



Deployment / Distribution / Transportation  
Workforce Category

# LOGISTICS COMMUNITY OF INTEREST

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6904 TOOLS AND PARTS ATTENDING SERIES  
Competency-Based Learning Map and Training Strategy

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## Tools and Parts Attending Competency-Based Learning Map Overview

The United States Marine Corps (USMC) Logistics Community of Interest (COI) developed this competency-based learning map to support 6904 Tools and Parts Attending series professional development of technical competencies and training. This learning map is organized by a group of competencies, which together define successful performance in the 6904 Tools and Parts Attending series. Competency-based learning maps are essential resources for career development and useful for identifying the knowledge and skillsets needed to meet and/or enhance their skills in this occupational series.

Learning maps are comprised of several components, described in Table 1 below:

**Table 1. Components of a Competency-Based Learning Map**

<b>Competency Titles and Definitions</b>	Describe the capabilities required within a position or job role
<b>Proficiency Target Levels</b>	Define different levels of required performance (Entry, Journeyman, Expert) within a competency area
<b>Behavioral Indicators (BIs)</b>	Examples of activities performed by an individual that illustrate how a competency is demonstrated at varying levels of proficiency: Entry, Journeyman, and Expert
<b>Training</b>	<p><b>Mandatory:</b> Training required to be completed based on Federal, State, or Marine Corps requirements/regulations</p> <p><b>Recommended:</b> Core, Core-Plus, and Sustainment training identified to enhance performance in competency areas</p> <ul style="list-style-type: none"> <li>• <b>Core:</b> Initial training that all personnel should have in related position from entry to senior levels</li> <li>• <b>Core-Plus:</b> Advanced training that is necessary for career progression that all mid-senior personnel should have in addition to the core training. Core-Plus training is recommended for personnel from Wage Grade (WG)-5 to WG-6</li> <li>• <b>Sustainment:</b> Training intended to maintain credentials or a good training course to have, but not necessary for career advancement</li> </ul>

## Tools and Parts Attending Series Defined

The 6904 standard covers non-supervisory work which involves receiving, storing, issuing, signing out, and checking in various tools, equipment, shop supplies, and repair parts to and from such using maintenance, construction, and shop personnel as machinists, carpenters, and automotive and aircraft mechanics. Such work requires knowledge of the kinds of tools, parts, and equipment in stock and how to locate them, and an ability to identify and issue specific items requested by using personnel.

## Competency Areas

Two competencies have been identified for the successful performance in the 6904 series:

1. Direction and Comprehension
2. Tools and Parts Control

## Proficiency and Skill Band Definitions

The Proficiency Rating Scale (Table 2) below details the rating given for each level of proficiency and its corresponding definition. Proficiency levels describe the degree of competency required to perform a specific job successfully; these levels relate to the work required for a specific job. Different jobs require different levels of proficiency for successful performance. The proficiency levels provided in this learning map indicate the minimum proficiency target for successful performance.

**Table 2. Proficiency Rating Scale**

<b>1</b>	<b>Basic</b>	No Proficiency	Conceptual Knowledge Only/No Experience
<b>2</b>	<b>Applied</b>	Low Proficiency	Able to Apply with Help
<b>3</b>	<b>Intermediate</b>	Moderate Proficiency	Able to Apply Autonomously
<b>4</b>	<b>Advanced</b>	High Proficiency	Proficient/Able to Help Others
<b>5</b>	<b>Expert</b>	Very High Proficiency	Expert Knowledge

The USMC COIs have outlined a career progress structure that more accurately reflects the change in your abilities and responsibilities over time. That structure is called the Skill Level Structure (Table 3). It is associated with each occupational series and follows you from the time you are an entry-level employee until you attain the level of a management employee. Career progress in the USMC has traditionally been based on the federal government pay schedule system. The ratings within the pay schedule system are associated with Job Skill Levels within the 6904 series indicated as follows:

