

15 MAY 14

From: Director Material Readiness (N74), Surface Warfare  
Officer School

To: All PEO/ADV Engineering Common Core Students

Subj: COMMON CORE READING LIST

1. Prospective Engineering Officer (PEO)/ Advanced Engineering (ADV) Common Core provides instructor-led training for all Engineering Officers and assigned second-tour division officers. This rigorous three-week portion of your course of instruction includes basic engineering and science theory, engineering management program fundamentals, firefighting school, and Maintenance University.

2. Students are expected to review the course materials prior to the scheduled lesson topic in order to adequately participate in the classroom. Although the following reading list is provided as a minimum requirement, students are encouraged to read/review all references listed in the course lesson topic guide:

- 1.3: Engineering Fundamentals  
COMNAVSURFORINST 3540.3 (Series) (EDORM) - Chapter 1,  
Section 1  
EOSS Users Guide (EUG) - Chapters 1 and 4
- 1.4: Engineering Standards  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 4,  
Section 5 AND Chapter 5, Sections 1 and 2
- 1.5: Engineering Departmental Organization  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 2  
(including Platform specific)
- 1.6: Engineering POA&M  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 3,  
Section 1
- 1.7: Engineering Department Reports and Orders  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 3,  
Section 2
- 1.8: CO/CHENG Approval Requirements  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 3,  
Section 3
- 1.9: Departmental Training & PQS  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 3,  
Section 4  
OPNAVINST 3120.32 Series (SORM) - Chapter 8  
COMNAVSURFORINST 3502.3 Series (SFRM) - Section 201

ASA Checksheet for Training Program  
ASA Checksheet for PQS Program

- 1.10: General Plant Safety  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 4,  
Section 1  
OPNAVINST 5100.19E - Chapter A1
- 1.12: EOSS  
EOSS Users Guide (EUG) - Chapters 2, 5, and 6  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 4,  
Section 2  
ASA Checksheet for EOSS
- 1.13: Casualty Control  
EOSS Users Guide (EUG) - Chapter 3  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 4,  
Section 3
- 1.15: Bearing Records  
NSTM 241 - Section 2.6  
NSTM 244 - Section 5  
ASA Checksheet for Bearing Records
- 1.16: ETT and DCTT  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 3,  
Section 4  
COMNAVSURFORINST 3502.3 Series (SFRM) - Section 202
- 1.17: Electrical Safety  
NSTM 300 - Sections 1 and 2  
OPNAVINST 5100.19E - Chapter B7  
ASA Checksheet for Electrical Safety Program
- 1.18: Generator Fundamentals  
NSTM 302 - 2.2, 2.3, 3.2, 3.5  
NSTM 310 - 1.2, 1.3, 1.7, 1.8, 1.9, 4.2  
NSTM 320 - 1.2, 1.3.3, 1.6.5, 1.6.9, 1.7, 2.2.7, 3.2
- 1.20: Physical Security  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 4,  
Section 4  
NSTM 241 - Section 4.2
- 1.21: Material Readiness  
COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 4,  
Section 5  
COMNAVSURFORINST 3120.1 - Zone Inspections
- 1.22: Hearing Conservation  
OPNAVINST 5100.19E - Chapter B4  
ASA Checksheet for Hearing Conservation

- 1.23: Heat Stress
  - OPNAVINST 5100.19E - Chapter B2
  - NAVMED P-5010-3 - Prevention of Heat and Cold Stress Injuries
  - ASA Checksheet for Heat Stress Program
  
- 1.24: FOQM
  - NSTM 541
  - NSTM 542
  - Platform Specific Standard Notes for the Oil King (SNOK)
  - ASA Checksheet for FOQM
  
- 2.1: Quality Assurance/JFMM
  - JFMM Volume 5 - Chapters 1 thru 11 and 13
  - ASA Checksheet for DFS
  - ASA Checksheet for QA
  
- 2.2: Tag-out
  - NAVSEA S0400-AD-URM-010 (TUM) - REV6 and REV7
  
- 2.3: DC Update - DH Students exempt from class, but accountable for information
  - CNSF 3541.1A (9 JUN 2008) - SURFOR Repair Party Manual
  - NSTM 555 Volume 1 Rev 13
  - NTTP 3-20.21 - Chapter 9
  
- 2.4: MSFD/RPM - DH Students exempt from class, but accountable for information
  - Review NSTM 555 Volume 1 Rev 13
  - NSTM 074 Volume 3 - Sections 21, 26, and 27
  - Platform specific EOCC for MCBF
  
- 2.6: LOQM
  - NSTM 262 Rev 9
  - NSTM 245 Section 5.5.3
  - NSTM 556 Section 5
  - SNOK
  - ASA Checksheet for LOQM
  
- 2.8: Operational Logs
  - COMNAVSURFORINST 3540.3 (Series) EDORM - 2106 n, 2107c, 2201b.(5), 2303b.(14), 2403b.(14)
  - NSTM 090 - Section 2.2
  - NSTM 079 Volume 3 - Section 49.3.3
  - ASA Checksheet for Operational Logs
  
- 2.9: Legal Records
  - COMNAVSURFORINST 3540.3 (Series) EDORM - Chapter 3, Section 2
  - NSTM 079 Volume 3 - Section 49.3.4
  - ASA Checksheet for Legal Records

NAVSEA FORM 3120/2D Rev 10-81

- 2.11: Environmental Protection  
OPNAV M-5090.1 Environmental Readiness Program Manual  
- Chapters 3, 35 & 36, Appendix D  
ASA Checksheet for Oily Waste Handling Program (BEING DRAFTED)
- 2.12: Stability and Buoyancy - DH Students exempt from class, but accountable for information  
NTTP 3-20.21 - Chapter 5, Section 1  
NSTM 079 Volume 1 - Sections 2 thru 13
- 2.13: Pipes, Fittings, and Valve Maintenance  
NSTM 505 - Sections 7.8 and 7.9  
NAVSEA S6430-AE-TED-010  
Message-Critical Flex Hose Life Extension Program, DTG 300304Z MAR 06
- 2.16: Gage Calibration  
JFMM Volume VI - Chapter 9  
NSTM 504 - Sections 1, 2.7, 3.7, 4.7, 5.7, 6.3, 9.6, 10.7, 11.8, 14.6
- 2.17: Engineering Safeties  
NSTM 505 - Section 9
- 2.19: Degaussing  
NSTM 475  
JFMM Volume IV - Chapter 12
- 2.20: 3M  
JFMM Volume VI - Chapter 24  
COMNAVSURFPAC-LANT 4790.2  
NAVSEAINST 4790.8C - Section 1: Chapters 1 thru 4, Section IV: Chapter 1
- 2.22: MOB-E and TORIS/TFOM  
ENGASMLANT Survival Guide Rev 5A  
ATGPACINST 3502.1 Tab O (04 APR 14)

3. If you have any questions, please do not hesitate to contact the SWOS N74 Common Core Director, LCDR T.S. McCreary at tammy.mccreary@navy.mil or via phone at (401)841-1383.

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