

305 - JQR ROM USER/RECORDS KEEPER

NAME: _____ RATE/RANK _____

This page is used as a record of satisfactory completion of the Job Qualification Requirement (JQR). Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____ Date _____
(Supervisor)

Trainee has completed all requirements for this Job Qualification Requirement (JQR). Recommend designation as a qualified ROM USER/RECORDS KEEPER (JQR-305).

Recommended _____ Date _____
(Supervisor)

Recommended _____ Date _____
(Division Officer)

Recommended _____ Date _____
(Department Head)

Service Record Entry _____ Date _____

- A. Schools:
 - 1. Ships Store Afloat Resale Operations Management (ROM) II "C" school, course number A-823-0019 NEC 3131.
- B. Safety
 - 1. Refer to Appendix A for applicable safety precautions.
- C. Security
 - 1. Define the following:
 - a. Physical security of the computer
 - b. Password security
 - 2. Discuss storage requirements of the following:
 - a. End of accounting period backup media
 - b. Daily backups
 - c. ROM operator security listing
 - 3. Define and discuss the following security requirements.
 - a. ROM computer
 - b. Software security
- D. ROM User/Records Keeper
 - 1. Define the procedures for logging onto the ROM II computer.
 - 2. Discuss the procedures for conducting a daily/system backup.
 - 3. Discuss the procedures for conducting a daily/system restore.
 - 4. Discuss the basic purpose and functions of the following ROM Constants functions.
 - a. Cash Register setup
 - b. Department markup by percentage
 - c. Locally assigned numbers
 - d. Ship's identification
 - e. Store setup
 - f. Vending machine setup
 - 5. Explain the entries for the following on the Ships Identification screen:
 - a. Acct period end date
 - b. Ship information
 - c. Operating zone
 - d. EDI capable
 - e. GF assessment
 - f. Paying activity
 - g. Disb officer symbol
 - h. Type Commander
 - i. Spin Code

6. Discuss the basic purpose and function of the ROM Utilities Function.
 - a. 153 setup form
 - b. Add/delete operator
 - c. Change password
 - d. Edit operational status
 - e. Menu update security
 - f. Update Julian date on PO or Req
 - g. Update sequence number on PO or Req
7. Discuss the basic purpose and functions of the ROM lookup tables.
8. Define the following entries made under the following headings when creating a new stock record.
 - a. Department
 - b. Category
 - c. Article no.
 - d. Description
 - e. Emblematic
 - f. Reqn Type
 - g. Vendor name
 - h. Case pack quantity
 - i. Case pack sub quantity
 - j. Sell level
 - k. Sell untis
 - l. Retail price
 - m. Cost price
9. Define the function of the following headings on the Stock Record:
 - a. Assign UPC's
 - b. Detailed Ledger
 - c. Print barcodes
 - d. New article
 - e. Edit article
 - f. Delete article
10. Define the security measure in ROM II that prevents you from accidentally deleting a Stock Record.
11. Define the procedures to follow to print a Stock Record Listing.

12. Define the following department codes.
 - a. A1
 - b. A2
 - c. A3
 - d. A8
 - e. B1
 - f. B3
 - g. B6
 - h. B8
 - i. C1
 - j. C2
 - k. C6
 - l. D1
 - m. D2
 - n. D3
 - o. D5
 - p. E1
 - q. E2
 - r. K4
 - s. L1
 - t. M3

13. Define the procedures for conducting the following tasks under Inventory Movement Stock Record Card.
 - a. Adding a new article
 - b. Saving a new article
 - c. Deleting a new article
 - d. Updating UPC data
 - e. Print barcodes

14. Define the procedures for conducting the following tasks under Inventory Movement - Orders.
 - a. Create Purchase Orders (ASL/ACB)
 - b. View/Print/Edit Purchase Order (ASL/ACB)
 - c. All Other Purchase Orders
 - d. Create Requisition OSO
 - e. View/Print/Edit Requisitions OSO
 - f. Create Requisitions Other Appropriations
 - g. View/Print/Edit Requisitions Other Appropriations
 - h. Cancel order form
 - i. Smart Re-Order
 - j. EDI

15. Discuss the purpose and use of the following buttons on the Purchase Order ordering screen:
 - a. Update ASL/ACB
 - b. Delete current
 - c. Select all
 - d. De-select all
 - e. Create order
 - f. Stock record

