

NAVFAC P-307: MANAGEMENT OF WEIGHT HANDLING EQUIPMENT FREQUENTLY ASKED TRAINING QUESTIONS

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Do you need an answer to a NAVFAC P-307 training related question not listed above? Would you like to offer a training related comment or suggestion? [CLICK HERE](#) and send us your question, comment, or idea.

WHAT IS THE PURPOSE AND SCOPE OF NAVFAC P-307 TRAINING?

NAVFAC P-307 training courses provide basic, fundamental, trade related information for the operation, rigging, maintenance, inspection, and testing of weight handling equipment (WHE) at Navy shore activities. These courses will acquaint personnel with Navy requirements to safely perform WHE related tasks. *By design, these courses reinforce and enhance existing knowledge and provide a base upon which to develop experienced, competent personnel through on-the-job training. Completing a NAVFAC P-307 training course will not, in itself, produce a professional, knowledgeable, safe worker from someone who is inexperienced or lacks familiarity or skill with the subject. NAVFAC P-307 courses do not provide hands-on training nor will they qualify personnel to perform a specific function, task or assignment. It is therefore incumbent on the command, activity or organization to provide additional training to develop competent personnel.* NAVFAC P-307 supports this goal by providing Section 13 training courses and Appendix N knowledge and competency requirements.* Above all, safety comes first. The goal is safe performance of WHE operations with zero accidents and injuries. Operational Risk Management should be employed in every weight handling decision, including training billet assignments. Organizations must ensure selection of competent, knowledgeable personnel for training billet nominations and more importantly, WHE duties.

*Category 1, 2, and 4 crane operators must satisfy NAVFAC P-307 Sections 6, 7, 8 and Appendixes G-L, as applicable.

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HOW CAN I CONTACT THE NAVY CRANE CENTER TRAINING STAFF?

Address: Director, Navy Crane Center
Norfolk Naval Shipyard, Bldg. 491
Portsmouth, VA 23709-5000
Attn: NAVFAC P-307 Training

Telephone: Desk: 757.967.3832/3833
DSN: 387
Mobile: 757.284.6833

Fax: 757.967.3799

Email: [TRAINING POC.](#)

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WHERE DO I FIND NAVFAC P-307 CRANE OPERATOR TESTING, LICENSING AND RECORD KEEPING REQUIREMENTS?

NAVFAC P-307 crane operator testing, licensing and record keeping requirements can be found in sections 6, 7, 8, and associated appendices G, H, I, J, K, and L of the NAVFAC P-307 manual.

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WHERE DO I FIND NAVFAC P-307 TRAINING AND COMPETENCY REQUIREMENTS?

NAVFAC P-307 training requirements can be found in section 13 and competency requirements can be found in appendix N.

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WHO OR WHAT QUALIFIES PERSONNEL TO PERFORM NAVY WEIGHT HANDLING TASKS AND FUNCTIONS?

NAVFAC P-307 provides minimum training and competency requirements for personnel involved in the maintenance, inspection, testing, certification, repair, alteration, operation/rigging of weight handling equipment (WHE) owned by the Navy. Completing NAVFAC P-307 training does not “qualify” a person to perform WHE functions/tasks. Additional training, mentoring and assessment may be required and is the responsibility of the local activity/organization to determine and provide. Qualification is achieved at the local level after NAVFAC P-307 requirements and any local activity/organization requirements have been satisfactorily accomplished and demonstrated to the satisfaction of the activity, command or organization.

It is the local activity, command, or organization that assigns WHE tasks; therefore, it is the local activity, command, or organization that “qualifies” personnel to perform those tasks.

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WHAT IS CAC?

CAC is the acronym for Common Access Card. CACs are smart ID cards issued by the U.S. government. CACs contain electronic information about the individual to whom it is issued. There are different types of CACs with different types of privileges. CACs validated through the DEERS database are required to access the Navy Marine Corps Internet (NMCI), Navy Knowledge Online (NKO), and Navy eLearning (NeL). Additional information on CACs can be found at: <http://www.cac.mil/>.

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WHAT ARE NKO, NEL AND NMCI?

NKO and NeL are acronyms for **Navy Knowledge Online** and **Navy eLearning**, respectively. NKO is the portal from which Navy personnel traditionally access NeL. NKO provides a wide variety of services and information to its account holders, including training opportunities. NKO and NeL can only be accessed with a Common Access Card or CAC.

NeL is where all Navy online training is hosted, including NAVFAC P-307 web-based training courses.

NKO and NeL are operated and maintained by the Naval Education Training Command (NETC). You will need to have an account(s) to access either NKO or NeL.

