224.8 (series), TB Control Program
Navy Swank Learning Management System
NMCPHC-TM OM 6260, Medical Surveillance Procedures Manual Ed.12
NMCPHC-TM-PM 6220, Medical Surveillance and Medical Event Reporting
Occupational Safety and Health Administration (OSHA);
OPNAVINST 3500.39 (series), Operational Risk Management (ORM)
OPNAVINST 5100.19 (series), Navy Safety and Occupational Health (SOH) Program Manual
for Forces Afloat
OPNAVINST 5100.28 (series), Hazardous Material User's Guide (HMUG)
Phlebotomy Essentials 5th edition, Ruth E McCall, Cathee M. Tankersley
Pulmo-Aide Compressor Nebulizer System Operators Guide (or newer model / brand)
SECNAVINST 5100.109 (series), DON Policy for Safety, Mishap Prevention, Occupational
Health and Fire Prevention Programs
SECNAVINST 6120.3 (series), Periodic Health Assessment for Individual Medical Readiness

LIST OF REFERENCES USED IN THIS PQS (CONT'D)

Seidel's Guide to Physical Examination 8th Ed.
The Joint Commission Comprehensive Accreditation Manual
2017 Welch Allyn Spot Vital Signs Operator's Manual (or newer model / brand)
Zoll Defibrillator Operators Guide (or newer model / brand)

**PERSONNEL QUALIFICATION REQUIREMENTS
FEEDBACK FORM FOR NAVEDTRA 43699-2A**

From _____ Date _____

Via _____ Date _____
Department Head

Activity _____

Mailing Address _____

Email Address _____ DSN _____

PQS Title _____

Section Affected _____

Page Number(s) _____

For faster response, you may submit your feedback via the PQS website at:
<https://www.mnp.navy.mil/group/personnel-qualification-standards/home>

Remarks/Recommendations (Use additional sheets if necessary):

(FOLD HERE)

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

COMMANDING OFFICER
NETC N7
1905 REGULUS AVE
VIRGINIA BEACH, VA 23461

(FOLD HERE)