16. Discuss the use of the following logbooks:
 - a. Purchase Order Log
 - b. Requisition Log
 - c. Car Seal Log

17. Define procedures for creating requisitions from the following sources:
 - a. CARGO/CLF/PRIME VENDOR
 - b. Shore supply centers
 - c. Other Supply Officer / Sales Officer
 - d. Excess stock lists
 - e. General stores material / OPTAR
 - f. Marine Corps and other government departments

18. Define the purpose and contents of the B01/B05 File.

19. Define the use of the following purchase methods:
 - a. Automated Contract Bulletin (ACB)
 - b. Automated SSAC Listing (ASL)
 - c. Navy Exchange
 - d. Simplified purchase procedures
 - e. Emergency contracting procedures
 - f. SSPN
 - g. Special Orders
 - h. Cash purchase
 - i. EDI

20. Define the procedures for creating purchase from the following sources:
 - a. Contract Bulletin
 - b. Ships Store Afloat Catalog
 - c. Foreign Merchandising Program
 - d. NEXCOM Special 1155/SSPN
 - e. Navy Exchange
 - f. Emergency purchase procedures

21. Discuss the use of the following procurement clause/statement:
 - a. Bonus Free Item
 - b. Guaranteed sale item
 - c. Emblematic
 - d. Fast pay
 - e. Certificate of conformance procedures apply
 - f. Transportation charges when applicable
 - g. FAR 52.22-36 affirmative action for handicapped workers
 - h. Special order

22. Describe the procedures for adding and deleting procurement statements in ROM II.

23. Describe the procedures for making corrections to a purchase order.

24. Describe the procedures for correcting the following types of errors to purchase orders:
 - a. Cost price
 - b. Quantity
 - c. Administrative
25. Describe the procedures for entering accounting data in ROM II.
26. Discuss the distribution of the following purchase/requisition documents:
 - a. DD Form 1149 requisition document
 - b. DD Form 1348-1A
 - c. DD Form 1155
27. Discuss the procedures for posting the following receipts in ROM II Inventory Movement:
 - a. Receipts from purchase
 - b. Receipts from CARGO/CLF/PRIME VENDOR
 - c. Receipts from OSO
 - d. Receipts from Other Appropriations
28. Define the procedures for receiving stock using the following forms:
 - a. DD Form 1155
 - b. DD Form 1149
 - c. DD Form 1348-1A
29. Define the purpose and contents of the B01/B05 File.
30. Define the purpose and contents of the Receipt Inspector's File WF-1.
31. Define the purpose and contents of the Bulk Custodian File WF-2.
32. Describe the procedures for handling: (Ref a)
 - a. Partial shipments
 - b. Errors in receipt from OSO
 - c. Requisitioned material received without documents
 - d. Errors in receipt from purchase quantity, quality or unit/extended price
 - e. Bonus Free Item
 - f. Guaranteed sale item
33. Discuss the procedures for preparing and posting adjustments to receipt documents.
34. Define the entries made for accounting adjustments in ROM II for the following data fields:
 - a. Letter serial #
 - b. Original document date
 - c. Original receipt number
 - d. Month original receipt
 - e. Purchase Order #
 - f. Month of transmittal
 - g. Amount of posting (negative or positive)
 - h. Description
35. Define the purpose and use of the Receiving Report.

36. What is the purpose of the current UPC's Report in the receipt function.
37. Explain the procedures for posting equipment purchases in ROM II.
38. Explain the procedures for assembling and preparing the Transmittal of Receipts for submission to Defense Finance and Accounting Service.
39. Discuss the procedures for resolving the Unmatched Expenditure Listing.
40. Discuss the procedures for processing Dealer's Bills for the following types of merchandise:
 - a. United States merchandise fast pay procedures apply
 - b. United States merchandise fast pay procedures do not apply
 - c. Foreign merchandise fast pay procedures apply
 - d. Foreign merchandise fast pay procedures do not apply
41. Determine the general procedures for the following types of expenditures:
 - a. Transfer to Other Supply Officer
 - b. Transfer to Other Appropriation
 - c. Bulk Sales/Cash refunds
 - d. Cost of Operations
 - e. Survey
 - f. Credit Memorandum
42. Define the procedures for conducting the following tasks under Inventory Movement - Expenditures.
 - a. Bulk Sales/Credit Memo
 - b. Cost of Operations
 - c. Surveys
 - d. Transfer to Other Appropriations
 - e. Transfer to Other Supply Officer
43. Discuss the procedure for the following survey categories:
 - a. Navy Working Capital Fund (NWCF)
 - b. Ships Store Profits (Individual ship)
44. Discuss the procedures used to prepare the survey document DD Form 200.
45. Discuss the distribution of the DD Form 200.
46. Discuss the procedures for transferring stock under the following circumstances:
 - a. Transfer to Other Supply Officers
 - b. Transfer to Other Appropriations

