



**PERSONNEL  
QUALIFICATION  
STANDARD  
FOR**

**SHIP'S SERVICEMAN**

NAME (Rate/Rank) \_\_\_\_\_

Although the words “he”, “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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# INTRODUCTION

## PQS PROGRAM

This PQS program is a qualification system for officers and enlisted personnel where certification of a minimum level of competency is required prior to qualifying to perform specific duties. A PQS is a compilation of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security or proper operation of a ship, aircraft or support system. The objective of PQS is to standardize and facilitate these qualifications.

## CANCELLATION

This PQS Cancels and supersedes NAVEDTRA 43239-A, 24 April 2018.

## APPLICABILITY

This PQS is applicable to All ships and units.

## MODEL MANAGER

The Model Manager Command manages a specific PQS manual. This includes overseeing the process of monitoring and updating assigned PQS manuals from the standpoint of technical content and relevance within the community.

## TAILORING

To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed on your ship, aircraft or unit. Next, add any line items, fundamentals, systems and watchstations/workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the cognizant department head and required changes approved by the Commanding Officer or his designated representative. Retain the approved master copy on file for use in tailoring individual packages.

## INTRODUCTION (CONT'D)

### QUALIFIER

The PQS Qualifier is designated in writing by the Commanding Officer to sign off individual watchstations. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the PQS they are authorized to sign off. The names of designated Qualifiers should be made known to all members of the unit or department. The means of maintaining this listing is at the discretion of individual commands. For more information on the duties and responsibilities of PQS Qualifiers, see the PQS Unit Coordinator's Guide.

### CONTENTS

PQS is divided into three sections. The 100 Section (Fundamentals) contains the fundamental knowledge from technical manuals and other texts necessary to satisfactorily understand the watchstation/workstation duties. The 200 Section (Systems) is designed to acquaint you with the systems you will be required to operate at your watchstation/workstation. The 300 Section (Watchstations) lists the tasks you will be required to satisfactorily perform in order to achieve final PQS qualification for a particular watchstation/workstation. All three sections may not apply to this PQS, but where applicable, detailed explanations are provided at the front of each section.

### REFERENCES

The references used during the writing of this PQS package were the latest available to the workshop, however, the most current references available should be used when qualifying with this Standard.

### NOTES

Classified references may be used in the development of PQS. If such references are used, do not make notes in this book as answers to questions in this Standard may be classified.

### TRAINEE

Your supervisor will tell you which watchstations/workstations you are to complete and in what order. Before getting started, turn to the 300 Section first and find your watchstation/workstation. This will tell you what you should do before starting your watchstation/workstation tasks. You may be required to complete another PQS, a school, or other watchstations/workstations within this package. It will also tell you which fundamentals and/or systems from this package you must complete prior to qualification at your watchstation/workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good luck!

## INTRODUCTION (CONT'D)

### PQS FEEDBACK REPORTS

This PQS was developed using information available at the time of writing. When equipment and requirements change, the PQS needs to be revised. The only way the PQS Development Group knows of these changes is by you, the user, telling us either in a letter or via the Feedback Report contained in the back of this book. You can tell us of new systems and requirements, or of errors you find.



## SUMMARY OF CHANGES

### CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Acknowledgements page Updated.

<b>Fundamental Title</b>	<b>Action</b>	<b>Comment</b>
106	Renumbered Taskings	Revised PQS

  

<b>System Title</b>	<b>Action</b>	<b>Comment</b>
NA	NA	Revised PQS

  

<b>Watchstation Title</b>	<b>Action</b>	<b>Comment</b>
301	Renumbered Taskings	Revised PQS
302	Renumbered Taskings	Revised PQS
305	Administrative Corrections	Revised PQS
306	Renumbered Taskings	Revised PQS
307	Renumbered Taskings	Revised PQS
310	Renumbered Taskings	Revised PQS
311	Renumbered Taskings	Revised PQS



## WATCHSTATION REQUALIFICATIONS

Due to changes in policies, systems, or procedures, personnel dealing with the subject matter of this PQS may be required to requalify IAW NAVEDTRA 43100-1I, PQS Unit Coordinator's Guide.

The following watchstations regardless of qualifications achieved in previous versions, shall be completed.

None



## 100 INTRODUCTION TO FUNDAMENTALS

### 100.1 INTRODUCTION

This PQS begins with a Fundamentals section covering the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you would have acquired the knowledge required in the Fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.

### 100.2 HOW TO COMPLETE

The fundamentals you will have to complete are listed in the watchstation (300 section) for each watchstation. You should complete all required fundamentals before starting the systems and watchstation portions of this PQS, since knowledge gained from fundamentals will aid you in understanding the systems and your watchstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your Qualifier. If you are attempting initial qualification, your Qualifier will expect you to satisfactorily answer all line items in the fundamentals. If you are requalifying or have completed the appropriate schools, your Qualifier may require you to answer representative line items to determine if you have retained the necessary knowledge for your watchstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your watchstation.



## 101 SAFETY FUNDAMENTALS

### References:

- [a] OPNAVINST 3500.39 (series), Operational Risk Management  
 [b] OPNAVINST 5100.23 (series), Navy Safety and Occupational Health (SOH) Program Manual  
 [c] MNP (<https://www.mnp.navy.mil>)
- 

101.1 Discuss the concept of ORM [ref. a]

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

.2 Explain the following as they apply to ORM: [ref. a]

- a. Identifying hazards
- b. Assessing hazards
- c. Making risk decisions
- d. Implementing controls
- e. Supervising

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

.3 Discuss the ergonomic safety hazards [ref. b, ch. 23, appendix 23B]

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

.4 Complete the Computer Workstation Checklist [ref. b, ch. 23, appendix 23, pp. 23-B-4 to 23-B-6]

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

.5 Complete DON, ORM-All Navy Fundamentals course [ref. c]

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

.6 Complete DON, ORM-All Navy Applications and Integrations course [ref. c]

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

## 102 LAUNDRY FUNDAMENTALS

### References:

- [a] NAVEDTRA 14314 Series, Ship's Serviceman Manual
  - [b] NAVSUP P-487, Ship's Store Afloat
  - [c] OPNAVINST 5100.19 Series, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
  - [d] NAVMED P-5010, Manual of Naval Preventive Medicine
  - [e] ECOLAB Navigator Manual
  - [f] ECOLAB Solid System III Manual
  - [g] Washer and Dryer Equipment Manual
  - [h] Naval Ships Technical Manual Chapter 655 Laundry and Dry Cleaning
- 

102.1 Discuss the security procedures for Ship's Laundry: [ref. a, ch. 2; ref. b, ch. 1]

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

.2 Discuss sanitation requirements [ref. a, ch. 2; ref. b, ch. 2; ref. d, sect. IV]

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

.3 Discuss the following Laundry Logs, forms and reports [ref. a, ch. 2; ref. b, ch. 1]

- .a Bulk Work Log
- .b Press Deck Log
- .c Heat Stress Log
- .d Equipment Maintenance Log
- .e Weekly summary report
- .f Laundry List, NAVSUP 233

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

.4 Discuss the weight limits of Bulk Laundry [ref. a, ch. 2]

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

.5 Discuss how to receive individual lots [ref. a, ch. 2]

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

## 102 LAUNDRY FUNDAMENTALS (CONT'D)

102.6 Explain the procedures to follow for receiving and the issue of laundry [ref. a, ch. 2]

---

(Signature and Date)

.7 Discuss the laundry schedule [ref. a, ch. 2]

---

(Signature and Date)

.8 Discuss the amount of laundry processed weekly [ref. a, ch. 2]

---

(Signature and Date)

