

**INTRODUCTION TO SH JQRS**

1. JOB QUALIFICATION REQUIREMENTS. JQRs are designed to qualifying SH personnel in performing certain duties. It is a compilation of the knowledge and skills required to qualify for a specific workstation, maintain specific equipment or perform as a team member within your unit. JQRs are not designed as a training program, but provide many training objectives. Fleet personnel who have several years experience working and supervising personnel in these workstations wrote the JQR. It has been determined that these are the minimum requirements for safely and effectively performing at these workstations.
2. APPLICABILITY. These JQRs are applicable to all Afloat Ship's Servicemen.
3. CONTENTS. This JQR contains 14 workstation qualifications. At the beginning of each workstation qualification sheet there are several discussion items related to the fundamentals and components of the area that you are getting qualified in. After the discussion items there is a list of workstation tasks you will be required to satisfactorily perform in order to achieve final qualification for particular workstations.
4. REFERENCES. References in this JQR do not indicate revisions. It is understood that the latest revision will be used. A list of references is provided for you in Appendix B.
5. TRAINEE. Your supervisor will tell you which workstation you are to complete and in what order. Turn to the your assigned workstation qualification. You may be required to complete another JQR, school, or other workstations within this package. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good Luck!

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**JOB QUALIFICATION REQUIREMENTS  
FOR BULK STOREROOM CUSTODIAN**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Bulk Storeroom Custodian. 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. Recommend designation as a qualified BULK STOREROOM CUSTODIAN (JQR-300).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

A. Safety requirements

1. Refer to Appendix A for applicable safety precautions.

B. Security

1. Define the following Group III security requirements:
  - a. Padlocks
  - b. Deadbolt door
  - c. High security hasps
  - d. Hinges and hasps
  - e. Emergency entry
  - f. Car seals
  - g. Key control
  - h. Theft or fraud
  - i. Movement of stock

C. Bulk Storeroom Custodian

1. Explain the procedures for the following:
  - a. Receipt/marketing
  - b. Stowage
  - c. Intra-store transfer
  - d. Inventory
  - e. Sanitation
  - f. Manual handling
  - g. Storeroom maintenance
  - h. Issue and rotation
  - i. Ventilation and humidity control
  - j. Stowage of flammable materials
  - k. UPC maintenance
  - l. Breakouts/break backs
  - m. Bulk sales
2. Explain the expenditure procedures for the following.
  - a. Disposal of survey items
  - b. Return of merchandise for credit or cash refund
  - c. Issue for ships use
  - d. OSO transfer

D. Potable Data Terminal PDT

1. What is the purpose and function of the following components?
  - a. PWR button
  - b. F key
  - c. BSP button
  - d. CLR button
  - e. Charger adapter
  - f. Cradle
  - g. 0-9 keys
  - h. ENT key
  
2. How does the PDT interface with back office?
  - a. Uploading and downloading data to the PDT
  - b. Import INV/BRKOUT data from the PDT
  - c. Updating UPC
  
3. How does the PDT interface with the UPC codes?

E. Tasks- Estimated completion time 8 weeks.

1. Receive merchandise. (3 times)

\_\_\_\_\_  
 (Signature) (Date)      \_\_\_\_\_  
 (Signature) (Date)      \_\_\_\_\_  
 (Signature) (Date)

2. Conduct UPC maintenance on stock. (3 times)

\_\_\_\_\_  
 (Signature) (Date)      \_\_\_\_\_  
 (Signature) (Date)      \_\_\_\_\_  
 (Signature) (Date)

3. Label received material.

\_\_\_\_\_  
 (Signature) (Date)

4. Maintain security (3 times)

\_\_\_\_\_  
 (Signature) (Date)      \_\_\_\_\_  
 (Signature) (Date)      \_\_\_\_\_  
 (Signature) (Date)

5. Breakout/break back merchandise. (3 times)

\_\_\_\_\_  
 (Signature) (Date)      \_\_\_\_\_  
 (Signature) (Date)      \_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
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**300 JOB QUALIFICATION REQUIREMENT BULK STOREROOM CUSTODIAN**

6. Prepare storeroom for inventory. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

7. Conduct perpetual inventories. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

8. Stow merchandise. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

9. Issue miscellaneous expenditures.

\_\_\_\_\_  
(Signature) (Date)

10. Maintain sanitation. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

11. Maintain required documents. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

12. Rotate stock. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

13. Dispose unsaleable stock. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

14. Use car seals to secure storeroom spaces.

\_\_\_\_\_  
(Signature) (Date)

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**JOB QUALIFICATION REQUIREMENTS FOR  
VENDING MACHINE OPERATOR NON EPOS**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Vending/Amusement Machine Operator. 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)

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Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified VENDING/AMUSEMENT MACHINE OPERATOR (JQR-302).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

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Ships Serviceman JQR

**301 JOB QUALIFICATION REQUIREMENT VENDING MACHINE OPERATOR NON EPOS**

A. Safety requirements

1. Refer to Appendix A for applicable safety precautions.
2. Discuss the proper mounting requirements for vending machines

B. Security

1. Define the following Group III security requirements:
  - a. Padlocks
  - b. Deadbolt door
  - c. High security hasps
  - d. Hinges and hasps
  - e. Multiple operator operations
  - f. Vending machine self-locking money boxes
  - g. Vending machine dollar bill acceptors
  - h. Emergency entry
  - i. Car seals
  - j. Phone card machine
  - k. Key control
  - l. Theft or fraud
  - m. Cash control
  - n. Movement of stock

C. Vending Machine Operator

1. Explain the procedures for the following:
  - a. Sanitation
  - b. Inventory
  - c. Cash collection
  - d. Intra-store transfer
  - e. Surveys
  - f. Refunds
  - g. Customer service
  - h. Stowage
  - i. Dollar bill validator
  - j. Repairs
  - k. UPC maintenance
  - l. Meter totalizer

D. Vending Machine Systems

1. Explain the use and purpose of the following components to the vending machine.

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**301      JOB QUALIFICATION REQUIREMENT VENDING MACHINE OPERATOR NON EPOS**

- a. Meter totalizer
- b. Coin changer
- c. Temperature Control
- d. Compressor
- e. Drip pan
- f. Navy Cash CAD

E. TASKS - estimated completion time: 8 weeks

1. Maintain security. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

2. Maintain sanitation. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

3. Prepare vending machine for balancing. (2 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)

4. Cash control. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

5. Process breakouts and break backs. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

6. Dispose of unsaleable sodas (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

7. Practice good customer service. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

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**301      JOB QUALIFICATION REQUIREMENT VENDING MACHINE OPERATOR NON EPOS**

8. Use Car seals.    (3 times)

\_\_\_\_\_  
(Signature) (Date)          (Signature) (Date)          (Signature) (Date)

9. UPC maintenance.    (3 times).

\_\_\_\_\_  
(Signature) (Date)          (Signature) (Date)          (Signature) (Date)

10. Conduct pier/hangar bay sales.

\_\_\_\_\_  
(Signature) (Date)

11. Cash control for pier/hangar bay sales.

\_\_\_\_\_  
(Signature) (Date)

12. Break ins.

\_\_\_\_\_  
(Signature) (Date)

13. Emergency entry procedures.

\_\_\_\_\_  
(Signature) (Date)

F.    EXAMINATIONS

1. Pass a written and/or oral examination.

\_\_\_\_\_  
(Signature) (Date)

**JOB QUALIFICATION REQUIREMENTS  
FOR RETAIL ACTIVITY OPERATOR EPOS**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements(JQR) for Retail Store Operator.

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.

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QUALIFICATION RECORD

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

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Trainee has completed requirements for this Job Qualification Requirement. Recommend designation as a qualified RETAIL ACTIVITY OPERATOR (JQR-303).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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**JOB QUALIFICATION REQUIREMENT RETAIL ACTIVITY OPERATOR  
EPOS**A. Safety requirements

1. Refer to Appendix A for applicable safety precautions.

B. Security

1. Define the following Group III security requirements:

- a. Padlocks
- b. Deadbolt door
  - a. High security hasps
  - b. Hinges and hasps
  - c. Multiple operator operations
  - d. Emergency entry
  - e. Car seals
  - f. EPOS
  - g. Key control
  - h. Theft or fraud
  - i. Cash control
  - j. Movement of stock

C. Retail Activity Operator

1. Explain the procedures for the following:

- a. Authorized customers
- b. Hours of operation
  - a. Policy signs
  - b. Display and Visual merchandising
  - c. Display of prices
  - d. Price changes
  - e. EPOS cash register operation
  - f. Tills
  - g. Change fund
  - h. Refunds
  - i. Price overrides
  - j. Intra-store transfer
  - k. Sanitation
  - l. Inventory
  - m. Customer service
  - n. Handle uncollectible checks
  - o. Handle health and comfort issues
  - p. End of till import
  - q. UPC maintenance
  - r. Handle personal checks
  - s. Handle Navy Cash transactions

**JOB QUALIFICATION REQUIREMENT RETAIL ACTIVITY OPERATOR  
EPOS**

2. Explain the expenditure procedures for the following:
  - a. Breakouts
  - b. Break backs
3. Name the required signs/instructions and forms used in the retail activity.

