Chapter 4

Project Supervisor

Topics

1.0.0 Project Supervisor Responsibilities

To hear audio, click on the box.

Overview

The mission of the Naval Mobile Construction Battalion (NMCB) includes operational readiness, construction, defense, and disaster preparedness operations. To achieve these assigned missions, the NMCB is organizationally structured for the dual purpose of military support and construction operations.

The Commanding Officer (CO) of the NMCB has direct responsibility for the timely preparedness and successful completion of all construction projects and disaster recovery operations assigned to the NMCB by higher authority. The Operations Officer (S3) is responsible to the CO for management of the construction and disaster preparedness programs.

Additionally, the Operations Officer is granted direct supervisory authority over the utilization of the battalion's construction resources: personnel, equipment, and materials. The element in the overall NMCB organization by which the battalion's mission is accomplished is the company structure (*Figure 4-1*).

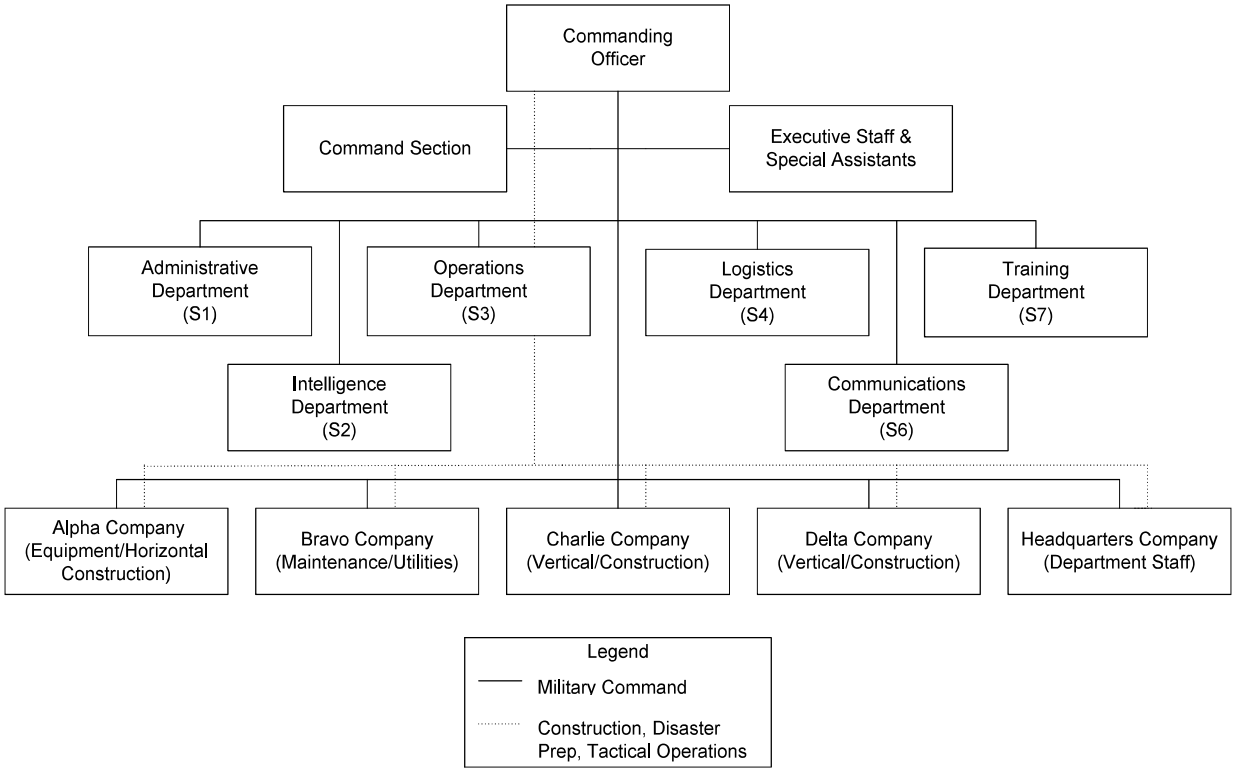


Figure 4-1 – Naval Mobile Construction Battalion organization.

The NMCB is composed of two categories of companies: construction companies and line companies. Construction companies are designated as Alpha, Bravo, Charlie, and Delta. These companies have the capabilities needed for direct mission accomplishment. Headquarters Company is the line company and serves as the military and administration organization for the NMCB.

Within the battalion, Alpha Company has the primary responsibility for the operation and maintenance of all assigned automotive, construction, and weight-handling equipment. Under the construction concept of prime/subcontractor, Alpha Company performs as a prime or subcontractor, sometimes both, for assigned construction projects. The prime contractor is responsible for the safety, quality, and timeliness of the construction effort and directs subcontract support accordingly. The subcontractor is responsible for providing resources in sufficient quantity and quality to accomplish a portion of a construction project according to schedules.

The Alpha Company Commander (A6) is directly responsible to the Operations Officer (S3) for Alpha Company assigned projects. The Alpha Company Operations Chief (A3), normally an Equipment Operator Senior Chief, is responsible to the Company Commander for all prime and subproject support and normally assigns a Projects Chief (A32) to support the management of the construction projects. The Company Commander, Company Operations Chief, and Projects Chief, and usually, the Company Chief jointly review the preliminary construction tasking for an assigned prime project or projects. They then select the Project Supervisor(s) who is/are given the responsibility to carry out the project tasking. The company-selected Project Supervisor is appointed by the Operations Officer for the assigned construction project.

This chapter presents the basic information required to perform the duties and carry out the responsibilities when assigned as a Project Supervisor.