47. Define the procedures for issuing stock under the following circumstances:
 - a. Health and comfort
 - b. General Mess
 - c. Ships Use (OPTAR)
 - d. Marine Corps personnel
 - e. Survivors of marine and aircraft disasters
 - f. Merchant ships in distress
 - g. Burial of the dead
48. Determine the procedures for accomplishing price changes for the following activities:
 - a. EPOS
 - b. Non-EPOS
49. Define the steps of processing laundry claims.
50. Discuss the procedures for preparing the paperwork needed to transfer funds to MWR.
51. Explain the process of posting equipment purchases in ROM II under the Financial Accounting function.
52. Define the general procedures for using a Intra-Store Transfer Data NAVSUP Form 973.
53. Discuss the procedures for using the following functions on the PDT.
 - a. Inventory Menu
 - (1) Breakout/Inv
 - (2) Verify UPC's
 - (3) O/S Order
 - b. Communications
 - (1) Send Inv/BO Data
 - (2) Send Receipt Data
 - (3) Receive SKU/UPC
 - (4) PO Data
 - c. File Maint Menu
 - (1) Erase data.dat
 - (2) Erase collected
 - (3) Erase orders
 - (4) Erase all
54. Explain the procedures to follow when transferring merchandise using the NAVSUP Form 973.
55. Define the procedures for conducting the following tasks under Inventory Movement - Breakouts.
 - a. Manual breakout
 - b. Breakout with PDT
 - c. Reverse breakout
 - d. Confirming a breakout
 - e. Canceling a breakout
56. Discuss the distribution procedures for the NAVSUP Form 973.

57. Explain the procedures for posting vending collections.
58. Explain the procedures for checking retail sales by reviewing the Daily Transactions Activity.
59. Determine the steps for posting contributions.
60. Determine the steps for posting rebates.
61. Discuss the procedures for viewing cash sales for the following activities:
 - a. Retail activity
 - b. Vending machines
 - c. Soda machines
 - d. Phone card machine
 - e. Hanger bay/pier sales
62. Explain the procedures for preparing the Cash Sales Invoice.
 - a. Cash
 - b. Navy Cash
63. Determine the distribution of the Cash Sales Invoice.
64. Determine the procedures for updating and posting grants.
65. Discuss the procedures for posting laundry claims or service charges.
66. Discuss the procedures for posting amounts transferred to MWR.
67. Discuss the requirements and procedures for the following:
 - a. Spot inventory
 - b. Mid accounting period inventory
 - c. End of accounting period inventory
 - d. Relief of an accountable officer/responsible custodian
 - e. Perpetual inventories
68. Discuss the purpose and use of the Inventory Count Sheet when using the following procedures:
 - a. PDT procedures
 - b. Manual procedures
69. Define the steps for using the following under Inventory Count function:
 - a. Create new inventory count
 - b. PDT communications
 - c. View update inventory count sheet
70. Explain procedures followed when counting.
71. Explain the procedures for inventorying outstanding material returned to the vendor for credit.
72. Explain the procedures for conducting monthly inventories.

73. Determine the actions to take after completing the initial count of the inventory.
74. Discuss the distribution of the Inventory Count Sheets.
75. Explain the procedures for balancing the following activities.
 - a. EPOS Activities
 - b. Non-EPOS Activities
76. Explain the purpose and use of the Profitability Reports.
77. Discuss the types of ships store returns and when they are submitted.
78. Explain the procedures for forwarding returns.
79. Describe the entry for the following, when preparing the Ship's Store Balance Sheet and Profit and Loss Statement (NAVCOMPT Form 153).
 - a. Authorized inventory
 - b. B01 Receipts from Purchase
 - c. B05 Receipts from OSO
 - d. B10 Issues to Use
 - e. B12 Bulk Sales
 - f. B14 Over / Under Inventory
 - g. B15 Surveys to NWCF
 - h. B19 Transfers to OSO
 - i. B21 Cost of Retail Sales
 - j. B22 Cost of Ops Retail
 - k. B23 Surveys to SSPN
 - l. B25 Cost of Sales Vending
 - m. B27 Surveys to SSPN Vending
 - n. C01 Funds Brought Forward
 - o. C02 Retail Sales
 - p. C03 Vending Sales
 - q. C04 Amusement Sales
 - r. C04A Rebates
 - s. C04B Contributions
 - t. C05 Loans
 - u. C06 Grants
 - v. C13 Laundry Claims and Service Charges
 - w. C14A and C14B Assessments
 - x. C18 Equipment purchases
 - y. C19 Amusement disbursements
 - z. C22 MWR Funds transferred
 - aa. C24 Funds available for transfer
 - bb. C24B Liabilities assumed