**D. Electronic Point of Sale System (EPOS)**

1. What is the function of the following function keys
  - a. F-1
  - b. F-2
  - c. F-3
  - d. F-4
  - e. F-5
  - f. F-6
  - g. F-7
  - h. F-8
  - i. F-9
  - j. F-10
  - k. F-11
  - l. F-12
  - m. END
  - n. HOME
  - o. PAGE UP
2. Describe the location and purpose of the following items:
  - a. Cash register tape
  - b. Disk drives
  - c. Hard drive
  - d. Scanner
3. Identify the use and purpose of the following function Icons on the sales screen.
  - a. End of till button
  - b. Manager form button
  - c. Reprint last receipt button
  - d. Price override button
  - e. Price display screen
  - f. Cash register drawer

**JOB QUALIFICATION REQUIREMENT RETAIL ACTIVITY OPERATOR  
EPOS**

4. How does the EPOS and the Back Office ROM II computer interface with each other.

E. Potable Data Terminal PDT

1. What is the purpose and function of the following components?

- a. PWR button
- b. F key
- c. BSP button
- d. CLR button
- e. Charger adapter
- f. Cradle
- g. 0-9 keys
- h. ENT key

2. How does the Potable Data Entry Device interface with the back officer computer?

- a. Uploading and downloading data to the PDT
- b. Import INV/BRKOUT data from the PDT
- c. Updating UPC

3. How does the PDT interface with the UPC codes on products in the retail outlets?

F. Tasks - Estimated completion time 8 weeks

1. Receive breakout. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

2. Maintain visual merchandise display. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

3. Maintain security. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
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Ships Serviceman JOB

**302            JOB   QUALIFICATION   REQUIREMENT   RETAIL   ACTIVITY   OPERATOR**  
**EPOS**

4. Maintain sanitation (3 times)

\_\_\_\_\_  
(Signature) (Date)            (Signature) (Date)            (Signature) (Date)

5. Operate Electronic Point of Sale cash register. 3 times)

\_\_\_\_\_  
(Signature) (Date)            (Signature) (Date)            (Signature) (Date)

6. Handle customer transactions. (3 times)

\_\_\_\_\_  
(Signature) (Date)            (Signature) (Date)            (Signature) (Date)

7. Cash control. (3 times)

\_\_\_\_\_  
(Signature) (Date)            (Signature) (Date)            (Signature) (Date)

8. Prepared the retail store for inventory. (3 times)

\_\_\_\_\_  
(Signature) (Date)            (Signature) (Date)            (Signature) (Date)

9. Maintain required ship's store policy  
and merchandising signs(3 times)

\_\_\_\_\_  
(Signature) (Date)

10. Determine restocking requirements. (3 times)

\_\_\_\_\_  
(Signature) (Date)            (Signature) (Date)            (Signature) (Date)

11. Shelf label maintenance. (3 times)

\_\_\_\_\_  
(Signature) (Date)            (Signature) (Date)            (Signature) (Date)

12. Conduct UPC maintenance(3 times)

\_\_\_\_\_  
(Signature) (Date)            (Signature) (Date)            (Signature) (Date)

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302            **JOB QUALIFICATION REQUIREMENT RETAIL ACTIVITY OPERATOR  
EPOS**

13. Customer service. (3 times)

\_\_\_\_\_  
(Signature) (Date)            \_\_\_\_\_  
(Signature) (Date)            \_\_\_\_\_  
(Signature) (Date)

14. Dispose of unsaleable stock. (3 times)

\_\_\_\_\_  
(Signature) (Date)            \_\_\_\_\_  
(Signature) (Date)            \_\_\_\_\_  
(Signature) (Date)

15. Use car seals on retail store (3 times)

\_\_\_\_\_  
(Signature) (Date)            \_\_\_\_\_  
(Signature) (Date)            \_\_\_\_\_  
(Signature) (Date)

16. Process health and comfort issues.

\_\_\_\_\_  
(Signature) (Date)

17. Handle uncollectible checks.

\_\_\_\_\_  
(Signature) (Date)

18. Use the UPC cross-reference listing.

\_\_\_\_\_  
(Signature) (Date)

19. Prepare the store for underway periods. (3 times)

\_\_\_\_\_  
(Signature) (Date)            \_\_\_\_\_  
(Signature) (Date)            \_\_\_\_\_  
(Signature) (Date)

20. EPOS Cash register failure

\_\_\_\_\_  
(Signature) (Date)

21. Break ins.

\_\_\_\_\_  
(Signature) (Date)

302 JOB QUALIFICATION REQUIREMENT RETAIL ACTIVITY OPERATOR  
EPOS

22. Loss of power.

\_\_\_\_\_  
(Signature) (Date)

23. Emergency entry procedures.

\_\_\_\_\_  
(Signature) (Date)

G. EXAMINATIONS

1. Pass a written and/or oral examination.

\_\_\_\_\_  
(Signature) (Date)

**JOB QUALIFICATION REQUIREMENTS  
FOR CASH COLLECTION AGENT**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Retail Store Operator.

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 requirements for this Job Qualification Requirement. Recommend designation as a qualified RETAIL ACTIVITY OPERATOR (JQR-303).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

**303 JOB QUALIFICATION REQUIREMENT FOR CASH COLLECTION AGENT**

A. Safety requirements

1. Refer to Appendix A for applicable safety precautions.

B. Security

1. Define the following Group III security requirements:

- a. Padlocks
- b. Deadbolt door
- c. High security hasps
- d. Hinges and hasps
- e. Multiple operator operations
- f. Vending machine self locking money boxes
- g. Vending machine dollar bill acceptors
- h. Emergency entry
- i. Car seals
- j. ROM computer
- k. Phone card machine
- l. Change machine
- m. Key control
- n. Theft or fraud
- o. Cash control

C. Cash Collection Agent

1. Explain the procedures for maintaining the following:

- a. Cash register record
- b. Cash receipt book for deposits with Disbursing Officer
- c. Night depository safe
- d. Money bags

2. Explain the procedures for the following:

- a. Depositing collections
- b. Maintaining security of space and safe
- c. Preparing cash sales invoice
- d. Preparing cash receipt certificate
- e. Operation of coin sorter/wrapper machine
- f. Assigning tills
- g. Handling refunds
- h. Handling contribution/rebate checks
- i. Preparing Public Voucher for Purchases and Services Other than Personal (Standard Form 1034)
- j. Conduct end of till in port/reconciliation

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**303 JOB QUALIFICATION REQUIREMENT FOR CASH COLLECTION AGENT**

- k. Handling uncollectible checks
- l. Handling of health and comfort issues forms 504/28
- m. Handling of bulk sales
- o. Handling of deficit in change funds
- p. Handling overage/shortage in the dollar bill change machine
- q. Handling change funds/DD Form 1081
- r. Handling concessionaire sales
- s. Entering NON-EPOS activity sales
- t. Navy Cash sales and reconciliation

D. Electronic Point of Sale Cash Register

1. What is the function of the following function keys

- a. F-1
- b. F-2
- c. F-3
- d. F-4
- e. F-5
- f. F-6
- g. F-7
- h. F-8
- i. F-9
- j. F-10
- k. F-11
- l. F-12
- m. END
- n. HOME
- o. PAGE UP

2. Describe the location and purpose of the following items:

- a. Cash register tape
- b. Disk drives
- c. Hard drive
- d. Scanner

3. Identify the use and purpose of the following function Icons on the sales screen.

- d. End of till button
- e. Manager form button
- f. Reprint last receipt button
- g. Price override button
- h. Price display screen
- f. Cash register drawer

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Ships Serviceman JOR

**303 JOB QUALIFICATION REQUIREMENT FOR CASH COLLECTION AGENT**

4. How does the EPOS and the Back Office ROM II computer interface with each other.

E. TASKS - estimated time of completion 8 weeks

1. Maintain Cash Register Record (3 times)

\_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)

2. Maintain cash receipt book for deposits. (3 times)

\_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)

3. Maintain security (3 times)

\_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)

4. Collect cash from EPOS activities. (3 times)

\_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)

5. Collect cash from NON EPOS activities. (3 times)

\_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)

6. Assign tills to retail store operator. (3 times)

\_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)

7. Import and reconcile tills at the end of the shift. (3 times)

\_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)

8. Post collections to the ROM II system. (3 times)

\_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)    \_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR  
Ships Serviceman JOR

**303 JOB QUALIFICATION REQUIREMENT FOR CASH COLLECTION AGENT**

9. Compare collection reports to ROM II and Disbursing Figures. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

10. Prepare the Cash Sales Invoice. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

11. Prepare the DD Form 1081. (2 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)

12. Operate coin sorter and wrapper machine. (2 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)

13. Handle cash rebate/contribution checks.

\_\_\_\_\_  
(Signature) (Date)

14. Handle uncollectible checks. (3 times)

\_\_\_\_\_  
(Signature) (Date)

15. Handle health and comfort issues.

\_\_\_\_\_  
(Signature) (Date)

16. Handle bulk sale.

\_\_\_\_\_  
(Signature) (Date)

17. Handle deficits in change fund.

\_\_\_\_\_  
(Signature) (Date)



**JOB QUALIFICATION REQUIREMENTS  
FOR SHIPBOARD BARBER**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Shipboard Barber. 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. Recommend designation as a qualified SHIPBOARD BARBER (JQR-305).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

Ships Serviceman JQR  
Ships Serviceman JQR

**JOB QUALIFICATION REQUIREMENT FOR BARBER**A. Schools:

1. Barber "C" school Course Number A-840-0013 "Shipboard Barber" required to receive Barber NEC 3122.

B. Safety requirements

1. Refer to Appendix A for applicable safety precautions.

C. Security

1. Define and discuss the following Group IV security requirements
  - a. Group IV security
  - b. Key control
  - c. Safeguard of equipment and supplies

D. Shipboard Barber

1. Explain procedures for the following:
  - a. Sanitation of equipment, tools and space
  - b. Clipper cut
  - c. Scissor cut
  - d. Maintaining tools and equipment
  - e. Female hair cutting technique
  - b. Customers service
  - c. Barber physical
  - d. Hygiene
  - e. Signing requirements
2. Describe the following contagious skin diseases:
  - a. Impetigo
  - b. Ringworm
  - c. Scabies
  - d. Pediculosis capitis
3. Describe the following noncontiguous skin/scalp ailments:
  - a. Excessive sweating
  - b. Prickly heat
  - c. Sudamen
  - d. Acne
  - e. Blackheads
  - f. Wen or sebaceous cyst

304            **JOB QUALIFICATION REQUIREMENT FOR BARBER**

- g.     Dandruff
- h.     Psoriasis
- i.     Eczema
- j.     Hives

- 4. What are the necessary steps before giving a hair cut?
- 5. What are the necessary steps after giving a hair cut?
- 6. Define the U.S.Navy grooming standards(Ref d)
- 7. Discuss the two types of scheduling systems. (Ref a)

E. TASKS - estimated completion time 6 weeks

- 1. Maintain sanitation (3 times)

\_\_\_\_\_  
 (Signature) (Date)            (Signature) (Date)            (Signature) (Date)

- 2. Maintain security (3 times)

\_\_\_\_\_  
 (Signature) (Date)

- 3. Maintain Barbershop Appointment Record. (2 times)

\_\_\_\_\_  
 (Signature) (Date)            (Signature) (Date)            (Signature) (Date)

- 4. Cut hair using electric clipper. (3 times)

\_\_\_\_\_  
 (Signature) (Date)            (Signature) (Date)            (Signature) (Date)

- 5. Cut hair using scissors (3 times)

\_\_\_\_\_  
 (Signature) (Date)            (Signature) (Date)            (Signature) (Date)

- 6. Practice good customer service. (3 times)

\_\_\_\_\_  
 (Signature) (Date)            (Signature) (Date)            (Signature) (Date)

**JOB QUALIFICATION REQUIREMENT FOR BARBER**

7. Maintain tools and equipment (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

8. Disinfect/sanitize tools and equipment. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

9. Discuss female haircuts.

\_\_\_\_\_  
(Signature) (Date)

10. Discuss skin diseases.

\_\_\_\_\_  
(Signature) (Date)