.9 Describe procedures for handling laundry claims for lost or damaged clothing [ref. a, ch. 2; ref. b, ch. 8]

---

(Signature and Date)

.10 Discuss the procedures for identifying and classifying laundry [ref. a, ch. 2]

---

(Signature and Date)

### WASHER

.11 Discuss procedures for pre-operational checks [ref. a, ch. 2, ref. g, ref. h]

---

(Signature and Date)

.12 Discuss types and proper wear of Personal Protective Equipment [ref. a, ch. 2; ref. c, vol. II, ch. C20]

---

(Signature and Date)

.13 Discuss types of washers and capacities [ref. a, ch. 2 ref. g, ref. h]

---

(Signature and Date)

## 102 LAUNDRY FUNDAMENTALS (CONT'D)

102.14 Discuss safety features of washers [ref. a, ch. 2; ref. c, vol. II, ch. C20 ref. g, ref. h]

---

(Signature and Date)

.15 Discuss two hand operation of washer (Jog Switch) [ref. a, ch. 2 ref. g, ref. h]

---

(Signature and Date)

.16 Explain proper weight distribution when loading washer [ref. a, ch. 2, ref. c, vol. II, ch. C20 ref. g, ref h]

---

(Signature and Date)

.17 Discuss temperature settings for washer [ref. a, ch. 2; ref. g, ref. h]

---

(Signature and Date)

.18 Discuss the Programmable Logic Controller [ref. a, ch. 2, ref. g, ref. h]

---

(Signature and Date)

.19 Discuss washer-extractor operation [ref. a, ch. 2, ref. g, ref. h]

---

(Signature and Date)

.20 Discuss types of laundry detergent and chemicals [ref. a, ch. 2, ref. e; ref. f]

- .a Solid cake capsules
- .b Two-shot detergent
- .c Laundry sour

---

(Signature and Date)

.21 Discuss wash cycles [ref. a, ch. 2, ref. g, ref. h]

---

(Signature and Date)

## **102 LAUNDRY FUNDAMENTALS (CONT'D)**

102.22 Discuss washing formulas [ref. a, ch. 2]

---

(Signature and Date)

.23 Discuss how to unload washer [ref. a, ch. 2, ref. g, ref. h]

---

(Signature and Date)

.24 Discuss water soluble dispensing system [ref. a, ch. 2; ref. e; ref. f, ref. g, ref. h]

---

(Signature and Date)

### **DRYERS**

.25 Discuss procedures for pre-operational checks [ref. a, ch. 2; ref. c, vol. II, ch. C20, ref. g, ref. h]

---

(Signature and Date)

.26 Discuss types and proper wear of Personal Protective Equipment [ref. a, ch. 2; ref. c, vol. II, ch. C20]

---

(Signature and Date)

.27 Discuss tumbler dryer controls [ref. a, ch. 2, ref. g, ref. h]

---

(Signature and Date)

.28 Discuss procedures for loading and unloading the dryer [ref. a, ch. 2, ref. g, ref. h]

---

(Signature and Date)

.29 Discuss the effects of improperly loading the tumbler dryer [ref. a, ch. 2]

---

(Signature and Date)

## 102 LAUNDRY FUNDAMENTALS (CONT'D)

102.30 Discuss the temperature setting for drying [ref. a, ch. 2, ref. g, ref. h]

---

(Signature and Date)

.31 Discuss the importance and frequency for cleaning primary/secondary lint traps [ref. a, ch. 2]

---

(Signature and Date)

.32 Explain procedures to follow to prevent dryer fires [ref. a, ch. 2, ref. g, ref. h]

---

(Signature and Date)

### PRESS

.33 Discuss procedures for pre-operational checks [ref. a, ch. 2]

---

(Signature and Date)

.34 Discuss the following types of presses [ref. a, ch. 2]

- .a Utility Press
- .b Pants Topper Press
- .c Flat Work Ironer (as applicable)

---

(Signature and Date)

.35 Discuss the purpose and functions of the safety features [ref. a, ch. 2]

---

(Signature and Date)

.36 Explain procedures for cleaning and maintaining press head [ref. a, ch. 2;

---

(Signature and Date)

**102 LAUNDRY FUNDAMENTALS (CONT'D)**

102.37 Discuss press lays for: [ref. a, ch. 2]

.a Shirts

.b Pants

---

(Signature and Date)

.38 Discuss purpose of spray guns [ref. a, ch. 2]

---

(Signature and Date)

.39 Discuss safety and maintenance of flat work ironer [ref. a, ch. 2] (as applicable)

---

(Signature and Date)

.40 Discuss the importance of the 3-M system and how it relates to ships laundry  
[ref. a, ch. 2]

---

(Signature and Date)

## 103 BARBER FUNDAMENTALS

### References:

- [a] NAVEDTRA 14314 Series Ship's Serviceman
  - [b] NAVEDTRA 14056A Series Navy Customer Service Manual
  - [c] NAVMED P-5010 Series
  - [d] United States Navy Uniform regulations 15665I
- 

103.1 Explain the importance of customer service: [ref. a, ch. 3, ref. b]

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

.2 Discuss the navy grooming standards: [ref. d]

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

.3 Explain the importance of posting signs: [ref. a, ch. 3, ref. b]

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

.4 What are the four types of hair: [ref. a, ch. 3]

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

.5 What type of security classification is the Barbershop: [ref. a, ch. 1, ref. b, ch. 1]

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

.6 What are the required signs to be posted: [ref. a, ch. 3, ref. b]

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

.7 What are the two types of disinfectants: [ref. a, ch. 3]

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

## 103 BARBER FUNDAMENTALS (CONT'D)

103.8 What are the minimum equipment and supplies required in a barber's station: [ref. a, ch.3]

---

(Signature and Date)

.9 Explain the importance of sanitizing barber tools: [ref. a, ch. 3. Ref c.]

---

(Signature and Date)

.10 What disinfectant is used for sanitizing combs: [ref. a, ch. 3. Ref c]

---

(Signature and Date)

.11 What sizes of clipper blades are used: [ref. a, ch. 3]

---

(Signature and Date)

.12 How do you remove excess hair from a patron: [ref. a, ch. 3]

---

(Signature and Date)

.13 How often should you change the covering cloths: [ref. a, ch. 3]

---

(Signature and Date)

.14 Explain how to handle a customer with a skin condition: [ref. a, ch. 3, ref. c]

---

(Signature and Date)

.15 What type of cutting technique is used for female hair: [ref. a, ch. 3]

---

(Signature and Date)

**103 BARBER FUNDAMENTALS (CONT'D)**

103.16 What information should be entered in the appointment log: [ref. a, ch. 3]

---

(Signature and Date)

.17 Explain the importance of utilizing sanitary neck strips: [ref. a, ch. 3]

---

(Signature and Date)

.18 Discuss the importance of barber equipment maintenance: [ref. a, ch. 3]

---

(Signature and Date)

## 104 RETAIL OPERATOR FUNDAMENTALS

### References:

- [a] NAVSUP P-487, Ship Store Afloat
  - [b] NAVEDTRA 14314 B Series, Ship's Serviceman
  - [c] Resale Operations Management Guide (ROM)
  - [d] NAVSUP P-727, Navy Cash Financial System Standard Operating Procedure
  - [e] NEXCOMINST 4067.2-NEXCOM Ships Store Standards and Branding Standards
  - [f] NEXCOMNOTICE 4062
- 

104.1 Explain the mounting requirements for the vending machine/snack machine:  
[ref. b]

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

.2 What type of sales outlet are vending/snack machines: [ref. b]

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

.3 Identify the components of vending/snack machine display: [ref. b]