**Table 3. Skill Level Structure**

Job Skill Level	Definition	Pay Plan	Beginning Grade	Target Grade
1	Entry	WG	4	4
2	Journeyman	WG	5	5
3	Expert	WG	6	6

## Behavioral Indicators (BIs)

It is important to define how competencies are manifested at different skill levels. Behavioral Indicators are on-the-job (OJT) examples of behaviors and activities that illustrate how a competency is demonstrated at varying skill levels and provide an objective description of the behavior that can be observed in an individual as evidence that they either have or do not have the skills at the required level needed for the competency. These are examples of what the competency could look like at varying skill levels and are not inclusive of all behaviors demonstrating the competency for each skill level. This information is provided as a tool to help guide evaluations of employee proficiency; however, it should not be used as a checklist for employees' behaviors.

## Certifications and Training

Certifications are a practical option for formalizing a specific competency or skillset. While these certifications are not required, staff are encouraged to complete these programs to improve and formalize their skillsets. However, some certifications below may be required according to your command and billet. Work with your supervisor to ensure you meet command certification training requirements.

The Core training courses found in Table 4 and Appendix A are recommended and may not be inclusive of all training available. These courses are aligned to competencies throughout the learning map. Training titles and vendors are subject to change as the courses evolve. Additionally, several external resources (Defense Acquisition University, MarineNet, Lynda.com, etc.) provide a variety of training opportunities available to all personnel for professional knowledge and skill enhancement.

**Table 4. 6904 Core Training (All Levels)**

Core Training	
<ul style="list-style-type: none"> <li>• Customer Service Training</li> <li>• Engraving</li> <li>• FEDLOG/WebFLIS</li> <li>• Industrial Logistics Support Management Information System (ILSMIS)</li> <li>• Manual/Mechanized Pallet Jacks</li> <li>• MS Excel</li> </ul>	<ul style="list-style-type: none"> <li>• OSHA 10-Hour General Industry Training</li> <li>• OSHA Fuel Safety</li> <li>• Shrink Wrap Machine</li> <li>• Technical Manuals</li> <li>• Tool Room Stocking</li> <li>• Tools and Parts Preservation</li> <li>• Written and Oral Communication</li> </ul>

# Competency Model

A competency model is a group of competencies that together define successful performance in an occupation. The Logistics COI has adapted this model from the Department of the Navy (DON) Office of Civilian Human Resources (OCHR) for the 6904 series. The competency model, to include definitions, corresponding BIs, minimum proficiency target levels, and training has been provided in the charts below.

COMPETENCY	DEFINITION		
<b>1. Direction and Comprehension</b>	Understands and carries out instructions involving tasks, decisions, policies, procedures, and directives.		
MINIMUM PROFICIENCY TARGET LEVELS			
Job Skill Level 1: Entry WG 4	Job Skill Level 2: Journeyman WG 5	Job Skill Level 3: WG 6	
<b>2</b>	<b>3</b>	<b>4</b>	
BEHAVIORAL INDICATORS			
<b>Entry</b>	<ul style="list-style-type: none"> <li>• Follows tools and parts specifications and production control documents to maintain production safety standards and requirements.</li> <li>• Follows specifications to order correct tools and parts.</li> <li>• Follows policies and procedures regarding receiving, storing, issuing, delivering, and physically controlling materials.</li> <li>• Follows posted safety regulations (e.g., Occupational Safety and Health Administration [OSHA], safety data sheet [SDS], and first aid instructions).</li> <li>• Follows specific oral instructions from immediate supervisor or work leader to complete work assignments.</li> <li>• Verifies requisition information is correctly identified.</li> <li>• Verifies documents (e.g., receipt and issue documents, parts and component routing tags, shop orders, parts list, process plans and instructions) for accuracy.</li> </ul>		
<b>Journeyman</b>	<ul style="list-style-type: none"> <li>• Follows tools and parts specifications and production control documents to maintain production safety standards and requirements.</li> <li>• Follows policies and procedures regarding receiving, storing, issuing, delivering, and physically controlling materials.</li> <li>• Follows posted safety regulations (e.g., OSHA, SDS, first aid instructions).</li> <li>• Follows specific oral instructions from immediate supervisor or work leader to complete work assignments.</li> <li>• Verifies requisition information is correctly identified.</li> <li>• Verifies documents (e.g., receipt and issue documents, parts and component routing tags, shop orders, parts list, process plans and instructions) for accuracy.</li> </ul>		
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Follows tools and parts specifications and production control documents to maintain production safety standards and requirements.</li> <li>• Follows policies and procedures regarding receiving, storing, issuing, delivering, and physically controlling materials.</li> <li>• Follows posted safety regulations (e.g., OSHA, SDS, first aid instructions).</li> <li>• Follows specific oral instructions from immediate supervisor or work leader to complete work assignments.</li> <li>• Carries out directions from upper-level management.</li> <li>• Interprets instructions and communicates its relevance to assigned tasks.</li> </ul>		