Objectives

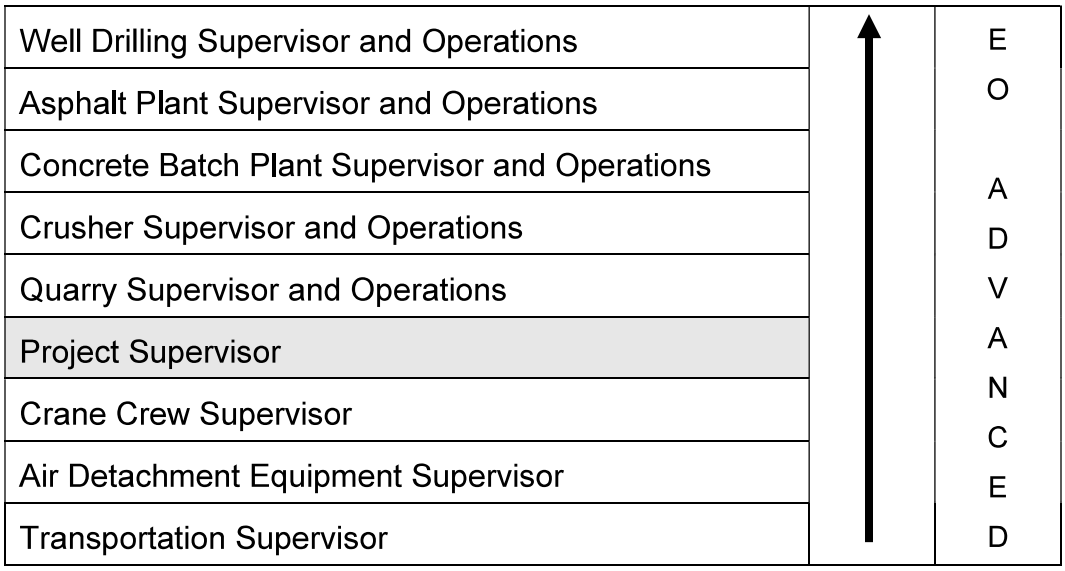
When you have completed this chapter, you will be able to do the following:

1. Identify the responsibilities of the Project Supervisor concerning equipment, company forms, deployment planning, earth computations, equipment estimates, and safety.

Prerequisites

None

This course map shows all of the chapters in Equipment Operator (EO) Advanced. The suggested training order begins at the bottom and proceeds up. Skill levels increase as you advance on the course map.



Features of this Manual

This manual has several features which make it easy to use online.

- Figure and table numbers in the text are italicized. The figure or table is either next to or below the text that refers to it.
- The first time a glossary term appears in the text, it is bold and italicized. When your cursor crosses over that word or phrase, a popup box displays with the appropriate definition.
- Audio and video clips are included in the text, with italicized instructions telling you where to click to activate it.
- Review questions that apply to a section are listed under the Test Your Knowledge banner at the end of the section. Select the answer you choose. If the answer is correct, you will be taken to the next section heading. If the answer is incorrect, you will be taken to the area in the chapter where the information is for review. When you have completed your review, select anywhere in that area to return to the review question. Try to answer the question again.
- Review questions are included at the end of this chapter. Select the answer you choose. If the answer is correct, you will be taken to the next question. If the answer is incorrect, you will be taken to the area in the chapter where the information is for review. When you have completed your review, select anywhere in that area to return to the review question. Try to answer the question again.

1.0.0 PROJECT SUPERVISOR RESPONSIBILITIES

The role of Project Supervisor is very challenging. The Project Supervisor is an estimator who meticulously identifies equipment and labor resources required to complete a project. The Project Supervisor is an astute scheduler who devises a workable construction plan. The Project Supervisor is a skilled technician who develops and implements safety plans. The Project Supervisor is a visionary who coordinates people and equipment to execute the daily construction effort. The Project Supervisor is a conscientious shepherd of government funds who protects and properly uses equipment. Lastly, the Project Supervisor is an accomplished leader who motivates and cultivates our most valuable resource, the people.

1.1.0 Construction Organization Concept

Naval Construction Force (NCF) units base their construction organization on the prime/subcontractor concept (*Figure 4-2)*. The S3 assigns a particular company as the lead company or prime contractor. In this case, the burden of project management, including planning, scheduling, execution and evaluation, shifts from the Operations Officer to the lead Company Commander. Tasking is by type of work: Alpha Company is responsible for horizontal construction, Bravo Company for utilities construction, and Charlie Company for vertical construction. Detachments organize to follow the same concept on a smaller scale. Areas that require particular attention are control of priorities and interface between prime and subcontractors.

