

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

311 UNMATCHED EXPENDITURES/FLEET FAST PAY

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 (UNMATCHED EXPENDITURES/FLEET FAST PAY (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 _____

311 UNMATCHED EXPENDITURES (MASTER)

Estimated completion time: 4 Weeks

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

311.1 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.

311.1.1 SCHOOLS:

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

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

304 Receipt Inspector

Completed _____
(Qualifier and Date)

310 Recordskeeper/Navy Cash

Completed _____
(Qualifier and Date)

.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

Completed _____
(Qualifier and Date)

WATCHSTATION 311

311 UNMATCHED EXPENDITURES/ FLEET FAST PAY (MASTER)

311.1.3 107 Cash Collection/Navy Cash Fundamentals

Completed _____
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS: NONE

311.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. Satisfactorily perform this task.

Questions

311.2.1 Thoroughly explain each section of the Unmatched Expenditure (UME) report (2 times)

A B C

(Signature and Date)

(Signature and Date)

.2 Retrieve an 857 from the NECO website (2 times)

A B C

Signature and Date

(Signature and Date)

.3 Thoroughly explain each section of the 857

(Signature and Date)

.4 Compare UME report with receipt documents and 857

A B C

(Signature and Date)

WATCHSTATION 311

311 UNMATCHED EXPENDITURES/ FLEET FAST PAY (MASTER)

Questions

- 311.2.5 Display current UME listing A B C
- _____
(Signature and Date)
- .6 Process a positive Accounting Adjustment for UME A B C
- _____
(Signature and Date)
- Process a negative Accounting Adjustments for UME
- _____
(Signature and Date)
- .7 Contact vendor for shortages/overages A B C
- _____
(Signature and Date)
- .8 Contact vendor for Credit Memorandum/Cash Refund A B C
- _____
(Signature and Date)
- .9 Contact DFAS via askdfas website in regards to UME
- _____
(Signature and Date)
- .10 Identify correct ship action codes with UME A B C
- _____
(Signature and Date)
- .11 Contact vendor for corrected invoice/857 A B C
- _____
(Signature and Date)
- .12 Reconcile UME Using Purchase Order Log A B C
- _____
(Signature and Date)

WATCHSTATION 311

311 UNMATCHED EXPENDITURES/ FLEET FAST PAY (MASTER)

Questions

- .13 Reconcile UME Using Requisition Log A B C

(Signature and Date)

- .14 Reconcile UME Listing and transmit to AskDFAS website A B C

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

311.3 INFREQUENT TASKS – None to be discussed.

311.4 ABNORMAL CONDITIONS – None to be discussed.

311.6 WATCHES – None.

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

311.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)