

## FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

## 313 SHIP'S STORE MANAGER/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.

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The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified SHIP'S STORE MANAGER/SUPERVISOR (NAVEDTRA 43239-A (CH-1)).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
LPO/LCPO

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
Division Officer

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
Department Head

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
Commanding Officer or Designated Representative

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

**313      MANAGER/SUPERVISOR (MASTER)**

Estimated completion time: 1 Year

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

**313.1      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.**

**313.1.1      SCHOOLS:**

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

Completed \_\_\_\_\_  
(Qualifier and Date)

OTHER QUALIFICATIONS:

**.2      WATCHSTATIONS FROM THIS PQS:**

301      Laundry Operator

Completed \_\_\_\_\_  
(Qualifier and Date)

302      Shipboard Barber

Completed \_\_\_\_\_  
(Qualifier and Date)

303      Vending machine Operator

Completed \_\_\_\_\_  
(Qualifier and Date)

304      Receipt Inspector

Completed \_\_\_\_\_  
(Qualifier and Date)

**313 SHIP'S STORE MANAGER/SUPERVISOR (MASTER)**

313.1.2 305 Ship's Store Operator

Completed \_\_\_\_\_  
(Qualifier and Date)

306 Bulk Storeroom Custodian

Completed \_\_\_\_\_  
(Qualifier and Date)

307 Cash Collection Agent

Completed \_\_\_\_\_  
(Qualifier and Date)

308 Laundry Supervisor

Completed \_\_\_\_\_  
(Qualifier and Date)

309 Services Supervisor

Completed \_\_\_\_\_  
(Qualifier and Date)

310 Recordskeeper

Completed \_\_\_\_\_  
(Qualifier and Date)

311 Unmatched Expenditures

Completed \_\_\_\_\_  
(Qualifier and Date)

312 Retail Supervisor

Completed \_\_\_\_\_  
(Qualifier and Date)

314 Coffee Bar Operator

Completed \_\_\_\_\_  
(Qualifier and Date)

**313      MANAGER/SUPERVISOR (MASTER)**

313.1.4      FUNDAMENTALS FROM THIS PQS:

102      Barber Fundamentals

Completed \_\_\_\_\_  
(Qualifier and Date)

103      Barber Fundamentals

Completed \_\_\_\_\_  
(Qualifier and Date)

104      Retail Outlet 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)

.5      SYSTEMS FROM THIS PQS:

201      laundry Operator Systems

Completed \_\_\_\_\_  
(Qualifier and Date)

313.2      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.

**313 MANAGER/SUPERVISOR (MASTER)**

		<u>Questions</u>
313.2.1	Submit request for FLC Assistance Team visit <hr/> (Signature and Date)	A B C
.2	Submit request for NEXCOM Laundry Assistance Team visit <hr/> (Signature and Date)	A B C
.3	Submit request for ATG Ship Visit <hr/> (Signature and Date)	A B C
.4	Submit request for TYCOM Ship Visit <hr/> (Signature and Date)	A B C
.5	Review Instructions for Retail Operations (2 times) <hr/> (Signature and Date) <hr/> (Signature and Date)	A B C
.6	Inspect Spaces for Group III and IV security violations (2 times) <hr/> (Signature and Date)  <hr/> (Signature and Date)	A B C
.7	Inspect Group III spaces for posted Emergency Entry Procedures <hr/> (Signature and Date)	A B C
.8	Inspect Retail Operations Spaces for posted and signed Sanitation Regulations <hr/> (Signature and Date)	A B C