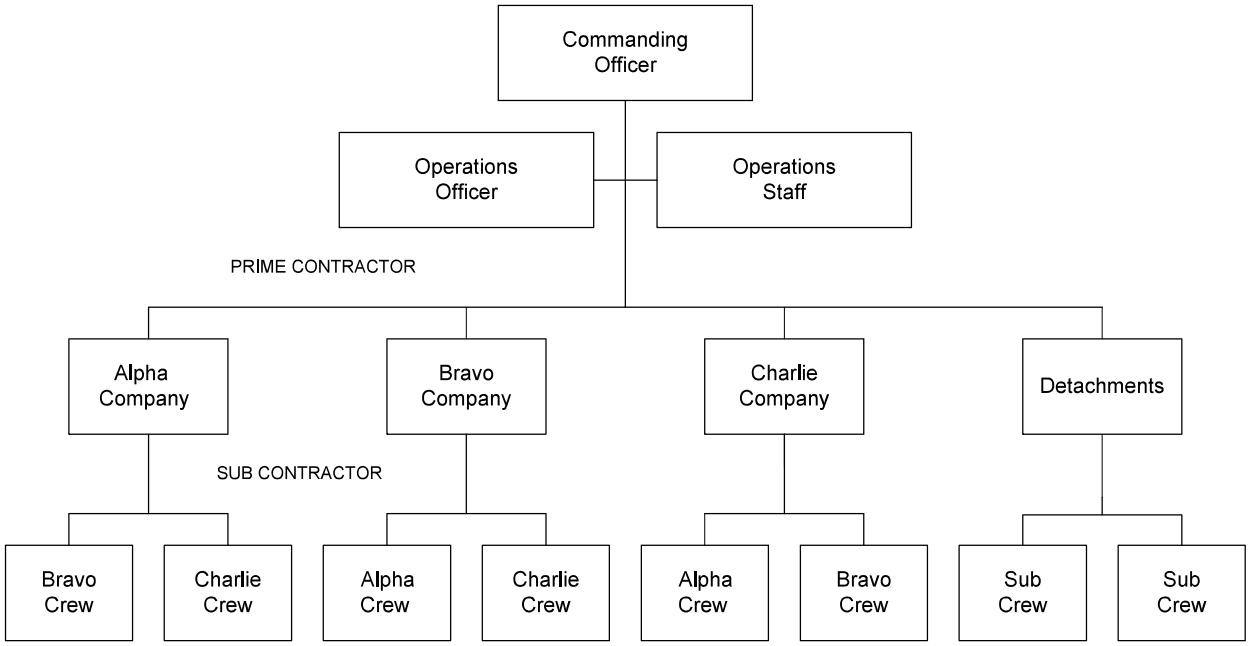


Figure 4-2 – Prime/subcontractor concept organization.

The prime/subcontractor concept has several strengths:

- Maintaining excellent military unit integrity
- Facilitating broad skill training, with concentration of skills (ratings) requiring less diversified technical and professional skills at middle management levels
- Providing flexibility in adapting to new mission requirements such as combat, disaster recovery, and embarkation
- Allowing for greater diversity in types of work undertaken.

1.2.0 Use and Control of Equipment Company Forms

According to COMFIRSTNCD 11200.2, the Project Supervisor maintains operational control of assigned equipment and keeps the dispatcher informed as to operational status. Project Supervisors of remote projects are required to submit Operator's Inspection Guide and Trouble Reports, NAVFAC Forms 9-11240/13, Motor Vehicle Utilization Records, DD Forms 1970, and Dispatch Log, NAVFAC Forms 9-11240/2 to the dispatcher daily for inclusion in a package that is forwarded to the Operations Supervisor the first work day of each week.

Test your Knowledge (Select the Correct Response)

1. What construction organization concept is used by NCF units?

   A. Project manager
   B. Prime/sub contractor
   C. Self sufficient unit
   D. Resource manager

1.3.0 Deployment Planning

A successful deployment depends upon well developed plans. As shown in *Figure 4-3,* four of the six phases of NCF's project phasing model involves planning. The following is a general overview of these planning phases. For more information on each phase, refer to *Naval Construction Force Operations, Navy Tactical, Techniques, and Procedures (NTTP) 4-04.2*.

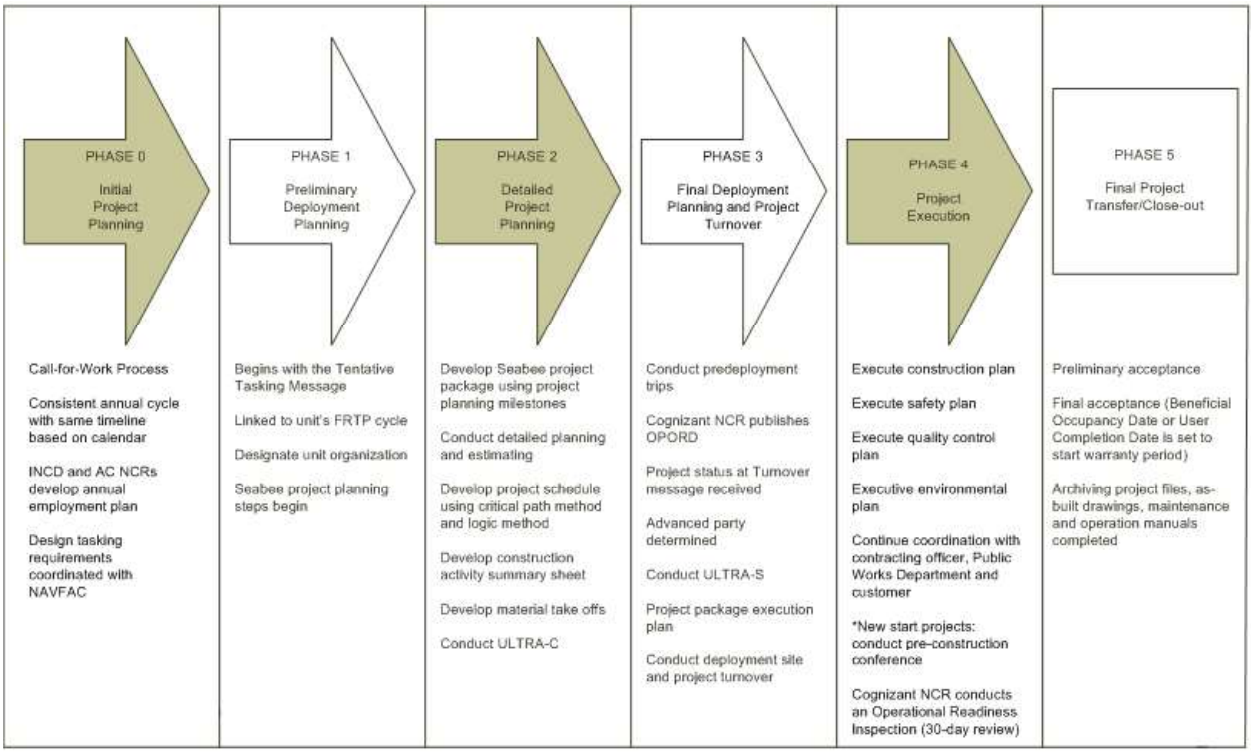


Figure 4-3 – Naval Construction Force Project Phasing Model.