11. Provide 36 satisfactory straight haircuts.

\_\_\_\_\_  
(Signature) (Date)

12. Provide 36 satisfactory curly haircuts.

\_\_\_\_\_  
(Signature) (Date)

F. EXAMINATIONS

1. Pass a written and or oral examination

\_\_\_\_\_  
(Signature) (Date)

**JOB QUALIFICATION REQUIREMENT  
FOR ROM USER/RECORDS KEEPER**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirement (JQR) for ROM user/Recordskeeper. 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. Recommend designation as a qualified ROM USER/RECORDS KEEPER (JQR-306).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

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Ships Serviceman JQR

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Ships Serviceman JQR

### 305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS

#### A. Schools:

1. Ships store Afloat Resale Operations Management ROM II "C" school Course Number A-823-0019 NEC 3131.

#### B. Safety Precautions

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 back up 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 on to the ROM II system.
2. Discuss the procedures for conducting a Daily back up.
3. Discuss the procedures for conducting systems back up.
4. Discuss the procedures for conducting a restore.
5. Discuss the basic purpose and functions of the ROM Constant Function.
  - a. Cash register set up
  - b. Department mark up by percentage
  - c. Locally assigned numbers
  - d. Ship's identification
  - e. Store set up
  - f. Vending machine Set up

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Ships Serviceman JOR  
Ships Serviceman JOR

### 305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS

6. Explain the entries for the following on the ships identification screen.
  - a. Acct per. End date
  - b. Ships information
  - c. Operating zone
  - d. EDI capable
  - e. GF assessment
  - f. Paying activity
  - g. Disb officer symbol
  - h. Type Commander
  - i. Spin code
  
7. Discuss the basic purpose and functions of the ROM Utilities Function.
  - a. 153 set up 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
  
8. Discuss the basic purpose and functions of the ROM Look up Tables.
  
9. 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. Category
  - g. Reqn Type
  - h. Vendor name
  - i. Case pack quantity
  - j. Case pack sub quantity
  - k. Sell level
  - l. Sell units
  - m. Retail price
  - n. Cost price
  
10. Define the function of the following headings on the Stock Record.

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Ships Serviceman JOR  
Ships Serviceman JOR

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

- a. Assign UPC's
  - a. Detailed ledger
  - b. Print barcodes
  - c. New article
  - d. Edit article
  - e. Delete article
  
- 11. Define the security measure in the ROM System that prevents you from accidentally deleting a Stock Record.
  
- 12. Define the procedures to follow to print a Stock Record listing.
  
- 13. 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.F8
  - s.G1
  - t.K4
  - u.L1
  - v.M3
  
- 14. 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

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Ships Serviceman JQR  
Ships Serviceman JQR

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

15. 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 Requisitions 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
  
16. Discuss the purpose and use of the following keys 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
  
17. Discuss the use of the following logbooks.
  - a. Purchase order log
  - b. Requisition log
  - b. Car seal log
  
18. Define procedures for creating requisitions from the following sources.
  - a. CARGO/CLF ships/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
  
19. Define the purpose and contents of the B01/B05 file.
  
20. Define the use of following purchase methods:
  - a. Automated Contract Bulletin (ACB)
  - b. Automated SSAC Listing (ASL)
  - c. Navy Exchange

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

- d. Simplified purchase procedures
  - e. Emergency contracting procedures
  - f. SSPN
  - g. Special orders
  - h. Cash purchases
  - i. EDI
21. 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
22. Discuss the use of the following procurement clause/ statement:
- a. Bonus Free item
  - b. Guaranteed sale item
  - a. Emblematics
  - 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
23. Describe the procedures for adding and deleting procurement statements in the ROM II.
24. Describe the procedures for making corrections to the purchase order.
25. Describe the procedures for correcting the following types of errors to purchase orders.
- a. Cost price
  - b. Quantity
  - c. Administrative
26. Describe the procedures for entering accounting data in ROM II.

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Ships Serviceman JOR  
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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

27. Discuss the distribution of the following purchase/requisition documents.
  - a. DD Form 1149 requisition document
  - b. DD Form 1348
  - c. DD form 1155
  
28. 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
  
29. Define the procedures for receiving stock using the following forms.
  - a. DD Form 1155
  - b. DD Form 1149
  - c. DD Form 1348
  
30. Define the purpose and contents of the B01/B05 report
  
31. Define the purpose and contents of the Receipt Inspector File WF-1.
  
32. Define the purpose and contents of the Bulk custodian File WF-2.
  
33. Describe the procedures for handling: (Ref a)
  - a. Partial shipments
  - b. Errors in receipt from OSO
  - c. Requisitioned material received without document
  - d. Errors in receipt from purchase quantity, quality, or unit/extended price
  - e. Bonus free items
  - f. Guaranteed sales item
  
34. Discuss the procedures for preparing and posting adjustments to receipt documents.
  
35. Define the entries made for accounting adjustments in ROM II for the following line items.

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Ships Serviceman JOR  
Ships Serviceman JOR

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

- a. Letter serial #
  - b. Original document date
  - c. Original receipt number
  - d. Month Orig. receipt
  - e. Purchase order #
  - f. Month of transmittal
  - g. Amount posting negative and positive
  - h. Description
36. Define the purpose and use of the ROM II receiving report.
37. What is the purpose of the current UPC's screen in the ROM II receipts function.
38. Explain the procedures for posting equipment purchases to the ROM II system.
39. Explain the procedures for assembling and preparing the Transmittal of Receipts for submission to the Defense Finance and Accounting Service.
40. Discuss the procedures for resolving the Unmatched Expenditure listing.
41. Discuss the procedures for processing Dealer's Bills for the following types of merchandise.
- a. United States merchandise fast pay applies
  - b. United States merchandise fast pay does not apply
  - c. Foreign merchandise fast pay applies
  - d. Foreign merchandise fast pay does not apply
42. 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
43. Define the procedures for conducting the following tasks under Inventory Movement Expenditures.

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

- a. Bulk Sales/Credit Memo
  - b. Cost of Operations
  - c. Surveys
  - d. Transfer to other appropriations
  - e. Transfer to other Supply Officer
44. Discuss the procedure for the following survey category.
- a. Navy working Capital fund
  - b. Ships Store Profits (individual ship)
45. Define procedures used to prepare the survey document DD Form 200.
46. Discuss the distribution of the DD Form 200.
47. Discuss the procedures for transferring stock under the following circumstances.
- a. Transfer to other supply officer
  - b. Transfer to other appropriations
48. 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
49. Determine the procedures for accomplishing price changes.
- a. EPOS
  - b. NON EPOS
50. Define the steps for processing laundry claims.
51. Discuss the procedures for preparing the paperwork needed to transfer funds to the MWR.
52. Explain the job of posting equipment purchase to the ROM II under Financial Accounting.

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Ships Serviceman JOR  
Ships Serviceman JOR

### 305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS

53. Define the general procedures for using the Intra-Store Transfer Data NAVSUP Form 973.
54. Discuss the procedures for using the following functions on the PDT.
  - a. Breakout/Inv
  - b. Communications
  - c. Erase Data
  - d. Verify UPC's
55. Explain the procedures to follow when transferring merchandise using the NAVSUP Form 973.
56. 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
57. Discuss the distribution procedures for the NAVSUP Form 973.
58. Explain the procedures for posting vending collections to the ROM II system.
59. Explain the procedures for checking sales in the retail store by reviewing the Daily Transaction Activity in ROM II Financial Accounting.
60. Determine the steps for posting contributions.
61. Determine the steps for posting rebates.
62. Discuss the procedures for viewing cash sales for the following activities.
  - a. Retail Store
  - b. Vending machines
  - c. Soda machines
  - d. Phone Card machine
  - e. Hanger bay/pier sales

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Ships Serviceman JOR  
Ships Serviceman JOR

### 305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS

63. Explain the procedures for preparing the Cash Sales Invoice in the ROM II financial Accounting.
  - a. Cash
  - b. Navy Cash
64. Determine the distribution of the Cash Sales Invoice.
65. Determine the procedures for updating and posting grants to the ROM II system.
66. Discuss the procedures for posting laundry claims or service charge to the ROM II system.
67. Discuss the procedures for posting amounts transferred to MWR in the ROM II system.
68. 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
69. Discuss the purpose and use of the Inventory Count sheet when using the following procedures.
  - a. PDT procedures
  - b. Manual procedures
70. Define the steps for using the following under ROM II Inventory Count Functions.
  - a. Create new inventory count
  - b. PDT communications
  - c. View update inventory count sheet
71. Explain procedures followed when counting.
72. Explain the procedures for inventorying outstanding material returned to the vendor for credit.
73. Explain the procedures for conducting monthly inventories.

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

74. Determine the actions to take after completing the initial count of the inventory.
75. Discuss the distribution of the Inventory Count sheet.
76. Explain the procedures for balancing the following activities.
  - a. Point of Sale outlets
  - b. Non-Point of sale outlets
77. Explain the purpose and use of the profitability reports.
78. Discuss the types of ships store returns and when they are submitted.
79. Explain the procedures for forwarding returns.
80. 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 dishonored checks
  - g. B15 Surveys to NSF
  - 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
  - p. C04B Contributions
  - q. C05 Loans
  - r. C06 Grants
  - s. C13 Laundry claims and service charges
  - t. C14A and C14B Assessments
  - u. C18 Equipment purchases

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Ships Serviceman JOR  
Ships Serviceman JOR

### 305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS

- v. C19 Amusement disbursements
- w. C22 MWR Funds transferred
- x. C24 Funds available for transfer
- y. C24B Liabilities assumed

81. Define and describe each of the following entries on the back of the 153.
    - 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
  82. Discuss the distribution of the Form 153.
  83. Describe the procedure for using the Close out 153 function in ROM II Financial accounting.
  84. Discuss the procedures for assembling the ships store retained returns.
  85. 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 ROM Resource CD.
- F. ROM Computer
1. Describe the procedures for gaining access to the ROM II system.
  2. Explain the basic configuration of the back office computer and the components.
  3. Explain the proper environmental conditions for placement of the computer.

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

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.

G. Tasks automated- estimated completion time 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)

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Ships Serviceman JOR  
Ships Serviceman JOR

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

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)

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Ships Serviceman JOR  
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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

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. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(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)

Ships Serviceman JOR  
Ships Serviceman JOR

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

f. Confirm and print a purchase order.  
(3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

g. Create a special 1155. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

h. Create a purchase order for vending repair

\_\_\_\_\_  
(Signature) (Date)

i. Create a requisition OSO. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

j. View and Edit a requisition OSO.