## WATCHSTATION 313

### 313 MANAGER/SUPERVISOR (MASTER)

#### Questions

313.2.9 Inspect Ship's store for proper arrangement of stock utilizing (FIFO) A B C

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

.10 Submit Excess Stock List to Fleet Assist/TYCOM A B C

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

.11 Submit request for Pre-Deployment Assist Visit to FLC A B C

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

.12 Contact NEXCOM for Visual Merchandising Support Services A B C

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

.13 Contact NEXCOM for Display Aids A B C

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

.14 Review Organizational Chart A B C

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

.15 Review ROM Security Access List for Authorized Users (ROM II) A B C

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

.16 Establish and monitor hours of operation for all activities A B C

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

.17 Validate Prices in all Retail Activities utilizing NAVCOMPT 973 A B C

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

## WATCHSTATION 313

### 313 MANAGER/SUPERVISOR (MASTER)

#### Questions

- .18 Verify car seals are utilized to secure group III SPACES A B C
- \_\_\_\_\_  
(Signature and Date)
- .19 Verify that operating and safety procedures are posted in all spaces A B C
- \_\_\_\_\_  
(Signature and Date)
- .20 Verify Group III key control procedures A B C
- \_\_\_\_\_  
(Signature and Date)
- .21 Resolve customer complaints regarding refunds and dissatisfaction A B C
- \_\_\_\_\_  
(Signature and Date)
- .22 Ensure COSAL is updated for all supported equipment A B C
- \_\_\_\_\_  
(Signature and Date)
- .23 Audit laundry logs A B C
- \_\_\_\_\_  
(Signature and Date)
- .24 Ensure Navy's Heat Stress Program is being adhered to in Laundry A B C
- \_\_\_\_\_  
(Signature and Date)
- .25 Review maintenance plan for all retail and service activity equipment A B C
- \_\_\_\_\_  
(Signature and Date)
- .26 Initiate request to stock articles not listed in NEXCOM Pub 81 A B C
- \_\_\_\_\_  
(Signature and Date)

**Questions**

- .27 Review emblematic inventory levels A B C
- \_\_\_\_\_  
(Signature and Date)
- .28 Initiate procurement of supplies used to operate the Service Activities A B C
- \_\_\_\_\_  
(Signature and Date)
- .29 Conduct monthly review of Consolidated Stock Record Listing (B28) A B C
- \_\_\_\_\_  
(Signature and Date)
- .30 Review procurement actions for Ships Store and Coffee Bar Stock A B C
- \_\_\_\_\_  
(Signature and Date)
- .31 Verify breakout procedures A B C
- \_\_\_\_\_  
(Signature and Date)
- .32 Resolve discrepancies in receipts (2 times) A B C
- \_\_\_\_\_  
(Signature and Date)
- \_\_\_\_\_  
(Signature and Date)
- .33 Audit receipt documents and compare them against the, B01/B05 Report on a weekly basis A B C
- \_\_\_\_\_  
(Signature and Date)
- .34 Verify that monthly receipt transmittals are accurate and submitted on time A B C
- \_\_\_\_\_  
(Signature and Date)



## WATCHSTATION 313

### 313 MANAGER/SUPERVISOR (MASTER)

#### Questions

- 313.2.35 Verify proper Accounting Adjustments are made A B C
- \_\_\_\_\_  
(Signature and Date)
- .36 Monitor the handling and reduction of items listed on the Unmatched Expenditure Listing A B C
- \_\_\_\_\_  
(Signature and Date)
- .37 Prepare stowage plans for normal operations and deployment A B C
- \_\_\_\_\_  
(Signature and Date)
- .38 Reconcile non-confirmed and confirmed Intra-Store Transfer Data, NAVSUP Form 973 A B C
- \_\_\_\_\_  
(Signature and Date)
- .39 Reconcile non-confirmed and confirmed expenditure documents A B C
- \_\_\_\_\_  
(Signature and Date)
- .40 Follow up on merchandise returned to the vendor for credit memorandum or cash refund A B C
- \_\_\_\_\_  
(Signature and Date)
- .41 Anticipate expenses and determine amounts of profit to be transferred to the MWR Fund A B C
- \_\_\_\_\_  
(Signature and Date)

## WATCHSTATION 313

### 313 SHIP'S STORE MANAGER/SUPERVISOR (MASTER)

#### Questions

313.2.42 Establish guidelines for conducting monthly inventory (3 times)

A B C

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

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

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

.43 Audit the Ships Store Inventory for accuracy (3 times)