For additional NKO information go to: [VIEW THE NKO REGISTRATION TUTORIAL](#)

NMCI is the acronym for **Navy Marine Corps Internet**. NMCI is a secure DON enterprise wide internet system. NMCI is currently operated by contract with Hewlett Packard. Most DON personnel utilize NMCI for internet access, enterprise wide software applications, and associated IT security/support.

For more information go to: <http://www.public.navy.mil/spawar/PEOEIS/NEN/NMCI/Pages/default.aspx>

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CAN I ACCESS NEL FROM A NON-NMCI COMPUTER?

Yes. A CAC (and CAC reader) is/are required. Adhere to all security protocols and requirements. You will need to configure your computer's browser for use with NeL. See FAQ: [DO I NEED TO CONFIGURE MY COMPUTER \(OR WORKSTATION\) TO USE NEL?](#) Check with your IT personnel and/or the NeL helpdesk: 1-877-253-7122 opt 1

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ARE NAVFAC P-307 COURSES AVAILABLE IN A SELF-PACED WEB-BASED FORMAT (ONLINE)?

Yes. NAVFAC P-307 training courses are available via the Navy eLearning (NeL) website.

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HOW DO I ACCESS NAVFAC P-307 ONLINE WEB-BASED TRAINING COURSES?

You must access NeL to take NAVFAC P-307 training courses.

NKO and NeL can only be accessed using a Common Access Card or CAC. Obtain CAC information at: <http://www.cac.mil/>. Because a CAC is required and direct access permitted, sponsorship is no longer necessary (nor offered) to access and take NAVFAC P-307 courses.

Traditionally, NeL was only accessible via Navy Knowledge Online (NKO) and required sponsorship for non-DON personnel. While DON personnel can still access NeL via NKO, all personnel with a properly authorized CAC, DON and non-DON, can access NeL directly (i.e., without going through NKO).

NeL direct access link: <https://ile-deers.nko.navy.mil/ELIAAS/Banner.jsf>

Additional NeL user information can be found at <http://www.navfac.navy.mil/ncc> , click on "Training" then "Web-Based Training".

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DO I NEED TO REGISTER FOR AN ACCOUNT TO USE NEL?

Yes. *The below process/information was current as of this printing and is subject to change.*

Navy/Marine Corps/Coast Guard Active Duty/Reserves, Civil Service and Contractors - If you have an existing NKO account you can log into NeL through NKO or directly via the direct access link. You do not need to register as described below. If you do not have a NKO account, register for one, as a New User, via the NKO login screen (<https://www.nko.navy.mil/portal/home/>). NeL access is automatically granted upon approval of your NKO New User account.

Other Services (Army, Air Force) Active duty, Civil Service and Contractor personnel with valid CACs may access NeL by ONE of the following methods.

The LEARNER shall...

1. Request a NeL Learner Account at <https://ile-deers.nko.navy.mil/ELIAAS/Banner.jsf> as follows...
 - a. Click 'Requests' (either one). Nothing obvious will happen but this is an important step. After clicking 'Requests' click the 'OK' button below the banner.
 - b. Click on 'NeL Learner Account Request Form'
 - c. Select/click 'Agree', 'OK', 'Agree' buttons.
 - d. Fill out request completely and enter "YOUR" contact data in both the 'Requestor Information' and 'Government Sponsor Information' sections of the form.
 - e. Click 'Submit'. Once request has been submitted your Navy eLearning request will be processed within three business days.

OR

2. Contact our Helpdesk to request a Navy eLearning account at 1-877-253-7122 opt 1, or 1-850-452-1001 opt 1 or via email at netc.helpdesk@navy.mil . Ensure this data is included:

- a. First Name
- b. Middle Name
- c. Last Name
- d. Email
- e. Phone
- f. Requestor Type (Ex; Active Duty Army/Air Force, DOD Civil Service, Army Contractor, etc.)
- g. DOD ID/EDIPI (10 digit number associated with CAC (on back of CAC))

NeL direct access link: <https://ile-deers.nko.navy.mil/ELIAAS/Banner.jsf>

View a pictorial guide at <http://www.navfac.navy.mil/ncc> , click on “Training” then “Web-Based Training”.

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WHAT IS REQUIRED TO OBTAIN A NEL ACCOUNT?

A properly authorized CAC is required to obtain an NeL account.

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DO I NEED TO CONFIGURE MY COMPUTER (OR WORKSTATION) TO TAKE COURSES ON NEL?