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|  | <ul style="list-style-type: none"><li>• Keeps journey level workers supplied with tools and work materials as instructed.</li><li>• Verifies requisition information is correctly identified.</li><li>• Verifies documents (e.g., receipt and issue documents, parts and component routing tags, shop orders, parts list, process plans and instructions) for accuracy.</li></ul> |
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COMPETENCY	DEFINITION		
<b>2. Tools and Parts Control</b>	Stocks, receives, stores, identifies and issues items used by personnel. Maintains records of tools issued and returned from personnel.		
MINIMUM PROFICIENCY TARGET LEVELS			
Job Skill Level 1: Entry WG 4		Job Skill Level 2: Journeyman WG 5	Job Skill Level 3: WG 6
2		3	4
<b>Entry</b>	<ul style="list-style-type: none"> <li>• Coordinates consumable material and hand tool requirements with production shops.</li> <li>• Uses catalogs and trade publications to identify tools and parts from name brands and generic descriptions.</li> <li>• Identifies and follows hazardous materials (HAZMAT) procedures and direct assets to proper facility.</li> <li>• Identifies dead stock material, items with rapid turnover rate, or those with a history of being out of stock.</li> <li>• Identifies short, over, or damaged conditions of incoming stock.</li> <li>• Keeps management advised of material and equipment needs.</li> <li>• Performs acceptance, distribution, storage, assembly, issue, and security of material required for support.</li> <li>• Maintains and preserves tools and parts.</li> <li>• Verifies correct material and quantities are issued in support of requirements.</li> <li>• Maintains records for inventory.</li> <li>• Sets up and maintains tool kits and tool trays to prepare for issue.</li> <li>• Uses manual or automated equipment (e.g., computer terminals, bar code wands) to read, store, track, and prepare material documentation.</li> <li>• Uses manual or mechanized pallet jacks to load, unload, or move materials or supplies.</li> <li>• Maintains custody records of all permanently issued tools and safety equipment charged to shop supervisors and workers.</li> <li>• Makes recounts and researches tool room records for tools issued, turned-in, or out-for-repair to determine the basis for over, short, or misplaced tools.</li> <li>• Engraves all tools.</li> </ul>		
<b>Journeyman</b>	<ul style="list-style-type: none"> <li>• Coordinates consumable material and hand tool requirements with production shops.</li> <li>• Uses catalogs and trade publications to identify tools and parts from name brands and generic descriptions.</li> <li>• Identifies and follows HAZMAT procedures and direct assets to proper facility.</li> <li>• Identifies dead stock material, items with rapid turnover rate, or those with a history of being out of stock.</li> <li>• Identifies short, over, or damaged conditions of incoming stock.</li> <li>• Keeps management advised of material and equipment needs.</li> <li>• Performs acceptance, distribution, storage, assembly, issue, and security of material required for support.</li> <li>• Maintains and preserves tools and parts.</li> <li>• Verifies correct material and quantities are issued in support of requirements.</li> <li>• Maintains records for inventory.</li> <li>• Sets up and maintains tool kits and tool trays to prepare for issue.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Uses manual or automated equipment (e.g., computer terminals, bar code wands) to read, store, track, and prepare material documentation.</li> <li>• Uses manual or mechanized pallet jacks to load, unload, or move materials or supplies.</li> <li>• Maintains custody records of all permanently issued tools and safety equipment charged to shop supervisors and workers.</li> <li>• Makes recounts and researches tool room records for tools issued, turned-in, or out-for-repair to determine the basis for over, short, or misplaced tools.</li> <li>• Engraves all tools.</li> </ul>
<p><b>Expert</b></p>	<ul style="list-style-type: none"> <li>• Coordinates with a supply department for consumable and hand tool procurement.</li> <li>• Uses catalogs and trade publications to identify tools and parts from name brands and generic descriptions.</li> <li>• Obtains pricing and availability information from vendors.</li> <li>• Orders production parts, tools, supplies, and equipment.</li> <li>• Ensures compliance of procurement requirements for production parts, tools, supplies, and equipment.</li> <li>• Identifies and follows HAZMAT procedures and direct assets to proper facility.</li> <li>• Keeps management advised of material and equipment needs.</li> <li>• Performs acceptance, distribution, storage, assembly, issue, and security of material required for support.</li> <li>• Maintains and preserves tools and parts.</li> <li>• Verifies correct material and quantities are issued in support of requirements.</li> <li>• Accountable for inventory.</li> <li>• Assigns work to tools and parts employees by written or oral instructions.</li> <li>• Determines when damaged or inoperative items are too costly to repair.</li> <li>• Engraves all tools.</li> <li>• Monitors receipts for tools and equipment to ensure they are accounted for and signed.</li> <li>• Sets up and maintains tool kits and tool trays to prepare for issue.</li> <li>• Trains assigned personnel on the care and maintenance of tools and equipment (e.g., cleaning, preserving, calibrating, sending for repair).</li> <li>• Trains junior employees in work methods and procedures, correct use of tools and equipment, and safe practices or operation of new equipment.</li> <li>• Uses manual or automated equipment (e.g., computer terminals, bar code wands) to read, store, track, and prepare material documentation.</li> <li>• Uses manual or mechanized pallet jacks to load, unload, or move materials or supplies.</li> <li>• Maintains custody records of all permanently issued tools and safety equipment charged to shop supervisors and workers.</li> <li>• Makes recounts and researches tool room records for tools issued, turned-in, or out-for-repair to determine the basis for over, short, or misplaced tools.</li> </ul>