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

.4 Describe the procedures for taking meter readings: [ref. b]

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

.5 Explain the key control procedures for installed money boxes: [ref. b]

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

.6 Describe the machine replenishment techniques: [ref. b]

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

**104 RETAIL OPERATOR FUNDAMENTALS (CONT'D)**

104.7 Explain procedures to dispose of vending/snack merchandise: [ref. b]

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

.8 Explain the procedures for launching and ending register sessions: [ref. f]

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

.9 What type of sales outlet is the ship's store: [ref. b]

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

.10 Explain the key control procedures for the cash register: [ref. b]

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

.11 Explain the functions of the cash register "F" keys: (ROM II Only) [ref. c, ch. 14]

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

.12 Explain the required signs displayed in the ship's store: [ref. b]

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

.13 Explain the process for conducting a sales transaction: [ref. c]

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

.14 Explain the procedures for displaying merchandise on shelves using peg hooks: [ref. e]

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

.15 Discuss the minimum weekly hours of operation: [ref. b]

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

## **104 RETAIL OPERATOR FUNDAMENTALS (CONT'D)**

104.16 Explain the procedure for multiple sales outlet operators: [ref. b]

---

(Signature and Date)

.17 Describe authorized ship's store patrons: [ref. b]

---

(Signature and Date)

.18 Discuss pricing policies for ship's store: [ref. b]

---

(Signature and Date)

.19 Discuss how to prepare the retail outlet for a breakout/inventory: [ref. b]

---

(Signature and Date)

.20 Discuss the importance of quality customer service: [ref. a]

---

(Signature and Date)

.21 Discuss how refunds are conducted: [ref. c and d]

---

(Signature and Date)

.22 Discuss the importance of UPC maintenance: [ref. a]

---

(Signature and Date)

.23 Discuss the use of car seals: [ref. b]

---

(Signature and Date)

.24 Discuss the use of locks: [ref. b]

---

(Signature and Date)

## 104 RETAIL OPERATOR FUNDAMENTALS (CONT'D)

- .25 Explain the procedures for arranging the merchandise in the store by like item/product in a designated area: [ref. e]

---

(Signature and Date)

- .26 Explain the procedures for maintaining a distinct sectional merchandise layout for all ships store products: [ref. e]

---

(Signature and Date)

- .27 Discuss security in the retail outlets: [ref. b]

---

(Signature and Date)

- .28 Discuss the normal and proxy mode of the POS: [ref. d]

---

(Signature and Date)

- .29 Discuss the importance of sanitation: [ref. b]

---

(Signature and Date)

- .30 What type of sales outlet is the coffee bar: [ref. a]

---

(Signature and Date)

- .31 Explain the key control procedures for the cash register: [ref. b]

---

(Signature and Date)

- .32 Explain the required signs displayed in the coffee shop: [ref. a]

---

(Signature and Date)

**104 RETAIL OPERATOR FUNDAMENTALS (COFFEE BAR)**

104.33 Explain the process for conducting a sales transaction: [ref. c]

---

(Signature and Date)

.34 Explain the procedures for displaying merchandise: [ref. e]

---

(Signature and Date)

.35 Discuss the minimum weekly hours of operation: [ref. b]

---

(Signature and Date)

.36 Explain the procedure for multiple sales outlet operators: [ref. a]

---

(Signature and Date)

.37 Describe authorized patrons: [ref. a]

---

(Signature and Date)

.38 Discuss pricing policies for the coffee shop: [ref. b]

---

(Signature and Date)

.39 Discuss how to prepare the retail outlet for a breakout/inventory: [ref. b]

---

(Signature and Date)

**105 BULK STOREROOM CUSTODIAN / RECEIPT INSPECTOR**

## References:

- [a] NAVSUP Pub 487, Ship Store Afloat Manual
  - [b] NAVMED Pub 5010 Series, Manual of Naval Preventive Medicine
  - [c] NAVEDTRA 14314-B Series, Ship's Serviceman
  - [d] ROM User Guide
  - [e] NEXCOMNOTICE 4062
- 

105.1 Explain the procedures involved in each of the following processes:

.a Receipt of Stock [ref. c]

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

.b Stowage and Handling of Stock [ref. a]

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

.c Intra-Store Transfer Data [ref. c]

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

.d Inventory of Stock [ref. c]

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

.e Emergency entry [ref. a]

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

.f Storeroom Sanitation [ref. b]

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

.g Security of Stock [ref. c]

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

**105 BULK STOREROOM CUSTODIAN / RECEIPT INSPECTOR FUNDAMENTALS (CONT'D)**

- 105.1 .h Storeroom Maintenance [ref. a]  

---

(Signature and Date)
- .i Issues and Rotation of Stock [ref. a]  

---

(Signature and Date)
- .j Ventilation and Humidity Control [ref. a]  

---

(Signature and Date)
- .k Stowage of Flammable Materials [ref. a]  

---

(Signature and Date)
- .l Material-Handling Equipment [ref. a]  

---

(Signature and Date)
- .m Special Stowage [ref. a]  

---

(Signature and Date)
- .n Hazardous Materials [ref. a]  

---

(Signature and Date)
- .o Manual Handling [ref. a]  

---

(Signature and Date)
- .p Securing for Sea [ref. a]  

---

(Signature and Date)

**105 BULK STOREROOM CUSTODIAN / RECEIPT INSPECTOR FUNDAMENTALS (CONT'D)**

105.1 .q Marking of Stock [ref. c]  
\_\_\_\_\_  
(Signature and Date)

.r WF-2 Bulk Custodian File [ref. a]  
\_\_\_\_\_  
(Signature and Date)

.2 Discuss expenditure procedures for the following:

.a Surveys [ref. a7]  
\_\_\_\_\_  
(Signature and Date)

.b Return of merchandise (Navy Cash, cash refund) [ref. a]  
\_\_\_\_\_  
(Signature and Date)

.c Issue for ship's use [ref. a]  
\_\_\_\_\_  
(Signature and Date)

.d OSO transfer [ref. a]  
\_\_\_\_\_  
(Signature and Date)

.e Issue to General Mess [ref. a]  
\_\_\_\_\_  
(Signature and Date)

.f Transfer to Other Appropriations [ref. a]  
\_\_\_\_\_  
(Signature and Date)

.g Health and Comfort Issue [ref. a]  
\_\_\_\_\_  
(Signature and Date)

**105 BULK STOREROOM CUSTODIAN / RECEIPT INSPECTOR FUNDAMENTALS (CONT'D)**

105.2 .h Discuss preparation of storeroom for inventory [ref. c]

---

(Signature and Date)

.i Explain the procedures for using a PDT to do breakouts [ref. d]

---

(Signature and Date)

.j Explain the procedures for using a PDT to receive stock in bulk storeroom [ref. d]

---

(Signature and Date)

.3 Determine the use and purpose of the following files:

.a WF-1 Receipt Inspector File [ref. a]

---

(Signature and Date)

.b B01 File —Receipts from Purchase [ref. a]

---

(Signature and Date)

.c B05 File —Receipts from OSO [ref. a]

---

(Signature and Date)

.4 Discuss the procedures for receiving stock using the following forms:

.a Order for Supplies or Services, DD Form 1155 [ref. c]

---

(Signature and Date)

b. Requisition and Shipping Invoice Document, DD Form 1149 [ref. c]

---

(Signature and Date)

