

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

310 RECORDSKEEPER

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 RECORDSKEEPER (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 _____

310 RECORDSKEEPER (MASTER)

Estimated completion time: 8 Months

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

310.1 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.

310.1.1 SCHOOLS:

SH ROM 'C' School A-823-0019 (RECOMMENDED)

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

303 Vending Machine Operator

Completed _____
(Qualifier and Date)

304 Receipt Inspector

Completed _____
(Qualifier and Date)

305 Ship's Store Operator

Completed _____
(Qualifier and Date)

306 Bulk Storeroom Custodian

Completed _____
(Qualifier and Date)

307 Cash Collection Agent

Completed _____
(Qualifier and Date)

310 RECORDSKEEPER (MASTER)

310.2.3 FUNDAMENTALS FROM THIS PQS:

104 Vending/Ship's Store Operator Fundamentals

Completed _____
(Qualifier and Date)

105 Bulk Storeroom Custodian/Receipt Inspector Fundamentals

Completed _____
(Qualifier and Date)

106 Recordskeeper Fundamentals

Completed _____
(Qualifier and Date)

107 Cash Collection/Navy Cash Fundamentals

Completed _____
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS: NONE

310.2 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 follow up action is required?
- F. Satisfactorily perform this task.

310.2.1 Request ROM access from Sales Officer

(Signature and Date)

.2 Request Navy Cash access from Disbursing Officer

(Signature and Date)

Questions
A B C F

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions

310.2.3 Log in to the ROM/Navy Cash system (2 times) A B C F

(Signature and Date)

(Signature and Date)

.4 Update anti-virus from NECO Website (ROM II only) (2 times) A B E F

(Signature and Date)

(Signature and Date)

.5 Log into K22/POS A B E F

(Signature and Date)

.6 Download K22/POS A B E F

(Signature and Date)

.7 Cycle the different functions on K22/POS A B E F

(Signature and Date)

.8 Update operational status (inport/underway) (2 times) A B E F

(Signature and Date)

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions
A B C E F

310.2.9 Assign a till (2 times)

(Signature and Date)

(Signature and Date)

.10 Reconcile till (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.11 Update current till assignment (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.12 Perform dayback/compact and restore procedure (ROM II only)
(2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.13 Update Ships information in Ship's constants menu (ROM II only)
(2 times)

A B C E F

- .a Ship information
- .b Verify General Fund Assessment local/BUPERS

(Signature and Date)

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions
A B C E F

310.2.14 Add/delete required statements in Lookup Tables

(Signature and Date)

.15 Modify stock record card (2 times) A B C E F

(Signature and Date)

(Signature and Date)

.16 Update ROM ASL/ACB from NECO Website ROMII only (2 times) A B C E F

(Signature and Date)

(Signature and Date)

.17 Create/Modify/Confirm and file Purchase Order through ASL/ACB (3 times) A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.18 Send orders through EDI by email (2 times) A B C E F

(Signature and Date)

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions
A B C E F

310.2.19 Create a Special 1155 (2 times)

(Signature and Date)

(Signature and Date)

.20 Request approval from NEXCOM for Special 1155 (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.21 Explain procedures for vending repair (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.22 Create/edit/confirm and file a requisition OSO (3 times)

A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.23 Create/edit/confirm and file requisition from other appropriations (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions
A B C E F

310.2.24 Cancel a purchase order/requisition form

(Signature and Date)

.25 Process and file purchase order receipts (3 times)

A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.26 Retrieve 857 invoice from NECO (3 times)

A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.27 Prepare/edit/confirm and file a transfer to OSO (3 times)

A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions

310.2.28 Generate/edit/prepare and file transfers to other appropriations (3 times) A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.29 Initiate/edit/confirm and file a credit memo (3 times) A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.30 Initiate/process/modify/confirm and file a cash refund A B C E F

(Signature and Date)

.31 Generate/modify/confirm and file a survey to NWCF (2 times) A B C E F

(Signature and Date)

(Signature and Date)

.32 Generate/modify/confirm and file a survey to SSPN (2 times) A B C E F

(Signature and Date)

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions

- 310.2.33 Create, modify, confirm and file breakout documents utilizing the PDT (2 times) A B C E F

(Signature and Date)

(Signature and Date)
- .34 Create, modify, confirm and file breakout documents (2 times) A B C E F

(Signature and Date)

(Signature and Date)
- .35 Create, modify, and confirm Cost of Operations breakout (2 times) A B C E F

(Signature and Date)

(Signature and Date)
- .36 Identify, modify, confirm and file an accounting adjustment A B C E F

(Signature and Date)
- .37 Generate Cash Memorandum Invoice and balance with Navy Cash shore report (3 times) A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions

310.2.38 Add, modify and post a contribution in ROM (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.39 Process an equipment purchase in ROM (ROM II only)
(2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.40 Add and delete a grant in ROMII only (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.41 Add and delete a laundry claim

A B C E F

(Signature and Date)