\_\_\_\_\_  
(Signature) (Date)

k. Confirm and print a requisition OSO. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

l. Create requisitions 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)

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**Ships Serviceman JOR**

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**Ships Serviceman JOR**

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

o. Process purchase order receipts. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

p. Process requisition receipts OSO. (3 times)

\_\_\_\_\_  
(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 officers.

\_\_\_\_\_  
(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)

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Ships Serviceman JOR  
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305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS

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 survey to NWCF.

\_\_\_\_\_  
(Signature) (Date)

ff. Cancel a survey

\_\_\_\_\_  
(Signature) (Date)

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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

gg. Confirm a survey.

\_\_\_\_\_  
(Signature) (Date)

hh. Prepare a breakout document. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

ii. Prepare a breakout with PDT. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

jj. Print and process the breakout. (3 times)

\_\_\_\_\_  
(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. (3 times)  
(3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

b. Delete an accounting adjustment.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JOR  
Ships Serviceman JOR

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

- c. Confirm and print an accounting adjustment.  
(3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

- d. Create a new Cash Memorandum. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

- e. Print the Cash memorandum. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

- f. Use the close out 153 function at end of period  
Closeouts.

\_\_\_\_\_  
(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)

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Ships Serviceman JOR  
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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

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.  
(3 times)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

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**Ships Serviceman JOR**

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**Ships Serviceman JOR**

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

u. Post the transfer of MWR funds.

\_\_\_\_\_  
(Signature) (Date)

v. Process non-EPOS collections. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

7. Inventory count functions

a. Create a new inventory count. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

b. View and update an inventory count sheet. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

c. Update inventory using the PDT. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

d. Process the inventory for non-epos activities.  
(3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

e. Process the inventory for epos activities. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

8. Reports

a. Process the B01/B05 report.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR  
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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

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 surveys to SSPN report.

\_\_\_\_\_  
(Signature) (Date)

f. Process the surveys to SSPN vending report.

\_\_\_\_\_  
(Signature) (Date)

g. Process the retail sales report C02.

\_\_\_\_\_  
(Signature) (Date)

h. Process the drink vending sales report C03.

\_\_\_\_\_  
(Signature) (Date)

i. Process the laundry claims/service charge report.

\_\_\_\_\_  
(Signature) (Date)

j. Print the barcode listing.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR

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Ships Serviceman JOR

**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

k. Print the emblematic inventory report.

\_\_\_\_\_  
(Signature) (Date)

l. Process and print the 153 report. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

m. Process and define the information on the back of the 153.

\_\_\_\_\_  
(Signature) (Date)

n. Process and define the profitability reports. (3 times)

\_\_\_\_\_  
(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)

\_\_\_\_\_  
Ships Serviceman JOR  
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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

H. 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 sales 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)

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Ships Serviceman JOR  
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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

r. Grants File C06.

\_\_\_\_\_  
(Signature) (Date)

s. Laundry claims and other service charges file C13.

\_\_\_\_\_  
(Signature) (Date)

t. Equipment purchases 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)

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Ships Serviceman JOR

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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

f. DD Form 1149 requisition/receipt document

\_\_\_\_\_  
(Signature) (Date)

g. DD Form 1149 Transfer Invoice

\_\_\_\_\_  
(Signature) (Date)

h. DD Form 1348-1

\_\_\_\_\_  
(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)

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Ships Serviceman JOR

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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

- 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 (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

- 6. Check dealers' bills against retained copies of the corresponding receipt document and reconcile differences. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

- 7. Verify perpetual counts off the Form 973 (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

- 8. Prepare Standard Form 1034 for transfer of funds to the MWR.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR  
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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

H. Infrequent tasks

Note: Simulate these infrequent tasks.

1. Restore day back (2 times)

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

2. Accomplish a Smart reorder.

(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 the CLF/prime vendor.

(Signature) (Date)

7. Process requisitions from shore supply support activities.

(Signature) (Date)

8. Initiate emergency purchase

(Signature) (Date)

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Ships Serviceman JOR

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**305 JOB QUALIFICATION REQUIREMENTS FOR ROM USER/RECORDS**

9. Process purchases using Ships Store Profits, Navy SSPN

\_\_\_\_\_  
(Signature) (Date)

10. Process health and comfort issues  
for members in the 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 system back office failure

\_\_\_\_\_  
(Signature) (Date)

16. Electronic point of sale (EPOS) failure.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR

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Ships Serviceman JOR



**JOB QUALIFICATION REQUIREMENTS  
FOR RETAIL SUPERVISOR/MANAGER**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of designated sections of the Job Qualification Requirements(JQR) for Retail Supervisor/Manager. Only specified supervisors may signify completion of applicable sections 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. Recommend designation as a qualified SHIPS STORE SUPERVISOR/MANAGER (JQR-307).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Ships Serviceman JQR  
Ships Serviceman JQR

**306 JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

A. Prerequisites: Bulk Storeroom 300, Vending Machine Operator 301, Retail Activity Operator EPOS 302, Cash Collection Agent 303, ROM User records keeper 305 and Receipt Inspector 308.

B. Safety Precautions

1. Review Appendix A.
2. Review OPNAV instruction 5100.19 series for safety precautions related to the Ships Store operation
3. State and discuss safety precautions related to the following:
  - a. Conveyors
  - b. Materials handling equipment
  - c. Loading and unloading stock in port and underway
  - d. Proper lifting of stock.
  - e. Mounting of non installed equipment
  - f. Proper stowage of flammable materials
  - g. Minor electrical equipment

C. Security

1. Conduct Group III and Group IV security inspection of ships store spaces and correct or document any discrepancies.
2. Discuss managerial issues related to the security of the computer and software.
3. Discuss managerial issues related to the security of the Electronic Point of Sale (EPOS) and software.
4. Describe the managerial concerns in regards to the movement of accountable stock.
5. Describe the procedures for ensuring proper cash control.
6. Describe the proper management controls in place to safeguard equipment, supplies and personal clothing in the retail and service activities.
7. Discuss security/break ins after hours.

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Ships Serviceman JOB

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Ships Serviceman JOB

**306 JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

D. Bulk Storeroom Custodian

1. Discuss factors to consider when assigning a bulk storeroom custodian
2. Conduct a material inspection of all storage areas and correct or document all discrepancies
3. Discuss and define the layout of each storeroom to ensure maximum utilization.
4. Discuss the implementation of controls in the bulk storeroom to ensure receipts and issues of ships store stock are accomplished properly

E. Vending Machine Operator

1. Discuss factors to consider when assigning a vending machine operator
2. State the policies and procedures for proper key control and cash handling.
3. Explain the management objectives for the monthly balancing of the non-EPOS activities.
4. Inspect all activities and stowage facilities and correct or document all discrepancies.
5. Explain the factors related to the restocking of the vending operation.

F. Retail Activity Operator

1. Discuss the factors to consider when assigning a retail activity operator.
2. State the policies and procedures for proper key control and cash handling.
3. Explain the management objectives for inventory and closeout of the retail activities.
4. Explain the management controls in place to ensure proper receipt and expenditure of stock.

**306 JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

5. Explain the proper procedures and policies in place for the handling and processing of tills in the retail activity.
6. Explain the controls in place for the proper handling of refunds and price overrides in the retail activity.
7. Explain the current management controls in place to ensure the price is identified on each item of merchandise in the retail activity.
8. Discuss inventory procedures and requirements for retail activities.
9. Explain the factors related to the stocking plan for the retail activities.

**G. Cash Collection Agent**

1. Discuss the factors to consider when assigning cash collection agent.
2. Define cash auditing policies and procedures.
3. Explain the policies and procedures in place to ensure proper key control and cash handling.
4. State the current policies and procedures in place to ensure proper handling and processing of tills.
5. Explain the requirements contained in DOD Vol 5 concerning safes.
6. Discuss ships policy concerning the movement of cash.

**H. ROM User/Records Keeper**

1. Discuss plans for training of personnel.
2. Explain the factors to consider for assigning the ships store records keeper
3. Explain factors related to determining stock requirements for the ships store.

**306 JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

4. State the management controls in place to ensure proper procurement procedures are followed.
5. Explain the management controls in place to ensure the proper expenditure of ships store stock.
6. Explain the policies and controls in place to ensure the return of merchandise for credit or cash refund is properly handled.
7. State the policies and procedures in place to evaluate stock for surveys.
8. Discuss the process of monitoring and reconciling the unmatched expenditure listing and the consequences of not processing the listing properly.
9. Explain the circumstances requiring an accounting adjustment.
10. State the management controls in place to ensure the proper end of period closeout.
11. Define the processes of assembling and submitting the financial and retained returns.
12. Monitor the handling and processing of the abstract data report.
13. Explain the review and process of handling laundry claims.
14. State the process of initiating a loan request from the Navy Exchange Service Command.
15. State the process of initiating the transfer of funds to MWR.
16. State the process of monitoring and initiating management controls for inventory.
17. Explain the process of auditing and reconciling the different types of ships store reports and documents.

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**306 JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

- 18. Discuss the process of proper filing and document distribution.
- 19. Explain the process of constructing the back office or Electronic Point of Sale computers
- 20. Discuss the requirements for processing interim profits.

H. Tasks- estimated completion time 16 weeks

Note: Perform or simulate these tasks IAW current Procedures.

1. Supervisor/manager

- a. Submit request for NEXCOM Fleet Assistance Team to conduct assist visit.

\_\_\_\_\_  
(Signature) (Date)

- b. Prepare and update Supply Department Instructions for Ships Store

\_\_\_\_\_  
(Signature) (Date)

- c. Prepare and update Ships Store organizational chart

\_\_\_\_\_  
(Signature) (Date)

- d. Inspect all Ships Store Spaces for proper Group III security

\_\_\_\_\_  
(Signature) (Date)

- e. Review the ROM Operator Security listing.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JQR

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Ships Serviceman JQR

306    **JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

- f.    Establish and monitor hours of operation for all activities.

\_\_\_\_\_  
(Signature) (Date)

- g.    Monitor UPC maintenance on merchandise in all retail activities.

\_\_\_\_\_  
(Signature) (Date)

- h.    Ensure prices in all retail activities is displayed as required

\_\_\_\_\_  
(Signature) (Date)

- i.    Monitor retail operations to ensure all sales are made using approved methods.

\_\_\_\_\_  
(Signature) (Date)

- j.    Audit the Cash Register Record (NAVSUP Form 469)

\_\_\_\_\_  
(Signature) (Date)

- k.    Ensure uncollectible/dishonored checks processed properly

\_\_\_\_\_  
(Signature) (Date)

- l.    Resolve customer complaints regarding refunds and dissatisfaction

\_\_\_\_\_  
(Signature) (Date)

- m.    Ensure change funds are issued and audited according to current guidelines

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JQR  
Ships Serviceman JQR

306    **JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

- n.    Prepare maintenance plan for all retail and service activity equipment.