**105 BULK STOREROOM CUSTODIAN / RECEIPT INSPECTOR FUNDAMENTALS (CONT'D)**

- 105.4 .c Retain Issue Release/Receipt Document, DD Form 1348-1A [ref. c]  
\_\_\_\_\_  
(Signature and Date)
- .d Explain the procedures of assembling for receipt and inspection [ref. a]  
\_\_\_\_\_  
(Signature and Date)
- .5 Describe the procedures for handling the following discrepancies when receiving stock from purchases
- .a Quantity difference [ref. c]  
\_\_\_\_\_  
(Signature and Date)
- .b Quality discrepancies [ref. c]  
\_\_\_\_\_  
(Signature and Date)
- .6 Determine the procedures for handling the following discrepancies when receiving stock from OSO
- .a Shortages [ref. c]  
\_\_\_\_\_  
(Signature and Date)
- .b Overages [ref. c]  
\_\_\_\_\_  
(Signature and Date)
- .c Quality [ref. c]  
\_\_\_\_\_  
(Signature and Date)

**105 BULK STOREROOM CUSTODIAN / RECEIPT INSPECTOR FUNDAMENTALS (CONT'D)**

105 .7 Explain the procedures to follow when requisitioned material is received without a receipt document [ref. a]

---

(Signature and Date)

.8 Explain the procedures for using a PDT to do breakouts [ref. d]

---

(Signature and Date)

## 106 RECORDSKEEPER

### References:

- [a] OPNAVINST 3500.39 (Series), Operational Risk Management (ORM)
  - [b] NAVSUP P-487, Ship's Store Afloat
  - [c] Resale Operation Management User's Guide (ROM )
  - [d] NAVSUP P-727, Navy Cash Financial System Standard Operating Procedure
  - [e] NEXCOM INST, 4067.2, NEXCOM Shipstore Merchandising and Branding Standards
  - [f] COMNAVSURFORINST 4400.1A, Electronic Data Interchange Users Guide (EDI)
  - [h] NAVEDTRA 14314 (Series)
  - (i) COMNAVAIRFORINST 4440.2 (Series)
- 

106.1 Describe the responsibilities and job description of a recordskeeper [ref. b,]

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

.2 State the purpose of the following instructions and publications: [, ref. b, ref. c, ref. f; ref. e] (2 times)

- .a Ships Store Afloat, NAVSUP P-487
- .b Resale Operation Management (ROM )
- .c COMNAVSURFLANTINST/COMNAVSURFPACINST 4400.1A
- .d NEXCOM INST, 4067.2 NEXCOM Shipstore Merchandising and Branding Standards
- .e Supply Department Instructions
- .f Local/TYCOM instructions

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

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

.3 Describe the functions and responsibilities of support activities to include: [ref. a, ref. b,; ref. g; ref. d ref. l] (3 times)

- .a Navy Exchange Service Command, NEXCOM
- .b Defense Finance Accounting Service, DFAS
- .c Type Commanders, TYCOM (Force Ship's Serviceman)
- .d Commercial Vendors
- .e Fleet Assist Team (FAT)
- .f Afloat Training Group (ATG)
- .g NECO

## 106 RECORDSKEEPER FUNDAMENTALS (CONT'D)

- 106.3 .h Navy Cash  
.l AMRDEC SAFE website

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(Signature and Date)

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(Signature and Date)

---

(Signature and Date)

- .4 State the procedure for maintaining Records Keeper (RK) and Accountable Officer (AO) files [ref. b, ] (3 times)

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(Signature and Date)

---

(Signature and Date)

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(Signature and Date)

- .5 State the purpose of Resale Operation Management System (ROM) [ref. b; ref. c] (2 times)

---

(Signature and Date)

---

(Signature and Date)

- .6 Discuss ROM menu functions to include: [ref. c] (3 times)

- .a Point of Sale Assign Till
- .b Point of Sale Reconcile Till
- .c Inventory Movement
- .d Reports
- .e EDI
- .f Financial Accounting
- .g Inventory Count Functions
- .h Ship's Constants
- .i Utilities
- .j Lookup Tables
- .l Continuous Monitoring Program (CMP)

**106 RECORDSKEEPER FUNDAMENTALS (CONT'D)**

- 106.6 .m Inventory
- .n Order/Receive
- .o Financials
- .p Registers
- .q System

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(Signature and Date)

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(Signature and Date)

---

(Signature and Date)

.7 Discuss the type of appropriations/allotments and authorized accounting data used, to include: [ref. b] (3 times)

- .a Ship's Store Profits Navy, (SSPN) General Fund
- .b Ship's Store Profits Navy, (SSPN) Local
- .c Navy Working Capital Fund, NWCF
- .d Operation and Maintenance, OPTAR

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(Signature and Date)

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(Signature and Date)

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(Signature and Date)

.8 Describe the sources and methods of procurement in regards to the following: [ ref. b; ref e] (3 times)

- .a Excess Stock List
- .b ASL/ ACB
- .d Simplified Purchase Order, Special 1155
- .e Navy Exchange
- .f Cash Purchases

**106 RECORDSKEEPER FUNDAMENTALS (CONT'D)**

- 106.8 .g Combat Logistics Support Force Ships.
- .h General Stores
- .i Prime Vendor

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(Signature and Date)

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(Signature and Date)

---

(Signature and Date)

- .9 Discuss the determination of allowed stock items utilizing [ref. b] (3 times)

- .a Authorized stock items
- .b Emblematic items
- .c ASL
- .d ACB
- .e Foreign Merchandise

---

(Signature and Date)

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(Signature and Date)

---

(Signature and Date)

- .10 Describe the procedure for preparing and processing(Intra-Store Transfer Data, NAVSUP Form 973 (breakout/breakback). [ref. b; ref. c] (2 times)

---

(Signature and Date)

---

(Signature and Date)

- .11 State the different types of surveys, DD Form 200 [ref. b; ref. c]

---

(Signature and Date)

**106 RECORDSKEEPER FUNDAMENTALS (CONT'D)**

106.12 Describe the Expenditure document preparation of the following:  
[ref. b; ref. c] (3 times)

- .a Transfer to Other Supply Officers (OSO Transfer)
- .b Issue to Ship's Use
- .c Issue for health and comfort
- .d Issue to General Mess

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

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

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

.13 Discuss the following 6 methods of expending material: [ref. b; ref. c]

- .a Transfers to Other Supply Officers
- .b Transfers to Other Appropriations
- .c Bulk Sale/Cash Refunds
- .d Cost of Operations (coffee bar/emergent requirements)
- .e Survey
- .f Credit Memorandum

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

.14 Discuss the monetary inventory allowances and authorized increases of the following [ref. b] (3 times)

- .a Inventory Levels (CONUS/Deployed)
- .b Stock Turn
- .c Adjustments to Inventory Levels

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

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

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

**106 RECORDSKEEPER FUNDAMENTALS (CONT'D)**

106.15 Explain the importance of the following logs: [ref. b]

- .a Purchase Order (PO)
- .b Requisition
- .c Expenditure
- .d Car Seal

---

(Signature and Date)

.16 State the different methods of procurement utilizing the following forms:  
[ref. b] (2 times)

- .a Order for Supplies and Services, DD Form 1155
- .b Purchase Order, Special DD Form 1155
- .c Requisition and Invoice/Shipping Document, DD Form 1149

---

(Signature and Date)

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(Signature and Date)

.17 Describe the procedures for posting and processing receipt documents, of the following:  
[ref. b; ref. c] (2 times)

- .a Entries on Receipt Documents
- .b Posting different type of Receipts
- .c Journal of Receipts, BO1/BO5

---

(Signature and Date)

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(Signature and Date)

**106 RECORDSKEEPER FUNDAMENTALS (CONT'D)**

106.18 Explain the procedures for computations/payment of dealer's bills, of the following:  
[ref. b] (3 times)

- .a Transportation Charges
- .b Exchanges
- .c Payment to Prime Vendor
- .d Partial Receipt
- .e Erroneous Invoices
- .f Double Payments