Yes. You may need to change the way your computer handles cookies, pop-ups, and java scripts. Furthermore, you may need to reconfigure your computer from time-to-time for use with NKO/NeL. For example, if NMCI pushes new software or if you install new software, the new software may reset various configuration settings. If you find, after new software has been installed on your computer, that you are experiencing progression problems with NeL hosted courses, you may want to check your configuration settings with those discussed on the NeL website.

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HOW DO I TAKE NAVFAC P-307 COURSES ON NEL?

First obtain an NeL account. Once you have access privileges follow these steps:

01. Log into NeL.
02. Click on the Course Catalog tab.
03. Set the filter to NCC.
03. Apply the filter.
04. Select Enroll for the applicable course title.
05. Continue
06. Click “Launch” on the My Learning tab adjacent to the desired course title.
07. Click on the desired course module.
08. Click on “Click here to launch the lesson”.
09. Take the course. Progress as instructed in steps 7 and 8 above. Close when complete.
10. Go to the My Training History tab to print your certificate.

A pictorial guide can be viewed at <http://www.navfac.navy.mil/ncc> , click on “Training” then “Web-Based Training”.

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DO I NEED SPONSORSHIP TO ACCESS COURSES ON NEL?

No. Because a CAC is required and direct access permitted, sponsorship is no longer necessary (nor offered) to access and take NAVFAC P-307 courses

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HOW CAN I BECOME A SPONSOR FOR GUEST USERS TO ACCESS COURSES ON NEL?

Except for FM/FN personnel, sponsors are no long necessary.

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CAN FOREIGN NATIONALS ACCESS NEL?

The below process/information was current as of this printing and is subject to change.

Yes. Foreign National with a CAC may access NeL. Currently, all Foreign Military (FM) and Foreign National (FN) Civilian training is coordinated through NETSAFA. Contact information for NETSAFA Foreign Military and Civilian Training liaison is as follows: phone at 850-452-8870, DSN 922-8870. FN/FM personnel are assigned the three mandatory DOD courses and their Sponsor may also request other courses to support their command including crane courses. They use direct link <https://ile-deers.nko.navy.mil> to access courses. No NKO request is necessary. To have access to Navy Crane courses, FM/FN supervisors will need to submit a request through the helpdesk: netc.helpdesk@navy.mil.

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THE WEB-BASED TRAINING COURSE I'M TAKING DOES NOT SEEM TO TRACK MY PROGRESS CORRECTLY – IT IS NOT GIVING ME CREDIT FOR COMPLETING MODULES, QUIZZES OR EXAMS. IS THERE ANYTHING I CAN DO TO CORRECT THIS?

As you satisfactorily complete a content module, the box next to the module title [in the module menu] will show a checkmark. If the content module is incomplete, the box will appear to be partially filled-in. The boxes next to assessments (quizzes/exams) will appear filled with green or red indicating passed or failed, respectively. If you feel the LMS is not recording your progress correctly, make sure you:

- have actually viewed each page and tab within each module and topic
- are correctly completing all exercises, quizzes, exams with a minimum passing grade of 70%, as applicable
- configured your computer's browser to handle cookies, pop-ups, and java scripts.

NeL provides links to instructions that explain how to configure your browser to run hosted courses. After changing your configuration settings, you may need to reboot and/or retake the module(s), quiz(es) or exam(s). If this does not correct your problem, contact the NeL helpdesk: 1-877-253-7122 opt 1

See: [WHO DO I CONTACT IF I HAVE NEL PROBLEMS OR CONCERNS?](#)

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I CANNOT GET MY CERTIFICATE OF COMPLETION TO PRINT. WHAT CAN I DO?

To enable the print function for completed courses, the course must be in 'My Training History'. If you feel you have completed all requirements for a course and the course did not move to 'My Training History', check to see if all items in the course-viewer (e.g., content modules, exercise, quizzes, exams, etc.), are showing as completed (boxes have check marks or are filled in green). To achieve this, make sure each page/tab within each module and topic has been viewed. Also, make sure you have completed all exercises, quizzes and exams with a minimum passing grade of 70%, as applicable. If you have satisfactorily viewed and completed all course requirements and it just won't move to 'My Training History' you may need to verify your configuration settings (e.g., the way your computer handles cookies, pop-ups, and java scripts, etc.). (Also, keep in mind that you may need to reconfigure your computer from time-to-time for use with NKO/NEL. For example, if NMCI pushes new software or if you install new software, the new software may reset various configuration settings. If you find, after new software has been installed on your computer, that you experience progression problems with NKO/NEL hosted courses, you may want to check your configuration settings.) If your configuration settings are correct and you have satisfactorily completed all aspects of the course and it still won't transfer to 'My Training History', it may be a functionality problem with the LMS software. Contact NeL for resolution.