\_\_\_\_\_  
(Signature) (Date)

- o.    Inspect all spaces and equipment for safety and fire hazards

\_\_\_\_\_  
(Signature) (Date)

- p.    Ensure sanitation requirements are posted and signed by Medical representative.

\_\_\_\_\_  
(Signature) (Date)

- q.    Ensure cash received from sales in all retail outlets is collected as required

\_\_\_\_\_  
(Signature) (Date)

- r.    Ensure requirements of the Navy's Heat Stress program are followed in the laundry.

\_\_\_\_\_  
(Signature) (Date)

- s.    Initiate request to stock articles not listed in NEXCOM Pub 81

\_\_\_\_\_  
(Signature) (Date)

- t.    Establish guidelines for the control of emblematic inventory levels

\_\_\_\_\_  
(Signature) (Date)

- u.    Initiate procurement actions for Ships Store Stock

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JQR

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Ships Serviceman JQR

306    **JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

t.    Audit procurement documents for accuracy

\_\_\_\_\_  
(Signature) (Date)

w.    Initiate actions to dispose of excess stock

\_\_\_\_\_  
(Signature) (Date)

x.    Initiate procurement of major Ships Store equipment

\_\_\_\_\_  
(Signature) (Date)

y.    Initiate modernization plan

\_\_\_\_\_  
(Signature) (Date)

z.    Monitor receipt operations

\_\_\_\_\_  
(Signature) (Date)

aa.    Resolve discrepancies in receipts from OSO and/or purchase

\_\_\_\_\_  
(Signature) (Date)

bb.    Audit receipt documents and compare them against the B01/B05 report on weekly basis.

\_\_\_\_\_  
(Signature) (Date)

cc.    Ensure the monthly transmittal of receipt document is accurate and submitted on time.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JQR  
Ships Serviceman JQR

306    **JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

dd.    Ensure adjustments are made when the dealers' invoice does not match the corresponding receipt document

\_\_\_\_\_  
(Signature) (Date)

ee.    Monitor the handling and resolution of items listed on the Unmatched Expenditure Listing

\_\_\_\_\_  
(Signature) (Date)

ff.    Prepare stowage plans for normal operations and deployment

\_\_\_\_\_  
(Signature) (Date)

gg.    Audit Intra-Store Transfer Data NAVSUP Form 973 and make sure quantities delivered by the bulk custodian match those received by the receiving activity

\_\_\_\_\_  
(Signature) (Date)

hh.    Follow up on merchandise returned to the vendor for credit memorandum or cash refund

\_\_\_\_\_  
(Signature) (Date)

ii.    Anticipate expenses and determine amounts of profit to be transferred to the MWR Fund

\_\_\_\_\_  
(Signature) (Date)

jj.    Establish guidelines for conducting inventory

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JQR  
Ships Serviceman JQR

306    **JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

kk.    Audit the Ships Store Inventory  
for accuracy

(    Signature) (Date)

ll.    Assemble and audit Ships Store  
Financial returns

(Signature) (Date)

mm.    Assemble and audit Ships Store  
retained returns

(Signature) (Date)

nn.    Prepare Ships Store monthly  
management report

(Signature) (Date)

oo.    Audit the B10 report.

(Signature) (Date)

pp.    Verify and validate the B14 report.

(Signature) (Date)

qq.    Audit the B15 report.

(Signature) (Date)

rr.    Audit the B19 report.

(Signature) (Date)

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Ships Serviceman JQR  
Ships Serviceman JQR

306    **JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

ss.    Audit and verify the B22 report

\_\_\_\_\_  
(Signature) (Date)

tt.    Audit the B23 report.

\_\_\_\_\_  
(Signature) (Date)

uu.    Audit the B27 report.

\_\_\_\_\_  
(Signature) (Date)

vv.    Audit the CO2/CO3/CO4/CO4A/CO4B.

\_\_\_\_\_  
(Signature) (Date)

ww.    Audit the C13 report.

\_\_\_\_\_  
(Signature) (Date)

xx.    Audit the C18 report.

\_\_\_\_\_  
(Signature) (Date)

yy.    Validate and audit all of your the Gains/Losses by inventory reports.

\_\_\_\_\_  
(Signature) (Date)

zz.    Review and investigate the scanned with PDT but not found report.

\_\_\_\_\_  
(Signature) (Date)

aaa.    Review and audit the stock record listing.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR  
Ships Serviceman JOR

**306 JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

bbb. Audit and review the back of the 153 report.

\_\_\_\_\_  
(Signature) (Date)

ccc. Audit the EPOS cash over/short detailed report.

\_\_\_\_\_  
(Signature) (Date)

ddd. Review and audit the profitability reports.

\_\_\_\_\_  
(Signature) (Date)

eee. Review and investigate any open tills that have not been closed.

\_\_\_\_\_  
(Signature) (Date)

fff. Review and update the Menu update/security.

\_\_\_\_\_  
(Signature) (Date)

ggg. Add and update operator access to the ROM.

\_\_\_\_\_  
(Signature) (Date)

2. Infrequent Tasks

a. Prepare training program

\_\_\_\_\_  
(Signature) (Date)

b. Investigate level 2 or 3 losses.

\_\_\_\_\_  
(Signature) (Date)

c. Prepare load out plan for deployment

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR  
Ships Serviceman JOR

306    **JOB QUALIFICATION REQUIREMENT RETAIL SUPERVISOR/MANAGER**

- d.    Establish guidelines for procurement and sale of foreign merchandise

\_\_\_\_\_  
(Signature)    (Date)

- e.    Evaluate the sales, profit and inventory position using the different ROM II management reports.

\_\_\_\_\_  
(Signature)    (Date)

- f.    Initiate actions for ROM system failure

\_\_\_\_\_  
(Signature)    (Date)

**JOB QUALIFICATION REQUIREMENTS  
FOR SERVICES SUPERVISOR/MANAGER**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of designated sections of the Job Qualification Requirements (JQR) for Retail Supervisor/Manager. Only specified supervisors may signify completion of applicable sections 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)

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Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified SHIPS STORE SUPERVISOR/MANAGER (JQR-307).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Ships Serviceman JQR  
Ships Serviceman JQR

**307 JOB QUALIFICATION REQUIREMENT SERVICES SUPERVISOR/MANAGER**

- A. Prerequisites: Barber 304, Laundry Issue Clerk 309, Washer Extractor 310, Tumbler Dryer 311, Laundry Press 312 and Spotting Board 313.
- B. Safety Precautions
1. Review Appendix A.
  2. Review OPNAV instruction 5100.19 series for safety precautions related to the Services.
  3. State and discuss safety precautions related to the following:
    - a. Conveyors
    - b. Materials handling equipment
    - c. Loading and unloading stock inport and underway
    - d. Proper lifting of stock.
    - e. Proper stowage of flammable materials
    - f. Washer Extractors
    - g. Dryers
    - h. Flatwork Ironer
    - i. Laundry and/or dry cleaning presses
    - j. Minor electrical equipment
- C. Security
1. Conduct Group III and Group IV security inspection of ships store spaces and correct or document any discrepancies.
  2. Discuss managerial issues related to the security of the computer and software.
  3. Describe the managerial concerns in regards to the movement of accountable stock.
  4. Describe the proper management controls in place to safeguard equipment, supplies and personal clothing in the retail and service activities.
  5. Discuss security/break ins after hours.
- D. Bulk Storeroom Custodian
1. Discuss factors to consider when assigning a bulk storeroom custodian

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Ships Serviceman JOR  
Ships Serviceman JOR

**307 JOB QUALIFICATION REQUIREMENT SERVICES SUPERVISOR/MANAGER**

2. Conduct a material inspection of all storage areas and correct or document all discrepancies
3. Discuss and define the layout of each storeroom to ensure maximum utilization.

**E. Barber**

1. Ensure each barber is screened by medical prior to assignment.
2. Discuss current and future plans for the training
3. Discuss factors to consider when assigning a barber.
4. Explain the management objectives in place to ensure proper equipment and supplies are available.
5. State the controls in place to ensure the proper sanitation of the barbershop and equipment.
6. Explain the procedures for handling complaints.

**F. Ships Laundry**

1. Discuss the requirements and process for assigning personnel to the Ships Laundry.
2. Discuss guidelines established by management for the proper stowage and handling of laundry supplies.
3. Evaluate laundry requirements and then review the current laundry schedule.
4. Explain the procedures for auditing laundry logs.
5. Discuss the sanitation regulations for the laundry.
6. Explain the management controls in place to ensure a safe working environment in the Ships Laundry.
7. Discuss management policies in regards to the handling of VIP laundry.
8. Discuss the handling of laundry claims.
9. State the management policies implemented to provide accountability for laundry garments.

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**Ships Serviceman JOB**

**307 JOB QUALIFICATION REQUIREMENT SERVICES SUPERVISOR/MANAGER**

- 10. Describe the customer service guidelines initiated to ensure proper handling of laundry claims.
- 11. Explain the management controls and policies in place to ensure the proper processing of laundry garments.
- 12. State the management guidelines in place to ensure proper maintenance is completed on all laundry equipment.
- 13. Explain what resources are available to correct equipment deficiencies aboard your ship.
- 14. Explain the guidance you should provide to personnel if the following conditions exist.
  - a. Loss of steam
  - b. Loss of air
  - c. Loss of electrical power
  - d. Loss of water
  - e. Loss of vacuum

G. Tasks- estimated completion time 8 weeks

Note: Perform or simulate these tasks IAW current Procedures.

1. Supervisor/manager

- a. Submit request for NEXCOM Fleet Assistance Team to conduct assist visit.

\_\_\_\_\_  
(Signature) (Date)

- b. Prepare and update Supply Department Instructions for Ships Store

\_\_\_\_\_  
(Signature) (Date)

- c. Prepare and update Ships Store organizational chart

\_\_\_\_\_  
(Signature) (Date)

- d. Inspect all services spaces for proper Group IV Security.

\_\_\_\_\_  
(Signature) (Date)

- e. Establish and monitor hours of operation for all service activities.

\_\_\_\_\_  
(Signature) (Date)

- f. Resolve customer complaints.

\_\_\_\_\_  
(Signature) (Date)

- g. Prepare maintenance plan for all service activity equipment.

\_\_\_\_\_  
(Signature) (Date)

- h. Inspect all spaces and equipment for safety and fire hazards.

\_\_\_\_\_  
(Signature) (Date)

- i. Ensure sanitation requirements are posted in all spaces.

\_\_\_\_\_  
(Signature) (Date)

- j. Audit laundry logs.