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

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

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

.19 Discuss the importance of UPC maintenance [ref. b]

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

.20 State the importance of backup/compact/restore (ROM II Only) [ref. b; ref. c]

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

.21 What are the 6 different types of expenditures [ref. b,]

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

.22 Discuss the steps necessary to prepare for inventory [ref. b; ref. h]

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

.23 Discuss the purpose of DFAS Returns and Retained Returns [ref. b]

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

**106 RECORDSKEEPER FUNDAMENTALS (CONT'D)**

106.24 Discuss the two types of Returns [ref. b]

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

.25 Discuss the purpose of CO's monthly management report [ref. b]

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

.26 What are the 3 levels of financial differences [ref. b]

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

.27 Discuss the procedures on reporting financial differences [ref. b]

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

.28 Discuss close-out procedures [ref. b]

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

.29 What is the purpose of sending the CMP to ATG and TYCOM [ref. b] (2 times)

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

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

.30 Discuss the information found on profitability reports [ref. b]

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

.31 Discuss how to populate dates for the following: [ref b]

- .a Monthly transmittal of receipts
- .b Memorandum Cash Sales Invoice (DD Form 1149)

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

## 106 RECORDSKEEPER FUNDAMENTALS (CONT'D)

106.32 Discuss the time requirement for submitting the following: [ref b]

- .a Monthly transmittal of receipts to DFAS
- .b DFAS returns at the end of the accounting period
- .c Retained returns to ATG
- .b CO's Monthly report
- .e CMP
- .f ASL/ACB update
- .g Security Anti-virus update

---

(Signature and Date)

.33 Discuss each line item on the NAVCOMPT Form 153 [ref b]

---

(Signature and Date)

.34 Discuss the importance of a weekly review of B22 [ref b]

---

(Signature and Date)

.35 Discuss each line item on the Back of 153 report [ref b]

---

(Signature and Date)

.36 Discuss the requirement to update the general fund assessment in ship's constants [ref. b, c]

---

(Signature and Date)

.37 Discuss the process and time requirement of transferring funds to MWR [ref. b]

---

(Signature and Date)

.38 Discuss NEXCOMINST 4067.2.

---

(Signature and Date)

**106 RECORDSKEEPER FUNDAMENTALS (CONT'D)**

106.39 Define Unmatched Expenditures [ref. b] (2 times)

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

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

.40 State each action code for Unmatched Expenditure listing [ref. b] (2 times)

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

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

.41 Discuss the causes of Unmatched Expenditures [ref. b,]

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

.42 Discuss the following solutions to fix Unmatched Expenditures [ref. b]

- .a Prime Vendor Surcharge
- .b Unit Identification Code (UIC)
- .c PO number
- .d Julian date

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

.43 State the requirements for daily backups and compacts for your operation (ROM II Only) [ref b, c]

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

.44 Discuss the Navy Cash Reconciliation Reports [ref. d]

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

.45 What is the purpose of the NEXCOM Resource CD [ref. b]

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

**106 RECORDSKEEPER FUNDAMENTALS (CONT'D)**

106.46 When is EDI used [ref. g]

---

(Signature and Date)

.47 Discuss the Simplified 1155 procedures (Special 1155) [ref. b]

---

(Signature and Date)

.48 State the difference between procurement and requisition [ref. b]

---

(Signature and Date)

## 107 CASH COLLECTION/NAVY CASH FUNDAMENTALS

- [a] NAVSUP P-727, Navy Cash Financial System Standard Operating Procedure  
[b] NAVEDTRA 14314, Ship's Serviceman  
[c] NAVSUP P-487
- 

107.1 Explain the safety precautions associated with Navy Cash CAD replacement [ref. a]

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

.2 Explain how to change register tape for NON EPOS cash register [ref. b]

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

.3 What form is used for the issuance of the change fund [ref. b]

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

.4 What record is used for the collection validation of cash from sales [ref. b]

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

.5 What record is used for the deposit of cash from sales with disbursing [ref. b]

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

.6 Explain the security procedures for the following: [ref. b]

.a Money bags

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

.7 What personal recall information is required on the CCA safe [ref. b]

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

.8 Explain the procedures for the incapacitation of the CCA [ref. b]

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

**107 CASH COLLECTION/NAVY CASH FUNDAMENTALS (CONT'D)**

107.9 At what frequency is the combination to the CCA safe changed [ref. b]

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

.10 Explain the procedures for collecting cash on the weekends inport [ref. b]

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

.11 Where are refunds and bulk sales recorded [ref. b]

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

.12 How often should the Sales Officer review NAVSUP 469/470 [ref. b]

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

.13 What is the standard change fund amount for the Retail Outlet and the Vending/Snack machines [ref. b]

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

.14 Explain the process for utilizing money bags [ref. b]

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

.15 Which ROM report is compared with the NAVSUP Form 469/470, Cash Register Record, at the end of each month [ref. b]

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

.16 What is the most common cause for cash collection errors [ref. b]

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

**107 CASH COLLECTION/NAVY CASH FUNDAMENTALS (CONT'D)**

107.17 State the purpose of Navy Cash in relation to ROM [ref. a] (2 times)

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

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

.18 Discuss the following components of the Navy Cash System [ref. a] (2 times)

- .a K22/Point of Sale Device(POS)
- .b K80 ATM/KIOSK
- .c Card Accepting Device(CAD)
- .d Navy Cash Card
- .e Navy Cash CPU
- .f Navy Cash download boxes
- .g SAM Chip
- .h UPS system

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

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

.19 Explain the daily, weekly and monthly Navy Cash reports [ref. a] (2 times)

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

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

.20 Discuss the importance of the time synchronization within Navy Cash system, ROM and POS [ref. a]

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

.21 What ROM and Navy Cash records are compared and verified at the end of month prior to preparing the monthly cash sales invoice memorandum.

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



## 200 INTRODUCTION TO SYSTEMS

### 200.1 BASIC BUILDING BLOCKS

In this section, the equipment is broken down into smaller, more comprehensible, functional systems as basic building blocks in the learning process. Each system is written to reflect specific watchstation requirements by identifying the equipment most relevant to one or more designated watchstanders. The less complex systems may be identified and covered quickly or relegated to a lower priority to permit greater emphasis on more significant or complex systems.

### 200.2 COMPONENTS AND COMPONENT PARTS

For learning purposes each system is disassembled into two levels. Systems have components and components have parts. Do not expect to see every item which appears on a parts list to be in the PQS. Only those items which must be understood for operation/maintenance are listed. Normally a number of very broad (overview) systems are disassembled into their components or parts with the big picture as the learning goal. Items listed as components in such a system may then be analyzed as separate systems and broken down into components and parts. Example: the turbogenerators may be listed as a component of the Ship's Service Electrical Distribution system and then later detailed as an individual system for closer study.

### 200.3 FORMAT

Each system is organized within the following format:

- It lists the references to be used for study and asks you to explain the function of each system.
- It asks for the static facts of what or where the components and component parts are in relation to the system.
- It directs attention to the dynamics of how the component and component parts operate to make the system function.
- It specifies the parameters that must be immediately recalled.
- It requires study of the relationship between the system being studied and other systems or areas.

### 200.4 HOW TO COMPLETE

The systems you must complete are listed in the Prerequisites section of each watchstation. When you have mastered one or more systems, contact your Qualifier. The Qualifier will give you an oral examination on each system and, if satisfied you have sufficient knowledge of the system, will sign the appropriate system line items. You will be expected to demonstrate through oral or written examination a thorough understanding of each system required for your watchstation.