80. Define and describe each of the following entries on the Back of 153 Report.
 - a. Sales at Cost
 - b. Sales at Retail
 - c. GP
 - d. GP %
 - e. Collections
 - f. Over (Short)
 - g. Over (Short) Cost Basis
 - h. Inv Over (Short)
 - i. Net Difference
 - j. % Diff
 81. Discuss the distribution of the NAVCOMPT Form 153.
 82. Describe the procedures for using the Close out 153 function under Financial Accounting.
 83. Discuss the procedures for assembling the ships store retained returns.
 84. Explain the documents required to substantiate each line of the NAVCOMPT Form 153.
- E. NAVSUP P-487 / ROM Resource CD
1. Explain and demonstrate how to utilize the P-487 and the Sales and Service Resource CD.
- F. ROM Computer
1. Describe the procedures for gaining access to ROM II.
 2. Explain the basic configuration of the Backoffice computer and the components.
 3. Explain the proper environmental conditions for placement of the computer.
 4. Discuss the following components of the computer.
 - a. Disk drives
 - b. Power on/off switch
 - c. Monitor
 - d. Keyboard
 - e. Printer
 - f. PDT
 - g. PDT Cradle
 5. Explain the emergency recovery procedures for the ROM II computer.

TASKS - AUTOMATED

Estimated completion - 16 Weeks

Note: Perform or simulate these tasks IAW ROM User's Guide.

1. Resale Operations Management (ROM) computer system.

- a. Energize the computer system.

(Signature) (Date)

- b. Update daily operational status.

(Signature) (Date)

- c. Log on and enter password

(Signature) (Date)

- d. Accomplish daily dayback and maintain backup media.

(Signature) (Date)

2. Ship's Constants

- a. Update Ships information

(Signature) (Date)

- b. Assign locally assigned SKU's

(Signature) (Date)

3. Utilities

- a. View and update operational status.

(Signature) (Date)

- b. Update Julian date on PO or Req

(Signature) (Date)

- c. Update sequence number on PO or Req

(Signature) (Date)

4. Lookup Tables

- a. Add/delete an Authority Purpose Statement

(Signature) (Date)

- b. Add/delete a Transportation Statement

(Signature) (Date)

- c. Add/delete a Purchase Order Statement

(Signature) (Date)

- d. Add/delete a Survey Reason Statement

(Signature) (Date)

- e. Add/Edit/Delete a new category

(Signature) (Date)

- f. Add/delete a new department.

(Signature) (Date)

5. Inventory Movement

- a. Add/Edit/Delete a stock record card.

(Signature) (Date)

- b. Create a purchase order ACB/ASL button.

(Signature) (Date)

- c. Make corrections using update ASL/ACB button.

(Signature) (Date)

- d. View an existing purchase order

(Signature) (Date)

e. Edit an existing purchase order.

(Signature) (Date)

f. Confirm and print a purchase order.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

g. Create a special 1155.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

h. Create a purchase order for vending repair.

(Signature) (Date)

i. Create a requisition OSO.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

j. View and edit a requisition OSO.

(Signature) (Date)

k. Confirm and print a requisition OSO.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

l. Create requisition from other appropriations.

(Signature) (Date)

m. View/Print/Edit and confirm a requisition from other appropriations.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

n. Cancel a purchase order/requisition form.

(Signature) (Date)

o. Process purchase order receipts.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

p. Process requisition receipts from other appropriations.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

q. Process requisition receipts from other appropriations.

(Signature) (Date)

r. Create a transfer to other supply officers.

(Signature) (Date)

s. Cancel a transfer from other supply officer.

(Signature) (Date)

t. Confirm a transfer to other supply officer.

(Signature) (Date)

u. Create transfers to other appropriations.

(Signature) (Date)

v. Cancel transfers to other appropriations.