1.3.1 Phase 0: Initial Project Planning

The initial project planning phase is built around an annual cycle and consists of the call-for-work and development of 1NCD's annual employment plan.

Naval Construction Regiments (NCR) and deployed battalions will do the majority of the initial estimates on projects. For special projects the regiments will develop the Bills of Material (BMs), master activities, construction activities and the logic network. The deployed battalion will develop the same items for station-funded/designed or NMCB-designed/built projects. This eliminates a substantial amount of work for the homeported crew leader. This does not, however, eliminate the need for the homeported crew leader to review and adjust the initial planning to reflect his/her actual situation.

1.3.2 Phase 1: Preliminary Deployment Planning

The preliminary deployment planning phase begins with receipt of the unit's tentative tasking message. During this phase, the Operations Officer tasks projects to the companies and detachments. Each Company Commander and Detachment Officer in Charge (OIC) then identifies planning and estimating staff which will include Project Supervisors and crew leaders.

Preliminary planning involves an in-depth review of all projects and site information received on both new-start and turnover projects.

1.3.3 Phase 2: Detailed Project Planning

Good project planning is essential to successful project execution. During the detailed project planning phase, Project Supervisors become involved in identifying the tools, equipment, materials, and personnel required for each construction activity. Additionally, during this phase, a five-part Seabee Project Package (*Figure 4-4*) is developed for each activity.

One of the purposes of the Seabee Project Package is to allow the Project Supervisor and the assigned planning and estimating (P&E) crew to perform a documented, thorough analysis of their assigned project and to lay out an organized sequence plan of operation in order to complete the assigned tasking. Detailed information on project packages, project planning, project execution, and construction project supervision are outlined in the *Seabee Crewleader's Handbook.*

SEABEE PROJECT PACKAGE

(*Required On All Projects)

(**Requirement may be waived in a contingency operation)

SECTION #1 GENERAL INFORMATION AND CORRESPONDENCE

1A
- *Tasking Letter/Correspondence
- *Outgoing Messages and Correspondence
- *Incoming Messages and Correspondence

1B
- Project Scope Sheet
- Project Organization
- Project Planning Milestones
- Project Package Sign-Off Sheet
- Deployment Calendar
- Pre-construction Conference Summary
- Pre-deployment Site Visit Summary
- Joint Turnover Memorandum
- Pre- Beneficial Occupancy Date (BOD) Inspection Request

SECTION #2 ACTIVITIES AND NETWORK

2A
- *Level II Bar Chart
- *Two week Schedules
- *Master Activity Listing
- *Master Activity Summary Sheets
- **Level III Precedence Diagram

2B
- Level III Bar Chart
- Construction Activity Summary Sheets (CAS Sheets, recommend including filled -out 1250-1s)
- CAS Sheets of Completed Activities
- Two Week Labor Summaries
- Situation Report (SITREP) Feeders
- Other Computer Printouts/Reports

SECTION # 3 RESOURCES

3A
- *30/60/90-Day Material List
- *30/60/90-Day Material List Letter
- *Bill of Materials
- *Tool Requirement Summary
- *Equipment Requirement Summary

3B
- List of Long Lead Items
- Material Take Off Worksheets
- Bill of Materials/Material Take Off Comparison Worksheets
- Material Transfer Requests
- Add On/Reorder Justification Forms
- Add-On/Reorder BMs
- Borrow Log

SECTION #4 PLANS

4A
- *Quality Control Plan Cover Sheet
- *Quality Control Plan
- *Safety Plan Cover Sheet
- *General Safety Plan
- *Safety Plan
- **Environmental Plan

Figure 4-4 – Seabee Project Package sheet.

4B	Daily Quality Control Inspection Reports Field Adjustment Request (FAR) Submittal Log FARs Request For Information (RFI) Submittal Log RFIs Design Change Directives (DCD) Concrete Placement Clearance Forms Pre-placement Photos for Concrete Placements. Asphalt Placement Clearance Forms Utility Interruption Request Excavation Request Road Closure Request Engineering Service Request Mineral Products Request Other Quality Control Forms Daily Safety Inspection Reports Emergency Phone Numbers Navy Employee Report of Unsafe or Unhealthful Working Conditions Required Safety Equipment Daily Safety Lecture Log Accident/Near Mishap/Mishap Reports Highlighted 29 CFR 1926 Hazardous Materials Inventory Sheet Other Safety Forms

SECTION #5 DRAWINGS/SPECIFICATIONS

5A	*Project Plans **Highlighted Specifications
5B	Site Layout Shop Drawings Detailed Slab Layout Drawings Forming Plans Rebar Bending Schedule Other Sketches/Drawings Technical Data

Figure 4-4 – Seabee Project Package sheet (cont.).

Figure 4-5 shows a flow chart of project planning steps.

