

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

306 BULK STOREROOM CUSTODIAN

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). 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.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified BULK STOREROOM CUSTODIAN (NAVEDTRA 43239-A (CH-1)).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

306 BULK STOREROOM CUSTODIAN (JOURNEYMAN)

Estimated completion time: 4 weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

306.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

306.1.1 SCHOOLS:

SH 'A' School A-823-0012 (RECOMMENDED)

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

304 Receipt Inspector

Completed _____
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS: NONE

.4 SYSTEMS FROM THIS PQS: NONE

306 **BULK STOREROOM CUSTODIAN (JOURNEYMAN)**
306.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What control/coordination is required?
- D. What safety precautions must be observed?
- E. What parameters/operating limits must be monitored?
- F. Satisfactorily perform this task.

Questions
A B C D E

306.2.1 Receive merchandise using Order for Services and Supplies, DD Form 1155 (2 times)

(Signature and Date)

(Signature and Date)

.2 Receive merchandise using Requisition and Shipping Invoice Document, DD Form 1149 (2 times) A B C D E

(Signature and Date)

(Signature and Date)

.3 Receive merchandise using Requisition and shipping invoice document DD Form 1149 (Prime Vendor) (2 times) A B C D E

(Signature and Date)

(Signature and Date)

.4 Label received material (UPC barcodes, stock number and date of receipt(month/year)) (2 times) A B F

(Signature and Date)

(Signature and Date)

WATCHSTATION 306

306 BULK STOREROOM CUSTODIAN (JOURNEYMAN)

Questions
A B F

306.2.5 Change Combination to keyless lock (2 times)

(Signature and Date)

(Signature and Date)

.6 Secure Bulk Storeroom (2 times) A B F

(Signature and Date)

(Signature and Date)

.7 Stage Breakouts (2 times) A B D F

(Signature and Date)

(Signature and Date)

.8 Breakout/ Merchandise (3 times) ABDF

(Signature and Date)

(Signature and Date)

(Signature and Date)

.9 Prepare Storeroom for Inventory (3 times) A B D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 306

306 BULK STOREROOM CUSTODIAN (JOURNEYMAN)

Questions

306.2.10 Conduct a Perpetual Inventory after each breakout A B F

(Signature and Date)

.11 Stow Clothing items A B D F

(Signature and Date)

.12 Conduct 5% Weekly Spot Inventory with Sales Officer/ASUPPO (3 times) A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.13 Conduct PDT Operations (3 times) A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.14 Properly Stow Food and Can Drinks (2 times) A B D F

(Signature and Date)

(Signature and Date)

WATCHSTATION 306

306 BULK STOREROOM CUSTODIAN (JOURNEYMAN)

Questions

306.2.15 Properly Stow Tobacco Products (2 times) A B D F

(Signature and Date)

(Signature and Date)

.16 Stow Flammable Items in the flammable locker (2 times) A B C D

(Signature and Date)

(Signature and Date)

.17 Secure Storeroom for sea (2 times) A B C D

(Signature and Date)

(Signature and Date)

.18 Verify Bath/Laundry Soap are not stowed with Confection items A B D F

(Signature and Date)

.19 Explain the process for Issuing Expenditures (Survey, OSO, other app) (2 times) A B

(Signature and Date)

(Signature and Date)

306 BULK STOREROOM CUSTODIAN (JOURNEYMAN)

Questions
A B F

306.2.20 Clean Bulk Storeroom (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.21 File Requisition and Shipping Invoice Document, DD Form 1149, Order for Supplies or Services, DD Form 1155, Report of Survey, DD Form 200, Intra Store Transfer Data, NAVSUP Form 973 and Inventory Count Sheets (3 times) A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.22 Rotate Stock (FIFO) (3 times)

A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.23 Dispose of Surveyed Stock (3 times)

A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 306

306 BULK STOREROOM CUSTODIAN (JOURNEYMAN)

Questions

306.2.24 Use car seals to secure storerooms (3 times)

A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.25 Handle Hazardous Material (3 times)

A B C D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 80% OF WATCHSTATION.

Questions

306.3 INFREQUENT TASKS

306.3.1 Explain the procedures in the event of a Incapacitated Custodian

A B D E F G

(Signature and Date)

.2 Check car seals for unauthorized Entry (Break-Ins)

A B D E F G

(Signature and Date)

.3 Shipyard worker performing repairs in storeroom

A B F G H

(Signature and Date)

COMPLETED .2 AREA COMPRISES 12% OF WATCHSTATION.

WATCHSTATION 306

306 BULK STOREROOM CUSTODIAN (JOURNEYMAN)

306.4 ABNORMAL CONDITIONS – None to be discussed.

306.5 EMERGENCIES

For the emergencies listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. What other emergencies or malfunctions may occur if immediate action is not taken?
- F. How does this emergency affect other operations?
- G. What follow-up action is required?
- H. Satisfactorily perform or simulate the immediate action for this emergency.

| | | |
|---------|--------------------------------------|-------------------------|
| | | <u>Questions</u> |
| 306.5.1 | Explain the Fire/Flooding procedures | A B C D E G |

(Signature and Date)

| | | |
|----|----------------------------------------|-----------|
| .2 | Explain the Emergency Entry Procedures | A B F G H |
|----|----------------------------------------|-----------|

(Signature and Date)

.5 AREA COMPRISES 8% OF WATCHSTATION.

306.6 WATCHES – None.

306.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

306.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

| | | |
|----|--------------|--------------------------------|
| .2 | EXAMINATIONS | Pass an oral examination board |
|----|--------------|--------------------------------|

(Signature and Date)