(Signature) (Date)

w. Confirm a transfer to other appropriations.

(Signature) (Date)

x. Create a credit memo.

(Signature) (Date)

y. Cancel a credit memo.

(Signature) (Date)

z. Confirm a credit memo.

(Signature) (Date)

aa. Create a cash refund.

(Signature) (Date)

bb. Cancel a cash refund.

(Signature) (Date)

cc. Confirm a cash refund.

(Signature) (Date)

dd. Create a survey to SSPN.

(Signature) (Date)

ee. Create a survey to NWCF.

(Signature) (Date)

ff. Cancel a survey.

(Signature) (Date)

gg. Confirm a survey.

(Signature) (Date)

hh. Prepare a breakout document.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

ii. Prepare a breakout with PDT.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

jj. Print and process a breakout.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

kk. Cancel a breakout document.

(Signature) (Date)

ll. Confirm a breakout document.

(Signature) (Date)

mm. Create a reverse breakout. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

6. Financial Accounting

a. Create a new accounting adjustment.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

b. Delete an accounting adjustment.

(Signature) (Date)

c. Confirm and print an accounting adjustment.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

d. Create a new Cash Memorandum.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

e. Print the Cash Memorandum.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

f. Use the Closeout 153 function at end of period closeout.

(Signature) (Date)

g. Add a contribution to ships store profits

(Signature) (Date)

h. Delete a contribution to ships store profits.

(Signature) (Date)

i. View the Daily Transaction activity.

(Signature) (Date)

j. Add an equipment purchase.

(Signature) (Date)

k. Add a new grant.

(Signature) (Date)

l. Delete a grant.

(Signature) (Date)

m. Add a laundry claim.

(Signature) (Date)

n. Add a service charge.

(Signature) (Date)

o. Delete a laundry claim.

(Signature) (Date)

p. Delete a service charge.

(Signature) (Date)

q. Use the liabilities assumed function.

(Signature) (Date)

r. Process loans.

(Signature) (Date)

s. Process rebates.

(Signature) (Date)

t. Create and process the receipt transmittal.

(Signature) (Date)

(Signature) (Date)

(Signature) (Date)

- u. Post the transfer of MWR funds.

 (Signature) (Date)

- v. Process Non-EPOS collections.

 (Signature) (Date) _____
 (Signature) (Date) _____
 (Signature) (Date)

7. Inventory count functions

- a. Create a new inventory count.

 (Signature) (Date) _____
 (Signature) (Date) _____
 (Signature) (Date)

- b. View and update inventory counts on an Inventory Count Sheet.

 (Signature) (Date) _____
 (Signature) (Date) _____
 (Signature) (Date)

- c. Update inventory using the PDT.

 (Signature) (Date) _____
 (Signature) (Date) _____
 (Signature) (Date)

- d. Process the inventory breakback for Non-EPOS activities.

 (Signature) (Date) _____
 (Signature) (Date) _____
 (Signature) (Date)

- e. Process the inventory for EPOS activities.

 (Signature) (Date) _____
 (Signature) (Date) _____
 (Signature) (Date)

8. Reports

- a. Process the B01/B05 Report.

 (Signature) (Date)

- b. Process the Issue to Use Report.

 (Signature) (Date)

- c. Process the Survey to NWCF Report.

 (Signature) (Date)

d. Process the Transfer to OSO Report.

(Signature) (Date)

e. Process the Survey to SSPN Report.

(Signature) (Date)

f. Process the Surveys to SSPN Vending Report.

(Signature) (Date)

g. Process the Retail Sales C02 Report.

(Signature) (Date)

h. Process the Drink Vending Sales C03 Report.

(Signature) (Date)

i. Process the Laundry Claims/Service Charge Report.

(Signature) (Date)

j. Print the Barcode Listing.

(Signature) (Date)

k. Print the Emblematic Inventory Report.

(Signature) (Date)

l. Process and print the 153 Report.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

m. Process and define the information on the Back of 153 Report.

(Signature) (Date)

n. Process and define the Profitability Reports.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- o. Print the Snack Vending Collection Report.

(Signature) (Date)

- p. Process the Form 176 Summarizing transfers.

(Signature) (Date)

9. Tills

- a. Process till assignment.

(Signature) (Date)

- b. Reconcile tills

(Signature) (Date)

TASKS - MANUAL

NOTE: Perform or simulate these manual tasks.

- 1. Establish and/or define your records keeper (RK) files.

