

**Navy Advancement Center**

Web site: <http://www.advancement.cnet.navy.mil>

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**Advancement Handbook  
For  
Construction Mechanic**

**This Advancement Handbook was last revised on: 13 August 1999**

## **PREFACE**

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Construction Mechanic (CM) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

Prepared by  
Navy Advancement Center Department,  
Naval Education and Training Professional  
Development and Technology Center

## **THE UNITED STATES NAVY**

### **GUARDIAN OF OUR COUNTRY**

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

### **WE SERVE WITH HONOR**

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations, we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

### **THE FUTURE OF THE NAVY**

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

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# Part 1

## Advancement Handbook for CM3

## Advancement Handbook for CM3

<i>General CM Skill Area</i>	<b>Technical Administration</b>
<i>A skill you are expected to perform from the General Skill Area above:</i>	<b>Prepare repair orders</b>
<i>Knowledge you should have to perform this skill:</i>	<p>Recall procedures for preparing repair orders to include the following:</p> <ul style="list-style-type: none"> <li>• Equipment repair orders (ERO)</li> <li>• Shop repair orders (SRO)</li> <li>• Completing cost sheets</li> </ul>
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> <li>• Construction Mechanic Basic, Volume 1, NAVEDTRA 11010</li> <li>• Equipment Maintenance Manual, COMSECONDNCB/COMTHIRDNCBINST 11200.1</li> <li>• Management of Civil Engineering Support Equipment, NAVFAC P-300</li> </ul>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about completing repair orders and cost sheets.