.42 Add and delete a service charge ROMII only (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions
A B C E F

310.2.43 Use the liabilities assumed function

(Signature and Date)

.44 Process loans and rebates (ROM II only) (3 times)

A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.45 Reconcile daily/monthly Navy Cash Reports with line CO2/CO3/CO4 (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.46 Create and process the receipt transmittals (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.47 Upload CMP data to CMP website (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

Questions

- 310.2.48 Post the transfer of MWR funds (2 times) A B C E F

(Signature and Date)

(Signature and Date)
- .49 Process Non-EPOS collections (2 times) A B C E F

(Signature and Date)

(Signature and Date)
- .50 Create, modify and delete inventory counts (2 times) A B C E F

(Signature and Date)

(Signature and Date)
- .51 Demonstrate the use of the PDT (2 times) A B C E F

(Signature and Date)

(Signature and Date)
- .52 Conduct an inventory using the PDT (2 times) A B C E F

(Signature and Date)

(Signature and Date)

310 RECORDSKEEPER (MASTER)

Questions

312.2.53 Manually calculate stock turn

A B C E F

(Signature and Date)

.54 Process and print the following reports: (2 times)

A B C E F

- .a Receipt from Purchase (BO1)
- .b Receipt from OSO (BO5)
- .c Issue to Use (B10)
- .c Bulk Sale (B12)
- .d Gains and Losses by inventory (B14)
- .d Survey to NWCF (B15)
- .e Transfer to OSO (B19)
- .f Cost of Operations Retail (B22)
- .g Survey to SSPN Retail (B23)
- .h Cost of Vending Sales (B25)
- .i Survey to SSPN Vending (B27)
- .j Closing Inventory (B28)
- .k Retail Sales (CO2)
- .l Drink Vending Sales (CO3)
- .m Laundry Claims/Service Charge (C13)
- .n Barcode Listing
- .o Emblematic Inventory
- .p Balance Sheet and Profit Loss Statement (NAVCOMPT 153)
- .q Back of 153 Report (end of accounting period)
- .r Letter of Adjustment from DFAS
- .s Snack Vending Collection
- .t Summary of Material Receipts/Transfer (NAVCOMPT form 176)
- .u Navy Cash End of Day
- .v Navy Cash End of Month
- .w CMP

(Signature and Date)

(Signature and Date)

310 RECORDSKEEPER (MASTER)

Questions

310.2.55 Closeout the NAVCOMPT 153 (3 times)

A B C E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.56 Establish your Recordskeeper (RK) files: (2 times)

A B C E F

- .a Receipt Inspector File (WF-1)
- .b Bulk Custodian File (WF-2)
- .c Correspondence File (WF-3)
- .d Credit Memo and Cash Refund/Bulk Sale File (WF-4)
- .e Completed 973's (RR-1)
- .f CO's Monthly Management Report (RR-2)
- .g Receipts from Purchase File (B01)
- .h Receipts from OSO File (B05)
- .i Issues to Other Appropriations (B10)
- .j Bulk Sales and Cash Refund (B12) (ROM II only)
- .k Loss and Gains by inventory (B14)
- .l Survey to NWCF (B15)
- .m Transfer to OSO (B19)
- .n Survey to SSPN, Retail (B23)
- .o Survey to SSPN, Vending (B27)
- .p Closing Inventory (B28)
- .q Cash Memorandum File (CO2/CO3/CO4)
- .r Loans (CO5)
- .s Grants (CO6)
- .t Laundry Claims and Service Charge (C13)
- .u Equipment Purchase (C18)
- .v Funds Transferred to MWR Fund (C22)

(Signature and Date)

(Signature and Date)

310 RECORDSKEEPER (MASTER)

Questions
A B C E F

310.2.57 Update the following office logs: (5 times)

- .a Daily Transaction log
- .b Purchase Order log
- .c Requisition log
- .d Expenditure log
- .e Car Seal log
- .f Key log

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.58 Assemble all returns at the end of accounting period (2 times)

A B C E F

(Signature and Date)

(Signature and Date)

.59 Perform an unconfirmed and confirmed dayback for end of accounting period inventory and deliver backup media to Sales Officer (ROM II only).

(Signature and Date)

WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

310.3 INFREQUENT TASKS

For the infrequent 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 follow up action is required?
- F. Satisfactorily perform this task.

Questions
A B C E F

310.2.1 Initiate an emergency purchase

(Signature and Date)

.2

Generate and process the Health and Comfort DD Form 504

A B C E F

(Signature and Date)

.3

Prepare documents for bulk sales and foreign merchandise

A B C E F

(Signature and Date)

COMPLETED .3 AREA COMPRISES 7% OF WATCHSTATION.

310.3 INFREQUENT TASKS – None to be discussed.

310.4 ABNORMAL CONDITIONS – None to be discussed.

310.6 WATCHES – None.

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

310.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2

EXAMINATIONS Pass an oral examination board

(Signature and Date)