\_\_\_\_\_  
(Signature) (Date)

- k. Ensure requirements of the Navy Heat Stress Program are followed in all spaces.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JOR  
Ships Serviceman JOR

- l. Initiate procurement of supplies used to operate the service activities

\_\_\_\_\_  
(Signature) (Date)

- m. Initiate procurement of major Ships Store equipment

\_\_\_\_\_  
(Signature) (Date)

- n. Initiate modernization plan

\_\_\_\_\_  
(Signature) (Date)

- o. Prepare stowage plans for normal operations and deployment

\_\_\_\_\_  
(Signature) (Date)

- p. Prepare Ships Store monthly management report.

\_\_\_\_\_  
(Signature) (Date)

- q. Prepare training program

\_\_\_\_\_  
(Signature) (Date)

- r. Prepare load out plan for deployment

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR  
Ships Serviceman JOR

**JOB QUALIFICATION REQUIREMENTS  
FOR RECEIPT INSPECTOR**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of designated sections of the Job Qualification Requirements (JQR) for Receipt Inspector. Only specified supervisors may signify completion of applicable sections 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)

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Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified RECEIPT INSPECTOR (JQR-308).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

Ships Serviceman JQR

Ships Serviceman JQR

**308                      JOB QUALIFICATION REQUIREMENTS RECEIPT INSPECTOR**

A. Safety Precautions

1. Refer to Appendix A for applicable safety precautions.

B. Security

1. Discuss the appropriate security measures to take when moving stock from the receiving location to the bulk storeroom.

C. Receipt Inspector

1. Determine the use and purpose of the following files.
  - a. Receipt Inspector File WF-1
  - b. Bulk Custodian File WF-2
2. Discuss the procedures for receiving stock using the following forms.
  - a. DD Form 1155
  - b. DD Form 1149
  - c. DD Form 1348
3. Determine the procedures for assembling stock for receipt and inspection.
4. Determine the procedures for handling the following discrepancies when receiving stock from purchase.
  - a. Quantity differences
  - b. Quality discrepancies
5. Determine the procedures for handling the following discrepancies when receiving stock from OSO.
  - a. Shortages
  - b. Overages
  - c. Quality
6. Explain the procedures to follow when requisitioned material is received without a receipt document.
7. Discuss the procedures for safely using Pallets.

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Ships Serviceman JOR

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Ships Serviceman JOR

8. Discuss the procedures for safely moving stock using the following equipment.
    - a. Pallet truck
    - b. Hand truck
    - c. Conveyor
    - d. Forklift truck
    - e. Ladder chute
  9. Discuss the proper procedures for manual handling.
  10. Explain the primary causes of accidents.
  11. Define the danger areas you should be concerned with when receiving stock.
  12. Discuss the safe materials-handling practices.
- D. Portable Data Terminal
1. What is the purpose and function of the following components.
    - a. PWR button
    - b. F key
    - c. BSP button
    - d. CLR button
    - e. Charger adapter
    - f. Cradle
    - g. 0-9 keys
    - h. ENT key
  2. How does the Potable Data Entry Device interface with the back office computer?
    - a. Uploading and downloading data
    - b. Import INV/BRKOUT data from the PDT
    - c. Updating UPC
- D. TASKS-estimated completion time 8 week.
1. Receive stock from Other Supply Officers (3 times)

\_\_\_\_\_  
 (Signature) (Date)    \_\_\_\_\_  
 (Signature) (Date)    \_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 Ships Serviceman JOR

\_\_\_\_\_  
 Ships Serviceman JOR

**308                    JOB QUALIFICATION REQUIREMENTS RECEIPT INSPECTOR**

2. Receive stock from commercial sources. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

3. Explain and/or receive stock from Combat Logistics Force (CLF) units.

\_\_\_\_\_  
(Signature) (Date)

4. Explain and/or receive stock from other appropriations (i.e. General stores, General mess)

\_\_\_\_\_  
(Signature) (Date)

5. Explain and/or receive partial shipments.

\_\_\_\_\_  
(Signature) (Date)

6. Explain and/or receive stock using dummy invoices.

\_\_\_\_\_  
(Signature) (Date)

7. Mark received stock (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

8. Explain the procedures for receiving stock in inclement weather.

\_\_\_\_\_  
(Signature) (Date)

9. Explain the procedures for rejecting material.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR

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Ships Serviceman JOR

**308                    JOB QUALIFICATION REQUIREMENT RECEIPT INSPECTOR**

10. Material Handling

a. Load stock on a non-winged pallet.

\_\_\_\_\_  
(Signature) (Date)

b. Load stock on a winged pallet.

\_\_\_\_\_  
(Signature) (Date)

c. Handle received merchandise  
using a forklift truck

\_\_\_\_\_  
(Signature) (Date)

d. Handle received merchandise  
using a pallet truck

\_\_\_\_\_  
(Signature) (Date)

e. Move stock using a hand truck.

\_\_\_\_\_  
(Signature) (Date)

f. Move stock using a conveyor

\_\_\_\_\_  
(Signature) (Date)

g. Transfer stock down a ladder chute

\_\_\_\_\_  
(Signature) (Date)

D. Examination: Pass a written and/or oral examination.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JOR

\_\_\_\_\_  
Ships Serviceman JOR

309

**JOB QUALIFICATION REQUIREMENTS  
FOR LAUNDRY RECEIVING/ISSUE CLERK**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Laundry Receiving/Issue Clerk. 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)

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Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified LAUNDRY RECEIVING/ISSUE CLERK (JQR-309).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

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Ships Serviceman JOR

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Ships Serviceman JOR

**309 LAUNDRY RECEIVING/ISSUE CLERK**

A. Safety Precautions

1. Refer to Appendix A for applicable safety precautions.

B. Receiving and issuing

1. Determine the procedures for maintaining the following Laundry logs.

- a. Bulk work log
- b. Press deck log
- c. Equipment maintenance log
- d. Heat stress log
- e. Weekly laundry summary report
- f. VIP Log

2. Discuss the accountability for laundry garments.

3. Determine the schedule of laundry services.

4. Determine the procedures to check in laundry.

5. Determine the procedures for identifying and classifying the following types of laundry.

- a. Bulk lots
- b. Individual lots
- c. Other miscellaneous lots

6. Discuss the procedures to follow to assembly and issue the following types of clean clothing.

- a. Bulk lots
- b. Individual lots
- c. Miscellaneous lots

7. Describe the procedures to follow in handling claims for lost or damaged clothing.

C. TASKS- estimated completion time 1 week.

1. Maintain the Bulk Work log. (3 times)

(Signature)	(Date)	(Signature)	(Date)
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Ships Serviceman JOR

Ships Serviceman JOR

**309 LAUNDRY RECEIVING/ISSUING CLERK**

2. Maintain the Press Deck Log. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

3. Maintain the Heat Stress Log. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

4. Receive, weigh, sort and account for bulk lots. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

5. Receive, weigh, sort and account for individual lots. (3 Times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

6. Issue bulk laundry lots. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

7. Issue individual lots. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

8. Explain the process of resolving discrepancies between quantities received and quantities available for issue.

\_\_\_\_\_  
(Signature) (Date)

9. Explain the process of resolving discrepancies between quantity indicated on the laundry list and quantity counted during the receipt process.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JQR

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Ships Serviceman JQR

**309            LAUNDRY RECEIVING/ISSUING CLERK**

D. Examinations- pass a written and/or oral examination.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JOR

\_\_\_\_\_  
Ships Serviceman JOR

310

**JOB QUALIFICATION REQUIREMENTS  
FOR WASHER EXTRACTOR OPERATOR**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

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This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Washer Extractor Operator. 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. Recommend designation as a qualified WASHER EXTRACTOR OPERATOR (JQR-310).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

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Ships Serviceman JQR

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Ships Serviceman JQR

**310 JOB QUALIFICATION REQUIREMENTS WASHER EXTRACTOR OPERATOR**

A. Safety Precautions

1. Refer to appendix A for the safety precautions that

apply to washing clothes.

2. What are the general safety precautions and/or features associated with the following:
  - a. Electrical power
  - b. Outer Shell door
  - c. Cylinder doors
  - d. Loading and unloading equipment
  - e. Loading supplies
  - f. Extract cycle
  - g. Inching/jogging switch
  - h. Vibration switch
  - i. Control switch
  - j. Air pressure switch
  - k. Automatic brake
  - l. Positioning interlock switch

B. Laundry Chemical usage

1. Discuss the procedures for using the following chemicals
  - a. starch
  - b. Spotting chemicals
  - c. Solid Cake Chemicals
2. Discuss the procedures for using the following tools or devices.
  - a. Measuring cup
  - b. Personnel protective equipment (PPE)
  - c. Main spotting board
  - d. Sleeve board
  - e. Garment tray
  - f. Chemical tray
  - g. Spotting gun
  - h. Spotting brushes
  - i. Spatula
  - j. Chamois and towels
  - k. Cheesecloth and blotters
  - l. Magnifying glass
3. Determine the different Navy Wash Formulas and discuss their purpose and use.

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Ships Serviceman JOR

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Ships Serviceman JOR

**310 JOB QUALIFICATION REQUIREMENTS WASHER EXTRACTOR OPERATOR**

4. Determine procedures for safe stowage and handling of the following chemicals.

- a. Starch
- b. Spotting chemicals
- c. Solid cake chemicals

C. Receiving and issuing

1. Determine the procedures for maintaining the following Laundry logs.
  - a. Bulk work log
  - b. Press deck log
  - c. Equipment maintenance log
  - d. Heat stress log
  - e. Weekly laundry summary report
  - f. VIP Log (if applicable)
2. Discuss the accountability for laundry garments.
3. Determine the schedule of laundry services.
4. Determine the procedures to check in laundry.
5. Determine the procedures for identifying and classifying the following types of laundry.
  - a. Bulk lots
  - b. Individual lots
  - c. Other miscellaneous lots
6. Discuss the procedures to follow to assembly and issue the following types of clean clothing.
  - a. Bulk lots
  - b. Individual lots
  - c. Miscellaneous lots
7. Describe the procedures to follow in handling claims for lost or damaged clothing.