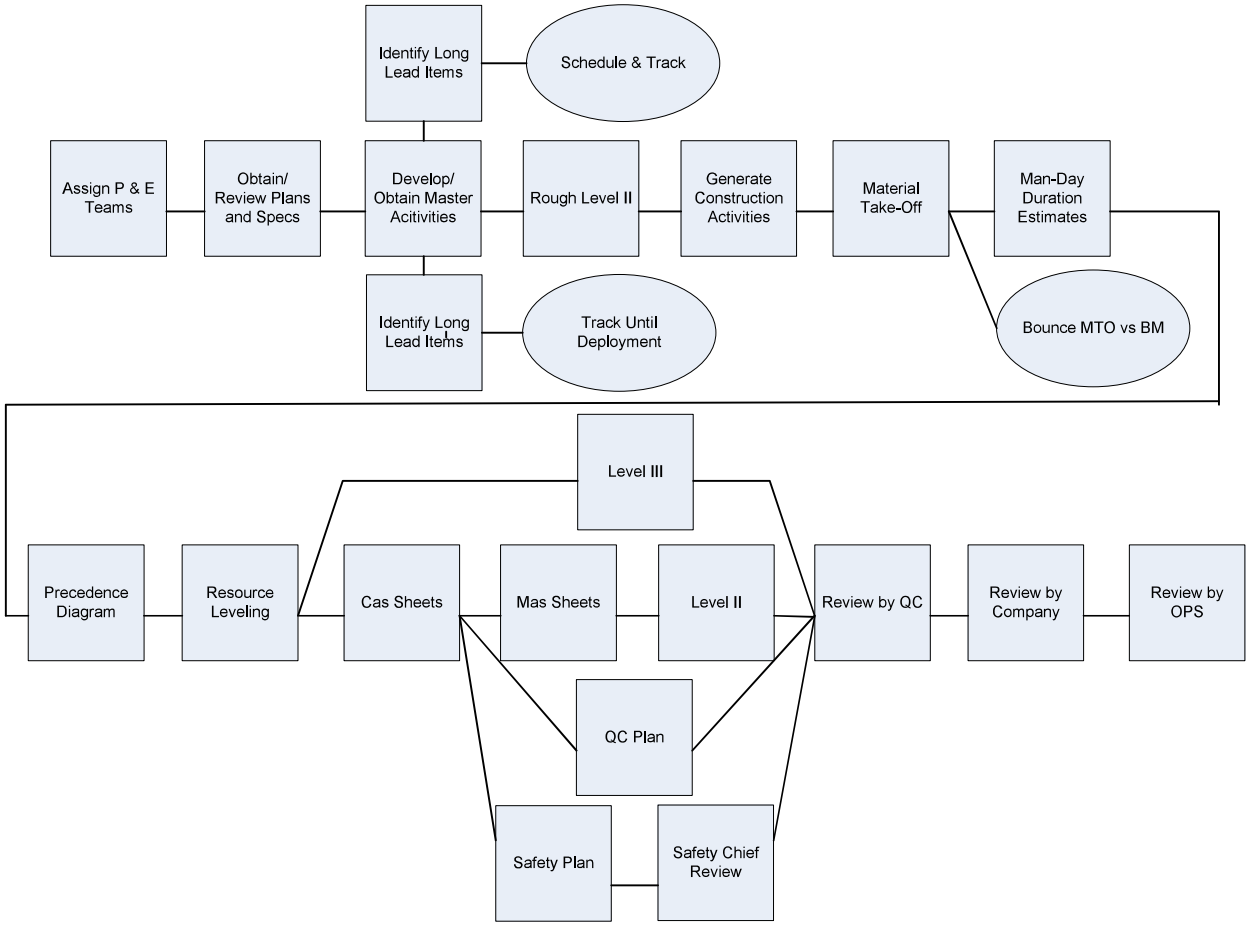


Figure 4-5 – Project planning flow chart.

The Seabee Project Package is developed using the Project Planning Milestones form shown in *Figure 4-6)*.

PROJECT PLANNING MILESTONES

Project Number: _____ Project Title: _____

MILESTONES	DATE REQUIRED	DATE COMPLETED
1. Designate Crewleader and Planning and Estimating Staff		
2. Pre-Planning Conference		
3. Review Plans and Specifications		
4. Identify Long Lead Materials		
5. Identify Required Skills and Training		
6. Complete Project Scope Sheet		
7. Complete Master Activity Listing		
8. Develop Rough Level II Bar Chart		
9. Develop Level II Logic Network		
10. Generate Construction Activity Listing		
11. Develop Independent Material Take-Off		
12. Develop BM/MTO Discrepancy List		
13. Complete Construction Activity Summary Sheets		
14. Develop Level III Logic Network		
15. Input Project into Computer		
16. Resource Level Project		
17. Develop Level III Bar Chart		

Figure 4-6 – Project Planning Milestones form.

During the detailed phase, all BMs, quality control (QC) plans, and safety plans for current and future works are prepared by the planning teams and distributed through the chain of command to the Operations Officer for review.

Predeployment trips are critical aspects in evaluating the battalion's project planning efforts. Key personnel, designated by the Operation's Officer, visit the main body and all current and anticipated detachment sites three months prior to main body deployment. During the predeployment trips, personnel from Alpha Company are tasked with the following responsibilities:

- Evaluate equipment condition and particular maintenance problems
- Evaluate maintenance, transport, and support facilitates, such as paint shop, batch plant, and quarry
- Determine normal travel times and ground transportation routes
- Determine local driving conditions and licensing procedures

These responsibilities are executed by completing a predeployment trip question and answer key checklist with the on-site unit. Questions include the following:

1. What is the layout of all equipment maintenance, office, and storage facilities?
2. Where is all battalion equipment located and what is its current condition code?
3. What equipment replacement is planned?
4. Is any equipment in dead storage?
5. Where is a copy of the equipment turnover record from last Battle Equipment Evaluation Program (BEEP)?
6. What procedures are used for borrowing or renting equipment from local government agencies?
7. What equipment can be rented or leased from the civilian sector?
8. What types of fueling facilities exist?
9. Is a battalion-operated taxi service required?
10. If mineral products are purchased, must the battalion pick up and deliver them?
11. What mineral products does the battalion produce?
12. Are local driver's licenses required and how are they obtained?
13. What is normal lead time for repair parts?
14. Is a body shop available?
15. What preventive maintenance (PM) cycle is being used?
16. What particular maintenance problems are there?
17. How is the weight-handling equipment load testing performed? When was the last test performed?
18. Are all are table of allowance (TOA) maintenance tools and equipment available?

