

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

312 RETAIL SUPERVISOR

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 RETAIL SUPERVISOR (NAVEDTRA 43239-A (CH-1)).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED DATE _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

312 RETAIL SUPERVISOR (MASTER)

Estimated completion time: 1 Year

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

312.1 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.

312.1 .1 SCHOOLS:

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

Completed _____
(Qualifier and Date)

.2 OTHER QUALIFICATIONS:

.3 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)

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312.1.3 307 Cash Collection Agent

Completed _____
(Qualifier and Date)

310 Recordskeeper

Completed _____
(Qualifier and Date)

311 Unmatched Expenditures

Completed _____
(Qualifier and Date)

314 Coffee Bar Operator

Completed _____
(Qualifier and Date)

.4 FUNDAMENTALS FROM THIS PQS:

104 Retail Outlet Operator Fundamentals

Completed _____
(Qualifier and Date)

105 Bulk Storeroom Custodian/Receipt Inspector Fundamentals

Completed _____
(Qualifier and Date)

106 Recordskeeper

Completed _____
(Qualifier and Date)

107 Cash Collection

Completed _____
(Qualifier and Date)

.5 SYSTEMS FROM THIS PQS: NONE

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312.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What safety precautions must be observed?
- D. Satisfactorily perform this task.

Questions
A B D

312.2.1 Verify beginning/end of the day till assignment (2 times)

(Signature and Date)

(Signature and Date)

.2 Verify daily Navy Cash reports against end of day till amount (2 times) A B D

(Signature and Date)

(Signature and Date)

.3 Monitor issuance of Group III keys from key locker (3 times) A B D

(Signature and Date)

(Signature and Date)

(Signature and Date)

.4 Inspect Vending/Snack machine stock levels and sanitation (2 times) A B D

(Signature and Date)

(Signature and Date)

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Questions
A B D

312.2.5 Verify Vending/Snack machine prices against 973 (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.6 Check Vending/Snack machine CAD for errors/reflash (3 times)

A B D

(Signature and Date)

(Signature and Date)

(Signature and Date)

.7 Verify UPC maintenance in Retail Outlets (3 times)

A B D

(Signature and Date)

(Signature and Date)

(Signature and Date)

.8 Conduct price checks in Retail Outlet and verify against 973 (3 times)

A B D

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 312

312 RETAIL SUPERVISOR (MASTER)

Questions

312.2.9 Ensure Never-Out List is up to date in bulk/retail outlets B

(Signature and Date)

.10 Verify UPC maintenance in Bulk Storeroom (2 times) A B D

(Signature and Date)

(Signature and Date)

.11 Inspect for proper stowage and rotation of stock (FIFO) (4 times) A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.12 Verify inventory levels in Bulk Storeroom (3 times) A B D

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 312

312 RETAIL SUPERVISOR (MASTER)

Questions

312.2.13 Inspect Group III spaces for sanitation requirements (3 times) A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

.14 Check for securing of merchandise for sea in Group III spaces (2 times) A B C D

(Signature and Date)

(Signature and Date)

.15 Inspect security of Group III spaces (3 times) A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

.16 Check Group III spaces for expired or shelf worn merchandise/and properly disposal (3 times) A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 312

312 RETAIL SUPERVISOR (MASTER)

Questions

312.2.17 Demonstrate the disposal method for expired shelf worn merchandise (3 times) A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

312.3 INFREQUENT TASKS – NONE TO BE DISCUSSED.

312.4 ABNORMAL CONDITIONS – None to be discussed.

312.5 EMERGENCIES – None to be discussed.

312.6 WATCHES – None.

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

312.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)