## 201 LAUNDRY OPERATOR SYSTEMS

### References:

- [a] NAVEDTRA 14314 (Series), Ship's Serviceman Manual
  - [b] OPNAVINST 5100.28, Hazardous Material User's Guide
  - [c] OPNAVINST 5100.19 Series, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat
  - [d] Forenta All Purpose Utility Press "VL" Series Models 42 and 46 Manual
  - [e] Forenta Pants Topper Press Model 3516 VS Manual
  - [f] Forenta Pants Topper Press Model 3516 VSNE Manual
  - [g] Forenta Utility Press Model 53VL Manual
  - [h] Forenta Laundry Press Model 53 VANE Manual
  - [i] ECOLAB Navigator Manual
  - [j] ECOLAB Solid System III Manual
- 

### 201.1 SYSTEM COMPONENTS, COMPONENT PARTS, PARAMETERS AND OPERATING LIMITS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated items for each:

- A. What is its function?
- B. Where is it located?
- C. What are the safety/protective devices for this component/component part?
- D. What are the interlocks?
- E. What is the normal operating value and tolerances?
- F. Where are the parameters sensed or monitored?
- G. What is the physical location of the indicators?

### Questions

201.1.1 20 lb washer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (2 times)

A –G

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

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

**201 LAUNDRY OPERATOR SYSTEMS (CONT'D)**

**Questions**

.2 60 lb washer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (2 times)

A – G

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

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

.3 100 lb washer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (2 times)

A – G

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

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

.4 200 lb washer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (2 times)

A – G

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

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

.5 50 lb dryer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (2 times)

A – G

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

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

.6 100 lb dryer [ref.a, ch. 2, ref. c, Vol. II, ch. C20] (2 times)

A – G

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

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

**201 LAUNDRY OPERATOR SYSTEMS (CONT'D)**

**Questions**

- .7 Utility press [ref. a, ch. 2; ref. c, Vol. II, ch. C20; ref. d; ref. g; ref. h] (4 times) A – G

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

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

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

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

- .8 Pants topper press [ref. a, ch. 2; ref. c, Vol. II, ch. C20; ref. e; ref. f] (4 times) A – G

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

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

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

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

- .9 Solid cake capsule dispensing system [ref. a, ch. 2; ref. i; ref. j] (3 times) A – G

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

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

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

**201 LAUNDRY OPERATOR SYSTEMS (CONT'D)**

201.2 PRINCIPLES OF OPERATION – None to be discussed.

201.4 SYSTEM INTERFACE – NONE TO BE DISCUSSED.

201.5 SAFETY PRECAUTIONS

201.5.1 A. What safety precautions must be observed when operating this system?  
B. What special safety precautions apply to the following equipment?

**QUESTIONS**

.a Washer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (3 times)

A B

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

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

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

. b Dryer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (3 times)

A B

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

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

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

**201 LAUNDRY OPERATOR SYSTEMS (CONT'D)**

201.5.1 .c Presses [ref. a, ch. 2; ref. d ref. e; ref. f; ref. g; ref. h] (3 times) A B

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

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

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

.d Solid cake capsule dispenser system [ref. a, ch. 2; ref. b, group 7] (3 times) A B

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

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

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



## 300 INTRODUCTION TO WATCHSTATIONS

### 300.1 INTRODUCTION

The Watchstation section of your PQS is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the previous sections to use. It allows you to practice the tasks required for your watchstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the prerequisites that pertain to the performance of that particular task. Satisfactory completion of all prerequisites is required prior to achievement of final watchstation qualification.

### 300.2 FORMAT

Each watchstation in this section contains:

- A FINAL QUALIFICATION PAGE, which is used to obtain the required signatures for approval and recording of Final Qualification.
- PREREQUISITES, which are items that must be certified completed before you can begin qualification for a particular watchstation. Prerequisites may include schools, watchstation qualifications from other PQS books, and fundamentals, systems, or watchstation qualifications from this book. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. Record the date of actual completion, not the sign-off date.
- WATCHSTATION Performance, which is the practical factors portion of your qualification. The performance is broken down as follows:

- Tasks (routine operating tasks that are performed frequently)
- Infrequent Tasks
- Abnormal Conditions
- Emergencies
- Training Watches
- Examinations

If there are multiple watchstations, a QUALIFICATION PROGRESS SUMMARY will appear at the end of the Standard.

## 300 INTRODUCTION TO WATCHSTATIONS (CONT'D)

### 300.3 OPERATING PROCEDURES

The PQS deliberately makes no attempt to specify the procedures to be used to complete a task or control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may vary from school to school, ship to ship, and squadron to squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

### 300.4 DISCUSSION ITEMS

Though actual performance of evolutions is always preferable to observation or discussion, some items listed in each watchstation may be too hazardous or time consuming to perform or simulate. Therefore, you may be required to discuss such items with your Qualifier.

### 300.5 NUMBERING

Each Final Qualification is assigned both a watchstation number and a NAVEDTRA Final Qualification number. The NAVEDTRA number is to be used for recording qualifications in service and training records.

### 300.6 HOW TO COMPLETE

After completing the required prerequisites applicable to a particular task, you may perform the task under the supervision of a qualified watchstander. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. You may then be required to stand a watch or a number of watches to earn qualification. There are two levels of supervision for this:

- Under Instruction: You will perform the duties and tasks of the watchstation under the direct supervision of a qualified watchstander or supervisor. This is intended to be a one-on-one training situation.
- Under qualified supervision: You will perform the duties and tasks of the watchstation with minor guidance from a qualified watchstander or supervisor. This is intended to allow you to develop proficiency in and operational environment with minimal oversight or have a supervisor close at hand if needed.

After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the Final Qualification pages.

301 LAUNDRY OPERATOR

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 LAUNDRY OPERATOR (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 \_\_\_\_\_



301 LAUNDRY OPERATOR (APPRENTICE)

Estimated completion time: 4 weeks

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

301.1 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.

301.1.1 SCHOOLS:

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

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

OTHER QUALIFICATIONS:

Obtain a physical from medical

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

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

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

102 Laundry Fundamentals

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

.4 SYSTEMS FROM THIS PQS:

201 Laundry Operator Systems

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

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

301.2 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. What parameters must be monitored?
- E. Satisfactorily perform this task.

**RECEIVING AND ISSUE CLERK**

301.2.1 Receive and weight bulk lots (2 times)

Questions  
A B C D E

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

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

.2 Log in received laundry in the Bulk Work log (2 times)

A B C D E

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

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

.3 Identify individual lots using the laundry mark or NAVSUP Form 233 (2 times)

A B D E

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

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

.4 Resolve customer complaints (2 times)

A B C D E

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

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

301.2.5 Receive individual lots (2 times) A B C D E

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

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

.6 Record individual lots in the Press Deck log (2 times) A B C D E

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

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

.7 Weigh and issue bulk lots (2 times) A B C D E

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

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

.8 Record entries into Bulk Work log (2 times) A B D E

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

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

.9 Issue individual lots (2 times) A B D E

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

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

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

301.2.10 Record entries into Press Deck Log (2 times) A B D E

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

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

.11 Record entries into Heat Stress Log (3 times) A B D E

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

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

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

. 12 Record entries into equipment log (2 times) A B D E

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

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

**WASHER OPERATOR**

.13 Perform Pre-operational safety checks (2 times) A B C D E

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

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

.14 Operate emergency shutoff button (2 times) A B C D E

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

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

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

301.2.15 Inspect laundry detergent dispenser (2 times) A B C D E

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

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

.16 Don personal protective equipment (2 times) A B C D E

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

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

.17 Load washer for even weight distribution (2 times) A B C D E

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

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

.18 Operate Jog Basket (2 times) A B C D E

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

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

.19 Secure inner and outer doors (2 times) A B C D E

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

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

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

301.2.20 Start washer (2 times) A B C D E

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

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

.21 Select wash cycle (2 times) A B D E

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

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

.22 Unload washer (2 times) A B C D E

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

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

.23 Clean laundry detergent dispenser (2 times) A B C D E

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

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

.24 Replace laundry detergent from ECOLAB dispenser (2 times) A B C D E

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

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

**TUMBLER DRYER OPERATOR**

.25 Conduct Pre-operational safety checks A B C D E

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

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

301.2.26 Load correct weight into tumbler dryer (2 times)

A B C D E

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

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

.27 Set temperature (2 times)