A B C

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

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

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

.44 Audit Ships Store Financial returns

A B C

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

.45 Audit Ships Store retained returns

A B C

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

.46 Prepare Ships Store monthly management report

A B C

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

.47 Verify the CMP data report

A B C

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

## WATCHSTATION 313

### 313 MANAGER/SUPERVISOR (MASTER)

#### Questions

313.2.48 Ensure ATG/TYCOM reviews Retained Returns

A B C

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

.49 Review daily, weekly and monthly Navy Cash Reports with ROM Reports

A B C

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

.50 Ensure Back Office/POS has daily backup saved to external media (ROM II only) (2 times)

A B C

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

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

.51 Ensure Back Office POS users are performing daily compacts (ROM II only)

A B C

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

.52 Ensure back-up Back Office and POS computers are available

A B C

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

.53 Monitor the processing of the UME listing

A B C

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

.54 Verify outstanding credit memos on the last page of the bulk inventory

A B C

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

**313      MANAGER/SUPERVISOR (MASTER)**

Completed .2 area comprises 74% of watchstation.

**Questions**

313.3      INFREQUENT TASKS

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

313.3.1      Review training program      A B C

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

.2      Reconcile correspondence with DFAS and NEXCOM in a timely manner      A B C

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

.3      Review guidelines for merged returns      A B C

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

.4      Initiate actions for ROM system failure      A B C

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

.5      Initiate actions for Navy Cash failure      A B C

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

.6      Submit a Letter to Higher Authority for Acts of Fraud/Theft      A B C

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

.7      Request Modernization Planning from NEXCOM      A B C

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

.8      Submit a Length of Service Award to NEXCOM      A B C

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

## WATCHSTATION 313

### 313 MANAGER/SUPERVISOR (MASTER)

#### Questions

- |         |   |       |
|---------|---|-------|
| 313.2.9 | Procure Major Equipment from NEXCOM   | A B C |
|         | _____<br>(Signature and Date)   |       |
| .10     | Request a Loan/Grant from NEXCOM  | A B C |
|         | _____<br>(Signature and Date)   |       |
| .11     | Submit a POA&M to Supply Officer for SMC Preparation  | A B C |
|         | _____<br>(Signature and Date)   |       |
| .12     | Investigate financial differences on the back of the Ships Store Balance Sheet and Profit and Loss Statement, NAVCOMPT Form 153 and take appropriate action | A B C |
|         | _____<br>(Signature and Date)   |       |
| .13     | Prepare load out plan for deployment  | A B C |
|         | _____<br>(Signature and Date)   |       |
| 14      | Review guidelines for procurement and sale of Foreign Merchandise   | A B C |
|         | _____<br>(Signature and Date)   |       |
| .15     | Review guidelines for achieving stock turn for the FY   | A B C |
|         | _____<br>(Signature and Date)   |       |
| .16     | Simulate procedures for Incapacitated Custodian   | A B C |
|         | _____<br>(Signature and Date)   |       |
| .17     | Simulate actions for Emergency Entry Procedures   | A B C |
|         | _____<br>(Signature and Date)   |       |

**WATCHSTATION 313**

**313      MANAGER/SUPERVISOR (MASTER)**

COMPLETED .2 AREA COMPRISES 24% OF WATCHSTATION.

313.3      INFREQUENT TASKS – None to be discussed.

313.4      ABNORMAL CONDITIONS – None to be discussed.

313.5      EMERGENCIES

For the emergencies listed below:

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

**Questions**

313.5.1    Review instructions for Fire/Flooding      A B C D E F

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

313.2.2    Review instructions for Unauthorized Entry (break ins)      A B C D E F

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

COMPLETED .5 AREA COMPRISES 2% OF WATCHSTATION.

313.6      WATCHES – None.

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

313.7.1    EXAMINATIONS      Pass a written examination

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

.2    EXAMINATIONS      Pass an oral examination board

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