

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

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NeL and NMCI are information technology (IT) systems and are subject to occasional IT related problems. If you experience IT type issues and cannot contact either organization via email or web links, call them on the phone. Contact information is provided below and on the various web sites; copy it down for future use.

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 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 matter or trade. 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 guidance, mentoring, training and evaluation to develop and validate competent personnel.* NAVFAC P-307 supports this goal by providing Section 7 training courses and Appendix N knowledge and competency requirements.* Above all, safety comes first. Operational Risk Management should be employed in every weight handling decision, including training billet assignments. Organizations must ensure selection of competent, capable, and knowledgeable personnel for training billet nominations and ultimately, WHE duties.

*Category 1, 2, cab-operated 3, and 4 crane operators must satisfy NAVFAC P-307 Section 8 and Appendixes J, K, and 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 section 8 and associated appendices 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 7 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 the 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 validates the competency of personnel to safely perform those tasks.

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WHAT IS CAC AND HOW DO I GO ABOUT GETTING ONE?

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) and Navy eLearning (NeL). Additional information on CACs including how to obtain a CAC can be found at: <http://www.cac.mil/>.

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WHAT ARE NEL AND NMCI?

NeL is the acronym for **Navy eLearning**. 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. NeL is operated and maintained by the Naval Education Training Command (NETC).

For additional NeL information go to: [Web-Based Training \(WBT\)](#)

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 (along with a CAC reader and Active Client software is also required) is 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. For additional NeL information go to: [Web-Based Training \(WBT\)](#)

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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. For additional NeL information go to: [Web-Based Training \(WBT\)](#)

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WHAT IS THE MINIMUM PASSING SCORE FOR NAVFAC P-307 TRAINING COURSES?

The minimum acceptable passing score for NAVFAC P-307 courses (instructor-led and web-based) is 80%. Scores less than 80% are unsatisfactory and will require the trainee to retake the training and/or final examination.

Should a trainee receive a completion certificate from Navy eLearning (NeL) with a score less than 80%, the training is considered unsatisfactory (failed) even though a certificate was issued. Trainees scoring less than 80% are required to retake the training and/or final examination until a score of 80% or greater is achieved.

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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. You must use IE (Internet Explorer).

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.

NeL direct access link: <https://learning.nel.navy.mil/>

Additional NeL user information can be found at [Web-Based Training \(WBT\)](#).

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

No. NeL can be accessed directly. There is no account required. All Services: Navy, Marine Corps, Coast Guard, Army, and Air Force active duty, reserves, civil service, and contractor personnel with DEERS validated CACs may access NeL.

NeL direct access link: <https://learning.nel.navy.mil/>

View a pictorial guide at [Web-Based Training \(WBT\)](#).

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WHAT IS REQUIRED TO OBTAIN A NEL ACCOUNT?

There are no NeL accounts, only permissions. A DEERS validate CAC is required to obtain an NeL access.

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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 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. Log-in to NeL and go to the MY LEARNING tab. Halfway down on the right under NeL Help is a link titled "Browser Configuration". This link will check your computer's web browser and direct you to the correct configuration requirements. This link also provides other vital information such as: browser support and Compatibility Mode recommendations. Contact your local IT person, NMCI Help Desk or NeL Help Desk for assistance as applicable.

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

First obtain NeL access. 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 [Web-Based Training \(WBT\)](#).

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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. Contact NeL for further information.

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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 Nationals with DEERS validated CACs may access NeL. Foreign National learners do not have course search capabilities. They only have access to DON Mandatory courses: DOD Cyber Awareness Challenge V4 (DOD-IAA-V14), Privacy and Personally Identifiable Information (PII) Awareness Training (DOD-P11-2.0), and Combating Trafficking in Persons (CTIP) General Awareness WBT (DOD-CTIP-2.0). In addition to these courses, they can only be enrolled in courses where command directive documentation is provided to support the Navy's Requirement to provide the requested training. Your Navy Supervisor must coordinate any authorized additional training through NETSAFA. They should contact Lisa Chardon, NETSAFA Foreign Military and Civilian Training liaison by phone at 850-452-8870, DSN 459-8870 or email lisa.chardon@navy.mil. Personnel with locked accounts from not logging in for 30 days shall submit a ticket to our Helpdesk at 1-855-Navy-311 (855-628-9311) or DSN 510-628-9311 or send email to SPAWAR Helpdesk at NEL_Helpdesk.fct@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 or turn green, or both. If the content module is incomplete, the box will appear to be partially filled-in or blacked/grayed out. 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 not rushed through the course too quickly
- 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 80%, 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 satisfactorily 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 80%, 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 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 NeL hosted courses, you may want to check your configuration settings.) If your configuration settings are correct, 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 NEL PROBLEMS OR CONCERNS?

HELP links can be found at < <https://learning.nel.navy.mil> >. Click I AGREE on the first banner and then the HELP link on the bottom right of the second banner. If you are already logged-in to NeL, you can find the HELP link on the MY LEARNING tab (where you launch courses), on the right side about mid-way down the page under the title NeL Help / Contact the Help Desk.

Navy eLearning users experiencing account or course access problems should contact Navy 311 by phone:

- Toll Free: 1-855-Navy-311 or 1-855-628-9311
- DSN: 510-628-9311

Or do one of the following:

- Click [HERE](#) to submit a Problem Report.
- Send email to the SPAWAR Helpdesk at NEL_HelpDesk.fct@navy.mil

HOURS of OPERATION: 24 Hours a Day, 7 Days a Week

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

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 INSTRUCTOR (AI) FOR NAVFAC P-307 COURSES FOR MY COMMAND, ACTIVITY OR COMPANY?

Yes. 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 a TTT 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 or AI letter from NAVCRANECEN.

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

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. 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.

CRANE OPERATIONS TRAINING: TTT nominees for categories 1, 2, cab-operated 3, and 4 must be equipment/crane operators by trade.

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

Click this link to go to the authorized instructors site for more information: [Authorized Instructors](#)

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