A B C D E

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

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

.28 Set dry time (2 times)

A B C D E

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

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

.29 Set Cool down cycle (2 times)

A B C D E

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

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

.30 Start dryer (2 times)

A B C D E

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

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

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

301.2.31 Unload tumbler dryer (2 times) A B C D E

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

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

.32 Clean primary lint traps (2 times) A B C D E

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

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

.33 Clean secondary lint traps (2 times) A B C D E

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

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

**PRESS OPERATOR**

.34 Perform pre-operational safety checks (2 times) A B C D E

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

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

.35 Clean press head (2 times) A B C D E

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

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

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

301.2.36 Replace press pads and covers (2 times) A B C D E

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

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

.37 Operate utility press (2 times) A B C D E

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

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

.38 Operate pants topper press (2 times) A B C D E

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

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

.39 Operate flatwork ironer (as applicable) (2 times) A B C D E

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

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

.40 Operate Emergency shut off button on flatwork ironer (as applicable) (2 times) A B C D E

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

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

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

301.2.41 Clean space at end of workday (2 times) A B C D E

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

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

. 42 Secure space at end of workday A B C D E

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

COMPLETED .2 AREA COMPRISES 93% OF WATCHSTATION.

**301.3 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 parameters must be monitored?
- E. What conditions require this infrequent task?
- F. Satisfactorily perform or simulate this infrequent task.

**Questions**

301.3.1 Receive contaminated or infested laundry A B C D E F

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

COMPLETED .3 AREA COMPRISES 2% OF WATCHSTATION.

301.4 ABNORMAL CONDITIONS – None to be discussed.

**WATCHSTATION 301**

**301 LAUNDRY OPERATOR (APPRENTICE)**

**301.5 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 other emergencies or malfunctions may occur if immediate action is not taken?
- E. How does this emergency affect other operations/equipment/watchstations?
- F. What follow-up action is required?
- G. Satisfactorily perform or simulate the immediate action for this emergency.

**Questions**

301.5.1 Fire/Flooding A B C D E F G

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

301.5.2 Emergency eye wash B C D E F G

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

COMPLETED .5 AREA COMPRISES 5% OF WATCHSTATION.

301.6 WATCHES – None.

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

301.7.1 EXAMINATIONS Pass a written examination

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

.2 EXAMINATIONS Pass an oral examination board

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

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

302 SHIPBOARD BARBER

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 SHIPBOARD BARBER (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 \_\_\_\_\_

302 SHIPBOARD BARBER (APPRENTICE)

Estimated completion time: 8 weeks

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

302.1 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.**

302.1.1 SCHOOLS:

Shipboard Barber "C" school, A-840-0013 (RECOMMENDED)

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

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

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

103 Barber Fundamentals

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

.4 SYSTEMS FROM THIS PQS: NONE

302.2 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.

**WATCHSTATION 302**

**302 SHIPBOARD BARBER (APPRENTICE)**

**Questions**

- 302.2.1 Sanitize Clippers/Blades/Shears utilizing disinfectant A B C D  

---

(Signature and Date)
- .2 Sanitize Combs using measured solution of water and barbicide A B C D  

---

(Signature and Date)
- .3 Verify enough equipment and supplies are present on barber's station A B C D  

---

(Signature and Date)
- .4 Post appointment schedule prior to opening A D  

---

(Signature and Date)
- .5 Inspect barber chair and tools prior to use for damage A B D  

---

(Signature and Date)
- .6 Greet Customer A B D  

---

(Signature and Date)
- .7 Inquire customer's desired haircut A B D  

---

(Signature and Date)
- .8 Affix barber cape and neck strip on customer A B D  

---

(Signature and Date)

**WATCHSTATION 302**

**302 SHIPBOARD BARBER (APPRENTICE)**

**Questions**

302.2.9 Answer phone using proper etiquette (2 times) A B D

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

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

.10 Resolve customer concerns/complaints (2 times) A B D

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

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

.11 Identify abnormal skin conditions A B C D

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

.12 Cut straight hair (3 times) A B D

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

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

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

.13 Cut kinked hair (3 times) A B D

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

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

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

**WATCHSTATION 302**

**302 SHIPBOARD BARBER (APPRENTICE)**

**Questions**

302.2.14 Cut wavy hair (3 times) A B D

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

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

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

.15 Demonstrate a tapered haircut (2 times) A B D

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

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

.16 Finish haircut utilizing T-edger or Finisher (3 times) A B D

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

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

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

.17 Cut female hair using layered technique A B D

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

.18 Provide regulation haircut within 20-minute requirement A B D

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

**WATCHSTATION 302**

**302 SHIPBOARD BARBER (APPRENTICE)**

**Questions**

302.2.19 Remove previously cut hair utilizing proper equipment and techniques A B C D

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

.20 Clean space between haircuts

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

A B C D

.21 Update appointment log record

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

A B D

.22 Clean space at end of workday

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

A B D

.23 Secure space upon closing

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

A B C D

COMPLETED .2 AREA COMPRISES 96% OF WATCHSTATION.

**302.3 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 means of communications are used?
- D. Satisfactorily perform or simulate this infrequent task.

**Questions**

.1 Post temporary closing signs

A B C D

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

**WATCHSTATION 302**

**302 SHIPBOARD BARBER (APPRENTICE)**

COMPLETED .3 AREA COMPRISES 4% OF WATCHSTATION.

302.4 ABNORMAL CONDITIONS – None to be discussed.

302.5 EMERGENCIES – None to be discussed.

302.6 WATCHES – None.

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

302.7.1 EXAMINATIONS Pass a written examination

---

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

---

(Signature and Date)

303 VENDING MACHINE OPERATOR

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 VENDING MACHINE OPERATOR (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 \_\_\_\_\_



**303 VENDING MACHINE OPERATOR (APPRENTICE)**

Estimated completion time: 4 weeks

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

**303.1 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.**

303.1.1 SCHOOLS: NONE

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

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

104 Retail Outlet Operator Fundamentals

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

.4 SYSTEMS FROM THIS PQS: NONE

**TASKS**

For the tasks listed below:

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

**WATCHSTATION 303**

**303 VENDING MACHINE OPERATOR (APPRENTICE)**

**Questions**

303.2.1 Inspect machines and storerooms for break-in/tampering (3 times) A B F

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

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

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

.2 Inspect machines and storerooms for safety hazards (3 times) A B C D E

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

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

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

.3 Unlock and lock Group III spaces (3 times) A B D F

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

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

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

.4 Change Group III combination lock (3 times) A B D F

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

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

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

**WATCHSTATION 303**

**303 VENDING MACHINE OPERATOR (APPRENTICE)**

**Questions**

303.2.5 Clean storerooms and machines (3 times) A B F

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

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

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

.6 Request Intra-Store Transfer Data, NAVSUP Form 973 (3 times) A B C F

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

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

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

.7 Receive candy and soda merchandise (3 times) A B C D E F

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

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

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

.8 Stow candy and soda merchandise (3 times) A B C D E F

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

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

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

**WATCHSTATION 303**

**303 VENDING MACHINE OPERATOR (APPRENTICE)**

**Questions**

303.2.9 Stack sodas (5, 8 and 10 stack) (3 times) A B C D E F

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

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

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

.10 Get candy and soda counts for replenishment of vending machines (4 times) A B D F