(Signature) (Date)

- 2. Maintain records keeper RK files.

- a. Receipt Inspector File (WF-1).

(Signature) (Date)

- b. Bulk Custodian File (WF-2).

(Signature) (Date)

- c. Correspondence File (WF-3).

(Signature) (Date)

- d. Credit Memo and Cash Refund/Bulk Sale File (WF-4).

(Signature) (Date)

e. Retained Returns File (RR-1).

(Signature) (Date)

f. Retained Returns File (RR-2).

(Signature) (Date)

g. Receipts from Purchase File (B01).

(Signature) (Date)

h. Receipts from OSO File (B05).

(Signature) (Date)

i. Issues to Other Appropriations File (B10).

(Signature) (Date)

j. Issues with Reimbursement File (B12).

(Signature) (Date)

k. Surveys to NWCF File (B15).

(Signature) (Date)

l. Transfers to OSO File (B19).

(Signature) (Date)

m. Surveys to Profits Ships Store File (B23).

(Signature) (Date)

n. Surveys to Profits Drink File (B27).

(Signature) (Date)

o. Closing Inventory File (B28).

(Signature) (Date)

p. Files C02/C03/C04.

(Signature) (Date)

q. Loans File (C05).

(Signature) (Date)

r. Grants File (C06).

(Signature) (Date)

s. Laundry claims and other service charges file (C13).

(Signature) (Date)

t. Equipment purchase (C18).

(Signature) (Date)

u. Recreation fund file (C22).

(Signature) (Date)

3. Document Distribution

a. Inventory Count Sheet

(Signature) (Date)

b. Form 973

(Signature) (Date)

c. DD Form 1155 U.S. Merchandise Fast Pay Applies

(Signature) (Date)

d. DD Form 1155 U.S. Merchandise Non-Fast Pay

(Signature) (Date)

e. DD Form 1155 Special

(Signature) (Date)

f. DD Form 1149 Requisition/Receipt document

(Signature) (Date)

g. DD Form 1149 Transfer Invoice

(Signature) (Date)

h. DD Form 1348-1A.

(Signature) (Date)

i. DD Form 200.

(Signature) (Date)

j. DD Form 1149 Cash Refund

(Signature) (Date)

k. DD Form 1149 Credit Memorandum

(Signature) (Date)

l. DD Form 1149 Issues to Other Appropriations

(Signature) (Date)

m. DD Form 1149 Cash Sales Invoice

(Signature) (Date)

n. DD Form 1149 Receipts from Other Appropriations

(Signature) (Date)

o. NAVCOMPT Form 153 Ships Store Balance Sheet and Profit and Loss Statement.

(Signature) (Date)

p. Standard Form 1034 Public Voucher for Purchases Other Than Personal

(Signature) (Date)

q. Describe and discuss office logs.

(Signature) (Date)

4. Maintain required ships store publications and forms.

(Signature) (Date)

5. Process the unmatched expenditure listing.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

6. Check dealers' bills against retained copies of the corresponding receipt documents and reconcile difference.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

7. Verify perpetual counts off the Form 973.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

8. Prepare Standard Form 1034 for Transfer of funds to MWR.

(Signature) (Date)

TASKS - INFREQUENT

1. Restore dayback.

(Signature) (Date) (Signature) (Date)

2. Accomplish a Smart Re-Order.

(Signature) (Date)

3. Prepare bulk sales

(Signature) (Date)

4. Prepare purchase document for foreign merchandise.

(Signature) (Date)

5. Process dealers' bill for payment.

(Signature) (Date)

6. Process requisitions from CLF/PRIME VENDOR.

(Signature) (Date)

7. Process requisitions from shore supply support activities.

(Signature) (Date)

8. Initiate emergency purchase.

(Signature) (Date)

9. Process purchase using Ships Store Profits, Navy SSPN

(Signature) (Date)

10. Process health and comfort issues for members in Non-pay status.

(Signature) (Date)

11. Procure repair parts and services for vending machines or other Ships Store equipment.

(Signature) (Date)

12. Assemble and forward financial returns at the end of each accounting period.

(Signature) (Date)

13. Assemble retained returns.

(Signature) (Date)

14. Loss of power in the office.

(Signature) (Date)

15. ROM II system failure.

(Signature) (Date)

16. Electronic Point-of-Sale (EPOS) failure.

(Signature) (Date)

EXAMINATIONS

1. Pass a written and/or oral examination.

(Signature) (Date)