In addition to this checklist, a Predeployment Site Visit Summary (*Figure 4-7*) must also be completed.

PREDEPLOYMENT SITE VISIT SUMMARY

Project Title: _____ Number: _____

Site Visit Conducted By: _____ Date: _____

1. Status Of Project: New Start _____ Turnover _____ Multiple Turnover _____

If a turnover project:

List any differences between observed and reported status: _____

_____

_____

Obtained copy of onsite battalion's project package? Yes _____ No _____

Obtained copies of management tools now in use? Yes _____ No _____

Is project to be worked during turnover? Yes _____ No _____

Will all project materials be returned to MLO for turnover? Yes _____ No _____

Which items won't be returned ? _____

_____

_____

2. Obtained copies of following missing documents:

Project Plans: Yes _____ No _____ Not Missing _____

Project Specifications: Yes _____ No _____ Not Missing _____

Project Bill of Materials Yes _____ No _____ Not Missing _____

3. Obtained copies of local forms, instructions, and required procedures? Yes _____ No _____

4. Are the following permits required for construction?

Excavation permit? Yes _____ No _____

Utility outage permit? Yes _____ No _____

Burning permit? Yes _____ No _____

Hauling permit? Yes _____ No _____

Other permits? Yes _____ No _____

5. Percentage of materials on hand: Conus _____ Local _____

Estimated percentage at turnover: Conus _____ Local _____

6. What special skills are required? _____

7. Who is responsible for installation of collateral equipment? _____

_____

Figure 4-7 – Predeployment Site Visit Summary form.

8. What level of security clearance is required for access to job site? _____

Who is the point of contact for clearance/access? _____

What is the expected delay entering and departing site? _____

9. What is the travel time to/from job site? _____

10. ROICC: _____ Phone: _____

ROICC Inspector: _____ Phone: _____

11. Photographs/sketches taken of site? Yes _____ No _____

12. Other comments: _____

_____

_____

_____

Figure 4-7 – Predeployment Site Visit Summary form (cont.).

1.3.4 Phase 3: Final Deployment Planning and Project Turnover

During the final deployment planning and project turnover phase, the unit submits a preliminary deployment execution plan that includes information on the known scope of work, results of the predeployment visit, and information from regular communication with the on-site unit.

During this phase, the on-site unit procures projected materials for the relieving unit. The on-site unit procures 100 percent of the first 30- and 60-day material requirements, 80 percent of the 90-day material requirements, and 80 percent of all remaining requirements on hand prior to the arrival of the relieving advance party (AP).

The final assignment of personnel and resources to accomplish mission tasking must be completed prior to the deployment of the AP. An AP deploys to the main body location and various detachment sites. The primary goal of the AP is to prepare for the arrival of the unit's main body, conduct a relief in place, and transfer authority.

The arrival of the main body indicates the end of the primary planning cycle; however, planning continues throughout the deployment to further refine in-progress and planned projects, especially during the first 30 days of construction.

Test your Knowledge (Select the Correct Response)

2. **(True or False)** The project phasing model used by the NCF consists of four phases.

   A. True
   B. False

1.4.0 Earth Computations

Companies that are assigned as a prime contractor for a construction project are responsible for the full P&E of the project; however, areas of construction not relating to their specific skills normally require assistance from companies assigned as subcontractor for the planning and estimating of their area of expertise.

Normally, Alpha Company is assigned to horizontal construction. The scope of the project is usually the primary factor in determining if Alpha Company is assigned as the prime or subcontractor. The Project Supervisor must be thoroughly knowledgeable of and stay on top of all P&E evolutions concerning all projects. P&E estimates are used as a basis for purchasing materials and for determining equipment and manpower requirements. These estimates are also used in scheduling progress, which provides the basis for scheduling material deliveries, equipment, and manpower. The Project Supervisor should review the project specifications and construction drawings and check all quantity estimates for accuracy. Mistakes made in P&E can be detrimental to the successful completion of the construction project.

Earthwork computations are calculations of earthwork volumes or quantities used to determine the final grades, balance cut and fill requirements, and most economical movement of material. Earthwork computations are a critical element in the planning of any project, and their importance cannot be overemphasized; therefore, it is highly recommended that Project Supervisors review earthwork computations featured in Equipment Operator Basic, Chapter 6 Earthwork Operations.

Test your Knowledge (Select the Correct Response)

3. **(True or False)** Companies that are assigned as a prime contractor are responsible for the full P&E of the project.

   A. True
   B. False

1.5.0 Equipment Estimates

Project Supervisors use equipment estimates along with production schedules to determine the construction equipment requirements and constraints for a construction project. One fact that must be remembered is that the speed of the equipment usually averages between 40 to 56 percent of the posted speed limit. The primary factors responsible for the variation in the percentage of the posted speed limit are as follows: road conditions, number of intersections, amount of traffic, and hauling distances. Other factors considered are the types of material hauled (for example, damp sand or loam is much easier to handle than clay), safety (equipment limitations), operator experience, conditions of the equipment, work hours, and the local climate.