Related information can be viewed at: [THE WEB-BASED TRAINING COURSE I'M TAKING DOES NOT SEEM TO TRACK MY PROGRESS CORRECTLY – IT IS NOT GIVING ME CREDIT FOR COMPLETING MODULES, QUIZZES OR EXAMS. IS THERE ANYTHING I CAN DO TO CORRECT THIS?](#)

Also see: [WHO DO I CONTACT IF I HAVE NEL PROBLEMS OR CONCERNS?](#)

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WHO DO I CONTACT IF I HAVE NKO/NEL PROBLEMS OR CONCERNS?

If you are experiencing issues with self-paced courseware or any other Navy eLearning materials and choose to contact the NETC Enterprise Customer Support Center (ECSC), please notice that the menu options have changed. The NETC ECSC can be reached at the following number Monday-Friday from 0600-2100:

Commercial: (850) 452-1001 opt 1 or 877-253-7122 opt 1
DSN: 922-1001 opt 1

You may also submit a problem report by clicking netc.helpdesk@navy.mil.

NMCI USERS: Learners may experience difficulties with courses and progress updating due to a conflict with the multiple versions of Java enabled on your NMCI workstation. [Please contact the NETC ECSC for assistance.](#)

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ARE NAVFAC P-307 COURSES AVAILABLE IN AN INSTRUCTOR-LED CLASSROOM FORMAT?

Yes. Go to Navy Crane Center's website at <http://www.navfac.navy.mil/ncc>, click on "Training" then "Instructor-Led Training" for additional information, dates and locations.

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IS NAVFAC P-307 TRAINING AVAILABLE, ON-SITE, AT MY LOCATION?

Yes. Email or call the Navy Crane Center's training staff to discuss on-site training opportunities at [TRAINING POC](#) or 757-967-3832/3833.

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HOW DO I REGISTER FOR NAVFAC P-307 TRAINING COURSES?

Enrollment and payment information for [instructor-led classroom training courses](#) can be found at <http://www.navfac.navy.mil/ncc>, click Training, then click Enrollment and Payment Info.

For enrollment in [no-cost web-based training courses](#) hosted on NeL see FAQ: [HOW DO I ACCESS NAVFAC P-307 ONLINE WEB-BASED COURSES?](#)

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CAN I BECOME AN AUTHORIZED TRAINER FOR NAVFAC P-307 COURSES FOR MY COMMAND, ACTIVITY OR COMPANY?

To be authorized to train others using NAVFAC P-307 course materials, an individual must:

1. Possess a true need to do so.
2. Be experienced in the trade or field of instruction
3. Be competent, capable, and willing to provide quality instruction.
4. Complete NAVFAC P-307 training.
 - 4a. Attend and satisfactorily complete the applicable NAVFAC P-307 course.
 - 4b. Teach at least one module of instruction during the class*
 - 4c. Demonstrate the ability to use the class materials and equipment*
 - 4d. Receive a satisfactory recommendation from the instructor*
5. Possess a Train-The-Trainer (TTT) certificate/letter from NAVCRANECEN.

NAVFAC P-307 instructor-led training courses shall be taught by Navy Crane Center authorized instructors.

CONTRACTORS: Navy contractors bear the responsibility for having authorized trainers for internal use, if so desired. The Navy contractor will need to offer, in writing, the proposed instructor's name and credentials to Navy Crane Center for approval. Navy Crane Center expects all instructors to process in the same manner. That is, the proposed instructor will take or will have taken the applicable course to be taught and demonstrate or have demonstrated subject knowledge and instructional skill to the satisfaction of Navy Crane Center. The instructor candidate could then be authorized by the Navy Crane Center to teach a particular course. Authorized contractor personnel are only authorized to train employees within the contract/company. This authorization is void upon separation from that contract/company.

MILITARY/CIVIL SERVICE: Military and civil service personnel who become authorized through NAVCRANECEN TTT to train using NAVFAC P-307 course materials are authorized to train military, civil service, and contractor personnel. Prior to training contractor personnel, check with the Contracting Officer for any contractual wording that may impact training services afforded contractors. This authorization is void upon separation from service.

CAB OPERATED CRANE OPERATIONS TRAINING (GCS, Category 2 cabs, Category 4), TTT nominees must be equipment/crane operators by trade.

*Note: The requirements of 4b, 4c, and 4d are waived for personnel who possess current TTT certificates on file with NAVCRANECEN. It is the responsibility of the individual to verify that a current TTT certificate is on file prior to requesting subsequent/additional TTT training authority.

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