D. Washer Extractor

1. Identify the procedures for pre-operational checks.

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Ships Serviceman JOR

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Ships Serviceman JOR

**310 JOB QUALIFICATION REQUIREMENTS WASHER EXTRACTOR OPERATOR**

2. Determine the procedures for safely using each of the washer/extractor controls.

3. Identify the safety features and describe their purpose and function.
4. Determine the procedures for loading supplies to the washer/extractor.
5. Determine the proper procedures for loading and unloading.
6. Determine the effects of improper loading.
7. Determine the procedures for washing the different types of fabrics.
8. Determine the procedures for shutting down the washer extractor for the day. (ref a & \*b)
9. Explain the use and purpose of the following components.
  - a. Timer/Programmer/PLC Controls
  - b. Power switch and selection buttons
  - c. Programmer Safety Cutoff Switch
  - d. Indicator Lights
  - e. Automatic Supply Bins
  - f. Temperature Control
  - g. Outer Shell Door
  - h. Outer Shell Door Safety Interlock Switch
  - i. Program Charts
  - j. Cylinder doors
  - k. Inching/Jog button
  - l. Air Pressure Switch
  - m. Automatic Brake
  - n. Vibration switch
10. Discuss the effects of the following.
  - a. loss of electrical power
  - b. Loss of steam pressure
  - c. Loss of Water Supply
  - d. Low water pressure
  - e. Improper water temperature
  - f. Drain switch mal-function

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Ships Serviceman JOR

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Ships Serviceman JOR

### **310 JOB QUALIFICATION REQUIREMENTS WASHER EXTRACTOR OPERATOR**

- E. Solid cake dispensing system
  1. Discuss the solid cake dispensing system.

- a. On and off switch
  - b. Water cut off valve
  - c. Location of chemicals
  - d. Replenishment
  - e. Other controls and their use
2. Identify the general use and purpose of the following.
- a. Detergent
  - b. Bleach
  - c. Neutralizer
3. Explain the signals or alarms received when the system is trying to pump a product into the machine and the product capsule is empty.
4. Discuss the different settings for washing fabrics.

F. Tasks- estimated completion time 4 weeks

1. Pre-operational checks.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date)

2. Load the washer extractor.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

3. Secure outer and/or inner doors.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

4. Load supplies.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JOR

\_\_\_\_\_  
Ships Serviceman JOR

**310 JOB QUALIFICATION REQUIREMENTS WASHER EXTRACTOR OPERATOR**

5. Operate washer extractor.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

6. Unload washer extractor.

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

7. Explain the effects of improper water temperatures.

\_\_\_\_\_  
(Signature) (Date)

8. Explain the effects of improper water levels

\_\_\_\_\_  
(Signature) (Date)

9. Explain the effects of an inoperative safety interlock switch.

\_\_\_\_\_  
(Signature) (Date)

10. Explain the effects of excessive vibration.

\_\_\_\_\_  
(Signature) (Date)

11. Discuss what actions to take if the Washer extractor will not enter the extract cycle.

\_\_\_\_\_  
(Signature) (Date)

12. Explain what actions you should take for unusual noises.

\_\_\_\_\_  
(Signature) (Date)

13. Explain the effects of an overloaded washer extractor

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR

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Ships Serviceman JOR

### **310 JOB QUALIFICATION REQUIREMENTS WASHER EXTRACTOR OPERATOR**

14. Explain what causes severely wrinkled clothes.

\_\_\_\_\_  
(Signature) (Date)

15. What causes laundered clothes to become discolored after washing.

\_\_\_\_\_  
(Signature) (Date)

16. Explain the reasons for improper draining.

\_\_\_\_\_  
(Signature) (Date)

17. Explain the reason why clothes would be overly wet.

\_\_\_\_\_  
(Signature) (Date)

18. Explain the processing of contaminated clothing.

\_\_\_\_\_  
(Signature) (Date)

19. What action(s) should you take in case of electrical fire.

\_\_\_\_\_  
(Signature) (Date)

20. What action(s) should you take for a severe water leak.

\_\_\_\_\_  
(Signature) (Date)

21. What action(s) should you take for a steam leak.

\_\_\_\_\_  
(Signature) (Date)

G. Examinations- pass a written or oral exam

\_\_\_\_\_  
(Signature) (Date)

Ships Serviceman JOR

Ships Serviceman JOR

311

**JOB QUALIFICATION REQUIREMENTS  
FOR TUMBLER DRYER OPERATOR**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of

the Job Qualification Requirements (JQR) for Tumbler Dryer Operator. 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. Recommend designation as a qualified TUMBLER DRYER OPERATOR (JQR-311).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

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Ships Serviceman JQR

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Ships Serviceman JQR

### **311 JOB QUALIFICATION REQUIREMENTS TUMBLER DRYER OPERATOR**

#### **A. Safety Precautions**

1. Refer to Appendix A for safety precautions regarding the Tumbler Dryer.

2. Discuss the general safety precautions and/or features associated with the following.
  - a. Electrical power
  - b. Steam supply and piping
  - c. Lagging
  - d. Door safety switch
  - e. Cleaning primary and secondary lint traps
  - f. Loading and unloading system
  - g. Leaving clothing unattended in dryer
  - h. drying improperly washed clothing
  - i. Drying heavy items with light items
  - j. Placing divisional laundry bags in dryer
  - k. Not using cool down cycle
  - l. Improper use of timer
  - m. Unclean steam coils
  - n. Clogged or damaged lint traps
  - o. Missing or inoperative thermostats
  - p. No fire sensing or smothering device

B. Tumbler Dryer

1. Identify the procedures for conducting pre-operational checks.
2. Determine the procedures for safely using each of the tumbler dryer controls.
3. Identify the safety features and describe their purpose and function.
4. Determine the proper procedures for loading and unloading the tumbler dryer.
5. Discuss the effects of improperly loading the tumbler dryer.
6. Determine the procedures for safely drying the different types of clothing.
7. Discuss the proper temperature settings for drying and washing.

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Ships Serviceman JOR

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Ships Serviceman JOR

**311      JOB QUALIFICATION REQUIREMENTS TUMBLER DRYER OPERATOR**

8. Determine the importance and frequency for cleaning primary and secondary lint traps.
9. Explain the procedures to follow to prevent laundry

tumbler dryer fires.

10. Determine the general operator maintenance requirements for your tumbler dryer.
11. Explain the use and function of the following components.
  - a. Power switch and indicator lights
  - b. Door safety switch
  - c. Temperature gage
  - d. Primary lint trap
  - e. Secondary lint trap
  - f. Automatic timer
  - g. Dampers
  - h. Thermostat
  - i. Steam Coils
12. Discuss how the following outside influences effect the system.
  - a. loss of electrical power
  - b. loss of steam
  - c. Damaged lagging

C. Tasks - estimated completion one week.

1. Conduct Pre-operational checks. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

2. Load the tumbler dryer. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

3. Operate tumbler dryer. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

Ships Serviceman JQR

Ships Serviceman JQR

**311      JOB QUALIFICATION REQUIREMENTS TUMBLER DRYER OPERATOR**

4. Unload tumbler dryer. (3 times)

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

5. Clean the primary and secondary lint traps. (3 times)

\_\_\_\_\_  
(Signature) (Date)      (Signature) (Date)      (Signature) (Date)

6. Explain the effects of an inoperative safety interlock switch.

\_\_\_\_\_  
(Signature) (Date)

7. Explain the cause of excessive vibration.

\_\_\_\_\_  
(Signature) (Date)

8. Explain the reason why the tumbler dryer won't heat.

\_\_\_\_\_  
(Signature) (Date)

9. Explain the actions will you take if you hear unusual noises while operating the tumbler dryer.

\_\_\_\_\_  
(Signature) (Date)

10. Explain the effects of an overloaded tumbler dryer.

\_\_\_\_\_  
(Signature) (Date)

11. Explain the hazards caused by over drying.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JOR

\_\_\_\_\_  
Ships Serviceman JOR

**311      JOB QUALIFICATION REQUIREMENTS TUMBLER DRYER OPERATOR**

12. Explain what causes severely wrinkled clothes.

\_\_\_\_\_  
(Signature) (Date)

13. What causes clothes to become discolored after drying.

\_\_\_\_\_  
(Signature) (Date)

14. What are the effects of clogged lint filters.

\_\_\_\_\_  
(Signature) (Date)

15. What are the hazards of unattended clothes in the tumbler dryer.

\_\_\_\_\_  
(Signature) (Date)

16. What are the effects of a faulty thermostat.

\_\_\_\_\_  
(Signature) (Date)

17. Explain the results of failure to follow proper drying/cooling cycle.

\_\_\_\_\_  
(Signature) (Date)

18. Explain the effects of a faulty timer.

\_\_\_\_\_  
(Signature) (Date)

19. What action(s) are required for an electrical fire.

\_\_\_\_\_  
(Signature) (Date)

20. What is the effects of a severe steam leak.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR

**311 JOB QUALIFICATION REQUIREMENTS TUMBLER DRYER OPERATOR**

21. Spontaneous combustion of residual soil in clothing.

\_\_\_\_\_  
(Signature) (Date)

D. Examinations

1. Pass a written or oral examination.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JQR  
Ships Serviceman JQR

312

**JOB QUALIFICATION REQUIREMENTS  
FOR LAUNDRY PRESS OPERATOR**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Laundry Press Operator. 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)

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Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified LAUNDRY PRESS OPERATOR (JQR-312).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

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Ships Serviceman JOR

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Ships Serviceman JOR

### **312 JOB QUALIFICATION REQUIREMENTS LAUNDRY PRESS OPERATOR**

#### **A. Safety Precautions**

1. Refer to Appendix A for applicable safety precautions.
2. What are the general safety precautions associated with the following on the laundry press.

- a. Press head pressure
  - b. Engaging mechanism
  - c. disengaging mechanism
  - d. Control bar
  - e. Steam control valve
  - f. Power control
3. What are the general safety precautions associated with the following on the flatwork ironer.
- a. Power switch
  - b. Emergency stop button
  - c. Finger guard
  - d. Jammed linen or material
  - e. Foot pedal
  - f. Compression roll
  - g. Moving parts
  - h. Steam heated cylinder
  - i. Cool down procedure
  - j. Changing ribbons, pads and covers
- B. Laundry press
1. Identify and discuss the following types of presses.
- a. Flatwork ironer
  - b. Utility press
  - c. Pants topper press
  - d. Form finisher
  - e. Dry cleaning press
2. Explain the procedures for conducting pre-operational checks.
3. Identify the procedures for safely using each of the controls.
4. Identify the safety features and discuss their purpose and function.

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Ships Serviceman JOR

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Ships Serviceman JOR

**312      JOB QUALIFICATION REQUIREMENTS LAUNDRY PRESS OPERATOR**

- 5. Determine the steps and procedures for pressing items in the laundry and dry cleaning.
- 6. Explain the procedures for changing pads and covers on the presses.