Equipment production must be determined so the amount and type of equipment may be selected. Equipment production rates are available in the *Seabee Planner's and Estimator's Handbook,* NAVFAC P-405. The handbook provides information on estimating construction work elements and material quantities, including equipment and manpower requirements. The production rate per day should be estimated for each piece of equipment. Project Supervisors must consider the factors discussed above, information obtained from NAVFAC P-405, and experience. The quantity of work divided by the production rate per day produces the number of days required to perform the project. Equipment required to support each construction activity is documented on

the Construction Activity Summary Sheet (CAS sheet) (*Figures 4-8* and *4-9*), which is part of the Seabee Project Package.

CONSTRUCTION ACTIVITY SUMMARY SHEET

Project Title: _____

B.M. Code: _____ Prepared By: _____ Checked By: _____

Start Scheduled: _____ Finish Scheduled: _____

Actual: _____ Actual: _____

Act. No. _____ Group Code: _____

Act. Title: _____

Description of Work Method: _____

_____

_____

Duration: Estimated _____ Man-Days: Estimated _____

Actual _____ Actual _____

Production Efficiency Factor: _____ Resulting Delay Factor: _____

Labor Resources:

No.	Description	Qty.	No.	Description	Qty.

Equipment Resources:

No.	Description	Qty.	No.	Description	Qty.

Material Resources:

No.	Description	Qty.	No.	Description	Qty.

Assumptions: _____

_____

_____

Figure 4-8 – Construction Activity Summary Sheet (front).

Activity Number: _____ Activity Description: _____

Safety Hazard	Spec. Ref.	Required Action

Quality Control Requirement	Spec. Ref.	Remarks/Results

Environmental Hazards	Spec. Ref.	Action Required

Construction Comments:

Figure 4-9 – Construction Activity Summary Sheet (back).

Test your Knowledge (Select the Correct Response)

4. What NAVFAC publication contains equipment projection rates?

   A. NAVFAC P-405
   B. NAVFAC P-404
   C. NAVFAC P-300
   D. NAVFAC P-300

1.6.0 Safety Responsibilities

Safety responsibility also falls to Project Supervisors. Responsibilities include but are not limited to the following:

- Being familiar with safety rules and regulations for jobs and facilities in their areas, and acting in a safe manner
- Enforcing safety rules and correcting unsafe acts
- Inspecting jobs and work areas for hazards and taking corrective actions
- Educating and training personnel in safe work procedures and rules

- Reporting all mishaps and near misses to the Safety Office promptly and ensuring personnel receive immediate medical treatment
- Investigating all mishaps or near misses in their areas, determining basic causes, taking corrective action, and requesting assistance from the Safety Office when necessary
- Reviewing safety and health records on employees and facilities in their areas as required.
- Taking corrective action on hazards reported by employees without reprisal for the reporting of the hazard
- Ensuring that correct personal protective equipment is provided to personnel and that they wear and maintain the equipment properly
- Obtaining advice and assistance from the Safety Office in the positive implementation of the Navy Occupational Safety & Heath (NAVOSH) Program
- Knowing the limitation of subordinate personnel and avoiding assignment of hazardous jobs to personnel who are not physically or mentally capable of performing work assignments in a safe manner
- Removing from service any defective machinery, material, or tools until repairs can be made to ensure safe operation
- Posting appropriate safety precaution signs in conspicuous areas near or on equipment, material, stowage areas, and other designated hazards or hazardous areas

1.6.1 Project Safety Plan

For every construction activity, all identified hazards and their corrective actions are listed on the back of the CAS sheet. A Project Safety Plan (*Figure 4-10*) is drawn up listing the hazards and corrective actions from the back of the CAS sheet.

SAFETY PLAN

PROJECT NUMBER: _____ PROJECT TITLE: _____ DATE: _____

ACTIVITY NUMBER	ACTIVITY DESCRIPTION	HAZARD	REF.	PAGE NUMBER	ACTION REQUIRED

Figure 4-10 – Project Safety Plan form.

For chain of command review, a cover sheet (*Figure 4-11*) accompanies the Project Safety Plan, summarizing required training and equipment. The chain of command will approve the Safety Plan before any work begins. The Safety Plan is then posted at the job site. A daily job site safety inspection will be performed by Safety Office personnel.

PROJECT SAFETY PLAN

I. Project Number and Title:

II. Project Location:

III. Prime Contractor:

Subcontractor (a)

(b)

IV. Project Scope:

V. Type of Inherent Risks (electrical, welding, etc.):

VI. Type of Associated Risk (fire, fumes, noise, etc.):

VII. Special Training Requirements:

VIII. Special License Required:

IX. Engineering Controls (guard rails, welding curtains, etc.):

X. Administrative Controls (policies, procedures, SOPs, etc.):

XI. Special Safety Equipment Required (state how it is to be used):

XII. Personal Protective Equipment Required:

XIII. Safety Standards/Restrictions Pertaining to Project Scope:

Project Planner: _____

Print name, rate, and Company/det

Safety Officer: Approval/Disapproved _____

Signature

Reason for Disapproval: _____

Figure 4-11 – Project Safety Plan cover sheet.

1.6.2 Safety Checklist

The following is a simple checklist used by all Project Supervisors to further ensure safety at the job site.

1. Are all personnel wearing hard hats and steel-toed shoes?
2. Is there potable drinking water (with disposable cups) on site?
3. Are ground fault circuit interrupters (GFCIs) or spider boxes being used with all portable power tools?
4. Is there a sign designating the project site as a hard hat area?
5. Is there a vehicle available to transport any injured personnel to a medical facility?
6. Does everyone on the crew know where the closest medical facility is?
7. Have all power tools and extension cords been visually inspected daily?
8. Do all personnel have the proper hearing protection on their person?