## Appendix A. Training-to-Competency Mapping

CORE TRAINING	VENDOR	Direction & Comprehension	Tools & Parts Control
Customer Service Training	Lynda.com/MarineNet/OJT	√	√
Engraving	OJT	√	√
FEDLOG/WebFLIS	DLA/OJT	√	√
Industrial Logistics Support Management Information System (ILSMIS)	Local	√	√
Manual/Mechanized Pallet Jacks	OJT	√	√
MS Excel	Lynda.com/MarineNet/OJT	√	√
OSHA 10-Hour General Industry Training	Local	√	√
OSHA Fuel Safety	Local	√	√
Shrink Wrap Machine	OJT	√	√
Technical Manuals	OJT	√	√
Tool Room Stocking	OJT	√	√
Tools and Parts Preservation	OJT	√	√
Written and Oral Communication	Lynda.com/MarineNet/OJT	√	√

## Appendix B. Acronyms Defined

◆ BI	Behavioral Indicator
◆ COI	Community of Interest
◆ DLA	Defense Logistics Agency
◆ DoD	Department of Defense
◆ DON	Department of Navy
◆ HAZMAT	Hazardous Material
◆ OCHR	Office of Civilian Human Resources
◆ OJT	On-the-Job
◆ OSHA	Occupational Safety and Health Administration
◆ SDS	Safety Data Sheet
◆ USMC	United States Marine Corps
◆ WG	Wage Grade