7. Determine the procedures for cleaning and maintaining press heads.
8. Explain the general operator maintenance requirements for each of the presses.
9. Explain the use and function of the following components of the laundry press.
  - a. Buck
  - b. Covers and Pads
  - c. Press cover springs
  - d. Press head
  - e. Control power (electrical)
  - f. Engaging mechanism
  - g. Disengaging mechanism
  - h. Control bar
  - i. Steam control valve
10. Discuss how the following outside influences effect this the laundry press.
  - a. Loss of power
  - b. Loss of steam
  - c. Loss of air
11. What is the purpose and function of the following components of the pants topper press.
  - a. Foot pedal
  - b. Buck and padding
  - c. Pleat pressure plate
  - d. Waist clamp
  - e. Programmer
  - f. Pleat plate pressure gauge
  - g. Pleat plate pressure regulator
  - h. Water gun and hose
  - i. Damper control
  - j. Expander pressure regulator
  - k. Expander pressure gauge
  - l. Power switch

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Ships Serviceman JOR

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Ships Serviceman JOR

**312      JOB QUALIFICATION REQUIREMENTS LAUNDRY PRESS OPERATOR**

12. Explain how the following influences effect the pants topper press.
  - a. Loss of electrical power
  - b. Loss of air pressure
  - c. Loss of steam pressure

13. Explain the purpose and function of the following components on the flatwork ironer.
  - a. Steam heated cylinder
  - b. Feed ribbons
  - c. Return ribbons
  - d. Emergency stop button
  - e. Finger guard
  - f. Speed control lever
  - g. Foot pedal
  - h. Power switch
  
14. Explain the effects of the following outside influences on the flatwork ironer.
  - a. Loss of steam
  - b. Loss of power
  - c. Loss of air
  
15. Explain the purpose and function of the following components on the dry cleaning press.
  - a. Head
  - b. Buck
  - c. Head operating handle
  - d. Head-locking handle
  - e. Release button/bar
  - f. Buck steam pedal
  - g. Vacuum pedal
  - h. Head steam handle
  - i. Pressure regulator knob
  - j. Condensate recovery vacuum system
  
16. Explain how the following outside influences affect the dry cleaning press?
  - a. Loss of steam
  - b. Loss of air
  - c. Loss of electrical power

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Ships Serviceman JOR

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Ships Serviceman JOR

**312            JOB QUALIFICATION REQUIREMENTS LAUNDRY PRESS OPERATOR**

17. What is the purpose and function of the following components on the steam air finisher.
  - a. Air control timer
  - b. Air toggle switch
  - c. Neon signal switch
  - d. Steam toggle switch

- e. Steam control timer
- f. Shoulder expanders
- g. Collar form
- h. Automatic foot switch/pedal
- i. Vent clamps
- j. Air pedal
- k. Steam pedal

18. Explain how the following outside influences affect the steam air finisher?

- a. Loss of steam
- b. Loss of air
- c. Loss of electrical power

C. Tasks - estimated completion time 2 weeks.

1. Conduct Pre-operational checks.

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

2. Clean press heads and covers.

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

3. Change press pads and covers.

\_\_\_\_\_  
(Signature) (Date)      \_\_\_\_\_  
(Signature) (Date)

4. Operate the utility press.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JOR

\_\_\_\_\_  
Ships Serviceman JOR

**312      JOB QUALIFICATION REQUIREMENTS LAUNDRY PRESS OPERATOR**

5. Operate Pants Topper Press.

\_\_\_\_\_  
(Signature) (Date)

6. Operate Flatwork Ironer

(Signature) (Date)

7. Operate Dry cleaning Press

\_\_\_\_\_  
(Signature) (Date)

8. Operate Steam Air Finisher

\_\_\_\_\_  
(Signature) (Date)

9. Explain what causes a press head not to open/close.

\_\_\_\_\_  
(Signature) (Date)

10. Explain what causes a press head to open or closes with a jar.

\_\_\_\_\_  
(Signature) (Date)

11. Explain what causes a press head to open slowly.

\_\_\_\_\_  
(Signature) (Date)

12. Explain what causes a press cover/pad (dry cleaning) to become wet.

\_\_\_\_\_  
(Signature) (Date)

13. Explain the effects of a improperly adjusted press head.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JOR  
Ships Serviceman JOR

**312      JOB QUALIFICATION REQUIREMENTS LAUNDRY PRESS OPERATOR**

14. Explain the effects of low air pressure.

\_\_\_\_\_  
(Signature) (Date)

15. Explain what causes broken buttons after pressing and how to correct this problem.

\_\_\_\_\_  
(Signature) (Date)

16. Explain what causes the clothes to become discolored or stained after pressing.

\_\_\_\_\_  
(Signature) (Date)

17. Explain what action(s) to take if the Vacuum malfunctions on the dry clean press.

\_\_\_\_\_  
(Signature) (Date)

18. Explain the actions to take in case of Electrical Fire (electric press).

\_\_\_\_\_  
(Signature) (Date)

19. Discuss the action(s) to take in case of severe steam leak.

\_\_\_\_\_  
(Signature) (Date)

20. Spontaneous combustion of residual soil in clothing.

\_\_\_\_\_  
(Signature) (Date)

D. Examination

1. Pass a written or oral examination.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Ships Serviceman JOR

\_\_\_\_\_  
Ships Serviceman JOR

313

**JOB QUALIFICATION REQUIREMENTS  
FOR SPOTTING BOARD OPERATOR**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Spotting Board Operator. 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. Recommend designation as a qualified SPOTTING BOARD OPERATOR (JQR-314).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

SERVICE RECORD  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_

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Ships Serviceman JQR  
Ships Serviceman JQR

### **314 JOB QUALIFICATION REQUIREMENT SPOTTING BOARD OPERATOR**

A. Safety precautions

1. Refer to Appendix A for safety precautions related to the spotting board.

B. Spotting Board

1. Explain the procedures for conducting pre-operational

checks.

2. Identify the safety features and explain their function and purpose.
3. Identify the components and equipment and determine how to use each.
4. Identify spots and stains and determine how to remove them.
5. Identify the chemicals used to remove spots and stains.
6. Identify the general operator maintenance requirements for the spotting board.
7. What is the purpose and function of the following components of the spotting board.
  - a. Main spotting board
  - b. Sleeve board
  - c. Garment tray
  - d. Chemical tray
  - e. Spotting gun
  - f. Steam pedal
  - g. Air pedal
  - h. Vacuum pedal
8. Explain how the following outside influences affect the spotting board.
  - a. Loss of steam
  - b. Loss of air
  - c. Loss of electrical power

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Ships Serviceman JQR  
Ships Serviceman JQR

**314          JOB QUALIFICATION REQUIREMENT SPOTTING BOARD OPERATOR**

C.    Tasks

1. Conduct pre-operational checks.

\_\_\_\_\_  
(Signature)    (Date)

2. Operate spotting board

\_\_\_\_\_  
(Signature) (Date)

- a. Use the bone spatula

\_\_\_\_\_  
(Signature) (Date)

- b. Use the brush

\_\_\_\_\_  
(Signature) (Date)

- c. Use the spray gun

\_\_\_\_\_  
(Signature) (Date)

3. Explain the purpose and use of the MSDS sheets.

\_\_\_\_\_  
(Signature) (Date)

4. Discuss the PPE used with the spotting board

\_\_\_\_\_  
(Signature) (Date)

- D. Examination

1. Pass a written or oral examination.

\_\_\_\_\_  
(Signature) (Date)

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Ships Serviceman JOR

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Ships Serviceman JOR

## **APPENDIX A                      SAFETY PRECAUTIONS**

1. Explain the use of danger tags.
2. Explain the requirements for grounding portable and nonportable power tools and equipment.
3. Describe the procedures for using cleaning solvents on equipment.

4. Describe the procedures for fighting an electrical fire and securing ventilation.
5. Name the extinguishing agents used to fight electrical fires and discuss their applications.
6. State the location of the circuit breaker/power switches for all equipment in your space.
7. State the location of firefighting equipment in your spaces.
8. Describe the dangers of exposed electrical circuits.
9. Explain the procedures for removing a victim of electrical shock from energized equipment.
10. Explain the proper treatment for electrical shock.
11. Explain how you will alert medical aid.
12. State the locations of the nearest first aid boxes and stations.
13. Discuss the use of the following electrical safety materials:
  - a. Rubber matting on deck
  - b. Rubber gloves
14. Discuss the following as applied to computer safety precautions:
  - a. Energizing inoperative equipment
  - b. Proper lighting in workspaces
  - c. Tampering with equipment
  - d. Placing food or liquid on equipment
  - e. Operating equipment while wires are exposed

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Ships Serviceman JOR

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Ships Serviceman JOR

## **APPENDIX A                      SAFETY PRECAUTIONS**

15. Discuss the importance of bolted deck plates, gratings and handrails.
16. What precautions must be followed when working near rotating equipment
17. Discuss the safety precautions as they apply to moving about the ship in heavy seas.

18. Explain the procedures for neutralizing and removing chemicals from the skin and eyes.
19. Describe the safety precautions to be followed to minimize the possibility of electrical shock.
20. Discuss the hazard associated with failing to utilize personal protective equipment (PPE).
21. Discuss the hazards associated with taking an unsafe position or posture.
22. Discuss the hazards associated with using tools or equipment unsafely.
23. Discuss the hazards associated with removing or making safety devices inoperative.
24. Discuss the hazards associated with failing to secure equipment against unexpected movement.
25. Discuss the hazards associated in operating equipment without proper authority.
26. Explain each person's responsibilities for safety onboard your unit.
27. Identify the locations of main power switches for your equipment.
28. Discuss hazardous materials safety considerations for chemicals used in laundry, dry cleaning and barbershop operations.

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Ships Serviceman JOR

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Ships Serviceman JOR

## **APPENDIX A                      SAFETY PRECAUTIONS**

29. Discuss the safety handling procedures for infested/contaminated laundry
30. State the allowable working temperature in the laundry spaces.
31. Discuss the procedures to follow when the maximum allowed working temperature is exceeded.

32. Discuss the Heat Stress Program and how it applies to the laundry.

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Ships Serviceman JOR

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Ships Serviceman JOR

**APPENDIX B**

**REFERENCES**

1. OPNAVINST 5100.19, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
2. OPNAVINST 3120.32, Standards Organization and Regulations of the U.S. Navy
3. Ships Serviceman 3 NAVEDTRA 14239

4. NAVEDTRA 10669, Hospital Corpsman 3 & 2
5. NAVEDTRA 14295, Hospital Corpsman
6. Ship's Information Books (SIBs)
7. Shipboard Heat Stress Program OPNAVINST 5100.20
8. OPNAVINST 5239.1, Department of the Navy Automatic data Processing (ADP) Security Manual
9. OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation
10. Own Ship's ADP Security Instruction
11. NAVSUP P-487, Ship's Store Afloat Manual
12. Applicable TYCOM instructions
13. NAVMED P-5010, Manual of Naval Preventive Medicine
14. Applicable equipment technical manual