

## DATA ITEM DESCRIPTION

**Title: Personnel Qualification Standard (PQS)**

**Number: DI-MGMT- 81954**

**Approval Date: 20131213**

**AMSC Number: N9440**

**Limitation: N/A**

**DTIC Applicable: N/A**

**GIDEP Applicable: N/A**

**Office of Primary Responsibility: SH/PMS339**

**Applicable Forms: N/A**

### **Use/relationship:**

The Personnel Qualification Standard (PQS) is a qualification standard system for officer, enlisted, government civilian, and civilian contract personnel used when certification of a minimum level of competency is required prior to qualifying to perform specific duties.

This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task required as delineated in the contract.

### **Requirements:**

1. Format. The Personnel Qualification Standard (PQS) shall be presented in the contractors own format.

2. Content. The Personnel Qualification Standard (PQS) shall contain a cover page specifying PQS number and description.

2.1 The PQS shall contain the following sections:

2.1.1 Table of Contents. This section of the PQS shall include the major sections of the PQS such as the introduction, fundamentals introduction etc.; the titles of each fundamental, system, and watchstation/aircrew evolution.

2.1.2 Acknowledgments. This section shall identify the name, rank, and command or sponsor of each Subject Matter Expert (SME) who participated in the workshop; who provided feedback; the facilitator, and editor.

2.1.3 Introduction. This section shall contain a brief explanation of the PQS Program and how to use the PQS.

2.1.4 Summary of Changes. This section shall contain information about changes made to the PQS during a revision workshop.

2.1.5 Associated PQS changes. This section of the PQS package shall identify fundamental, systems, and watchstations added/deleted/ modified, with a brief explanation.

## DI-MGMT-81954

2.1.6 Watch Stations. This section of the PQS shall identify watchstations that users must requalify in upon receipt of the PQS regardless of qualifications achieved in previous versions.

2.1.7 Acronyms. This section of the PQS shall contain the acronyms used in the PQS and their meanings.

2.1.8 Fundamentals (Section 100). This section of the PQS shall identify the basic knowledge and principles needed to understand the equipment or duties to be studied. This section shall include topics that apply broadly to the subject on which the particular PQS has been written; newly developed or revised. It shall also include a 101 Safety Section and include all references cited for the study.

2.1.9 Systems (Section 200). This section of the PQS shall contain the following to assist the watchstander in understanding the system:

1. Basic Building Blocks. This section of the PQS package shall identify:

- a. Individual pieces of equipment relevant to the PQS
- b. Equipment broken down into smaller, more comprehensible functional "systems"
- c. Each system shall be written to reflect specific watchstation requirements

2. Systems, Components, and Component Parts. This section shall identify two levels of learning by disassembling any given systems into components (sometimes referred to as subsystems) and parts. This section shall include:

- a. The items which must be understood for operation.
- b. System overview
- c. Components and component parts
- d. Principles of Operation
- e. Parameters/Operating Limits
- f. System Interfaces
- g. Safety Precautions associated with the system and components

2.1.10 Watchstations (Section 300). This section shall contain information to guide the trainee in categorizing, analyzing, and performing the step-by-step procedures required to obtain qualification. This section shall contain:

2.1.11 Prerequisites. This section shall include information on any schools, watchstation qualifications from other PQS', etc. that must be completed prior to beginning qualifications for within the PQS being developed.

DI-MGMT-81954

2.1.12 Operating Procedures. This section of the PQS shall contain the routine operating tasks performed frequently; infrequent tasks; abnormal conditions; emergencies; training watches; and examinations necessary to be performed for qualification of the PQS.

2.1.13 Final Qualification Page. This section of the PQS shall contain the completion date and the required signatures for approval and recording of the Final Qualification.

2.1.14 Qualification Progress Summary. This section shall contain the qualification progress summary of the watchstations and the aircrew evolutions' final qualifications in the PQS.

2.1.15 List of References. This section shall include a list of all references used in the development of the PQS.

3. Media Requirement. The media requirement shall be Microsoft word.

4. End of DI-MGMT-81954.