9. Are all personnel engaged in operations that constitute an eye hazard using the proper eye/face protection?
10. Is there a fire extinguisher on site where hot work is being performed, e.g., welding, cutting, soldering, etc.?
11. Are personnel engaged in welding wearing protective clothing?
12. Was a safety lecture given to the crew today?
13. Is the project site kept in a clean condition, free of protruding nails from lumber, scrap metal, etc.?
14. Are protruding rebars properly capped?
15. Are all loose materials secured against high winds when the project site is left unattended?
16. Are all excavated trenches barricaded, shored, or covered?
17. Is a flagperson being used where vehicle traffic poses a danger?
18. Have underground utilities been secured and hand located before machine excavation begins?
19. Have overhead utilities been secured before erection of scaffolds and work on power lines begins?

Test your Knowledge (Select the Correct Response)

5. **(True or False)** The Project Supervisor must be familiar with safety rules and regulations for jobs and facilities in his/her area.

   A. True
   B. False

Summary

This chapter discussed the responsibilities of a Project Supervisor. It discussed how a Project Supervisor plans for deployment, as well as how he or she uses earthwork computations to plan and estimate equipment and manpower requirements. Additionally, this chapter discussed how a Project Supervisor uses equipment estimates to determine construction equipment requirements and constraints for construction projects.

Because safety is of high importance at the job site, this chapter also listed a Project Supervisor's responsibilities in the area of safety, such as developing and posting project safety plans.

Review Questions (Select the Correct Response)

1. In an NMCB, what person has direct responsibility for the successful completion of all construction projects?

   A. Commanding Officer
   B. Operations Officer
   C. Operations Chief
   D. Project Supervisor

2. In an NMCB, what officer has the direct supervisory authority over the utilization of the battalion's construction resources?

   A. Executive Officer
   B. Supply Officer
   C. Embarkation Officer
   D. Operations Officer

3. Within the Alpha Company organization, what person is responsible to A6 for all prime and sub projects?

   A. A3
   B. A4
   C. A5
   D. A32

4. In an NMCB, what person appoints project supervisors for assigned construction projects?

   A. Command Commander
   B. Operations Officer
   C. Operations Chief
   D. Projects Chief

5. Which is NOT a strength of the prime/subcontractor organization concept?

   A. Maintaining excellent military unit integrity
   B. Increasing work productivity
   C. Facilitating broad skill training
   D. Providing flexibility in adapting to new mission requirements

6. Which forms are NOT submitted by the Project Supervisor to the dispatcher on a daily basis?

   A. NAVFAC Forms 11240/6
   B. NAVFAC Form 9-11240/13
   C. DD Form 1970
   D. NAVFAC Form 9-11240/2

7. During initial project planning, who performs the majority of the initial project estimates?

   A. NCR and relieving battalion
   B. NCR and deployed battalion
   C. NCF and relieving battalion
   D. NCF and deployed battalion

8. At what phase does the Operations Officer task projects to the companies and detachments?

   A. Initial project planning
   B. Preliminary deployment planning
   C. Detailed project planning
   D. Final deployment planning

9. At what phase do the Project Supervisors become involved in identifying the tools, equipment, materials, and personnel required for each construction activity?

   A. Initial project planning
   B. Preliminary deployment planning
   C. Detailed project planning
   D. Final deployment planning

10. Which is NOT a responsibility of Alpha Company personnel during the predeployment trips?

    A. Evaluate equipment condition and particular maintenance problems
    B. Evaluate maintenance, transport, and support facilitates, such as paint shop, batch plant, and quarry
    C. Prepare for the arrival of the unit's main body
    D. Determine local driving conditions and licensing procedures

11. The on-site unit procures what percent of the 90-day materials requirements?

    A. 70
    B. 80
    C. 90
    D. 100

12. **(True or False)** Mistakes made in P&E can be detrimental to the successful completion of a construction project.

    A. True
    B. False

13. Earthwork computations are NOT used to determine which quantities?

A. Final grades
B. Manhours
C. Balance cut
D. Fill requirements

14. What NAVFAC publication contains equipment projection rates?

A. NAVFAC P-405
B. NAVFAC P-404
C. NAVFAC P-300
D. NAVFAC P-300

15. In a Seabee project package, on what document are the equipment requirements to support each construction activity documented?

A. MAS sheet
B. CAS sheet
C. MTO
D. BM

16. To what office does the Project Supervisor report all mishaps and near misses?

A. NCR
B. Safety
C. Operations
D. Executive

17. Which document must be posted on the job site?

A. Quality Control Plan
B. BM
C. Project Safety Plan
D. CAS sheet

Additional Resources and References

This chapter is intended to present thorough resources for task training. The following reference works are suggested for further study. This is optional material for continued education rather than for task training.

Naval Construction Force Operations, Navy Tactics, Techniques and Procedures (NTTP) 4-04.2, Department of the Navy Office of the Chief of Naval Operations, 2009.

NMCB Operations Officer Handbook, COMSECONDNCB/COMTHIRDNCBINST 52.00.2B, Department of the Navy, Commander Second Naval Construction Brigade and Commander Third Naval Construction Brigade, 1999.

Seabee Crewleader's Handbook: 3rd ed., Seabee Readiness Division of the Naval School, Civil Engineer Corps Officers (CECOS), Port Hueneme, CA, 2003.

Seabee Planner's and Estimator's Handbook, NAVFAC P-405, Naval Facilities Engineering Command, Alexandria, VA, 1996.

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Write: CSFE N7A
3502 Goodspeed St.
Port Hueneme, CA 93130

FAX: 805/982-5508

E-mail: CSFE_NRTC@navy.mil

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