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

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

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

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

.11 Conduct test vend appropriate merchandise for button selection (2 times) A B F

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

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

.12 Confirm selling prices (3 times) A B F

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

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

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

**WATCHSTATION 303**

**303 VENDING MACHINE OPERATOR (APPRENTICE)**

**Questions**

303.2.13 Check vending machines for jammed merchandise (3 times)

A B D E F

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

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

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

.14 Replenish vending machines (4 times)

A B D E F

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

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

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

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

.15 Change prices on vending machines (3 times)

A B F

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

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

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

**WATCHSTATION 303**

**303 VENDING MACHINE OPERATOR (APPRENTICE)**

**Questions**

- 303.2.16 Change vending machine labels (3 times) A B F  

---

(Signature and Date)

---

(Signature and Date)

---

(Signature and Date)
- .17 Count damaged vending items (surveys) A B D F  

---

(Signature and Date)
- .18 Dispose of surveyed vending merchandise A B D F  

---

(Signature and Date)
- .19 Prepare vending machines and storerooms for inventory A B C D E F  

---

(Signature and Date)
- .20 Discuss FIFO procedures A B D F  

---

(Signature and Date)
- .21 Operate PDT (2 times) A B C D E F  

---

(Signature and Date)

---

(Signature and Date)

**WATCHSTATION 303**

**303 VENDING MACHINE OPERATOR (APPRENTICE)**

**Questions**

303.2.22 Conduct Inventory (2 times)

A B C D E F

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

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

.23 Perform End of Month on vending machines  
(NAVY CASH ONLY) (2 times)

A B D F

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

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

.24 Turnover and account for cash with the CCA (3 times)

A B D F

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

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

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

.25 Verify and sign entries on the Cash Register Record, NAVSUP 469  
(3 times)

A B D F

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

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

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

**WATCHSTATION 303**

**303 VENDING MACHINE OPERATOR (APPRENTICE)**

**Questions**

303.2 .26 Maintain Intra-Store Transfer Data, NAVSUP Form 973 and inventory documents (3 times)

A B D F

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

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

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

.27 Install car seal (3 times)

A B D F

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

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

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

.28 Conduct meter readings (3 times)

A B D F

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

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

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

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

**WATCHSTATION 303**

**303 VENDING MACHINE OPERATOR (APPRENTICE)**

303.3 INFREQUENT TASKS – None to be discussed.

303.4 ABNORMAL CONDITIONS – None to be discussed.

303.6 WATCHES – None.

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

303.7.1 EXAMINATIONS Pass a written examination

---

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

---

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

304 RECEIPT INSPECTOR

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

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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 RECEIPT INSPECTOR (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 \_\_\_\_\_

**304 RECEIPT INSPECTOR (JOURNEYMAN)**

Estimated completion time: 4 weeks

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

304.1 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.**

304.1.1 SCHOOLS:

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

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

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

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

105 Bulk Storeroom Custodian/Receipt Inspector

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

.4 SYSTEMS FROM THIS PQS: NONE

304.2 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.

**WATCHSTATION 304**

**304 RECEIPT INSPECTOR (JOURNEYMAN)**

**Questions**

304.2.1 Retrieve DD form 1155 from Receipt Inspector File (WF1) (3 times) A B C F

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

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

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

.2 Retrieve DD form 1149 from Receipt Inspector File (WF1) (3 times) A B C F

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

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

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

.3 Receive stock from Purchase Order (3 times) A B C D E F

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

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

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

.4 Receive stock from OSO (3 times) A B C D E F

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

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

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

**WATCHSTATION 304**

**304 RECEIPT INSPECTOR (JOURNEYMAN)**

**Questions**

304.2.5 Receive Stock from CLO (Prime Vendor) (3 time) A B C D E F

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

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

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

.6 Count open containers (2 times) A B F

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

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

.7 Count case lots A B C F

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

.8 Receive partial shipment (2 times) A B C E F

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

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

.9 Circle, sign, date, print name and rate on documentations (3 times) A B C E F

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

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

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

**WATCHSTATION 304**

**304 RECEIPT INSPECTOR (JOURNEYMAN)**

Questions

304.2.10 Inspect stock for quantity, quality and expiration date (2 times) A B C E F

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

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

.11 Assemble stock on the pier/hanger bay (2 times) A B C D E F

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

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

.12 Ensure safety and security of stock received on the pier/hanger bay (2 times) A B C E F

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

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

.13 Conduct turnover of receipt documents to the recordskeeper (3 times) A B C E F

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

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

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

COMPLETED .2 AREA COMPRISES 88% OF WATCHSTATION.

**WATCHSTATION 304**

**304 RECEIPT INSPECTOR (JOURNEYMAN)**

**304.3 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**

304.3.1 Reject incoming stock (2 times) A B C E F

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

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

.2 Receive stock in inclement weather A B C D E F

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

COMPLETED .2 AREA COMPRISES 12% OF WATCHSTATION.

304.3 INFREQUENT TASKS – None to be discussed.

304.4 ABNORMAL CONDITIONS – None to be discussed.

304.5 EMERGENCIES – None to be discussed.

304.6 WATCHES – None.

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

304.7.1 EXAMINATIONS Pass a written examination

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

.2 EXAMINATIONS Pass an oral examination board

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

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

305 SHIP'S STORE OPERATOR

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 SHIP'S STORE OPERATOR (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 \_\_\_\_\_

305 SHIP’S STORE OPERATOR (JOURNEYMAN)

Estimated completion time: 4 weeks

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

305.1 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.**

305.1.1 SCHOOLS:

SH ‘A’ School A-823-0012 (RECOMMENDED)

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

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

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

104 Vending/Ship’s Store Operator Fundamentals

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

.4 SYSTEMS FROM THIS PQS: NONE

305.2 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.

**WATCHSTATION 305**

**305 SHIP'S STORE OPERATOR (JOURNEYMAN)**

**Questions**

305.2.1 Inspect Ship's Store and/or car seal for break-in/tampering (2 times) A B D

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

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

.2 Inspect Ship's Store for safety hazards A B C D

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

.3 Unlock and lock Group III spaces (3 times) A B D

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

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

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

.4 Change Group III combination lock (3 times) A B D

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

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

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

.5 Clean Ship's Store (2 times) A B C D

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

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

**WATCHSTATION 305**

**305 SHIP'S STORE OPERATOR (JOURNEYMAN)**

**Questions**

305.2.6 Initiate a Intra Store Transfer data, NAVSUP Form 973 (4 times)

A B D

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

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

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

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

.7 Change out display case (2 times)

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

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

.8 Receive Ship's Store merchandise (3 times)

A B C D

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

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

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

.9 Stock shelves and properly label merchandise (2 times)

A B C D

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

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

305 SHIP'S STORE OPERATOR (JOURNEYMAN)

Questions

305.2.10 Turn on CPU, login to ROM, and launch Register /EPOS (3 times) A B D

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

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

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

.11 Login to K22/POS (2 times) A B D

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

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

.12 Import/Export Till (ROM II Only) or Close Register/(ROMIII) (2 times) A B D

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

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

.13 Compact EPOS (ROM II Only)(4 times) A B D

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

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

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

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

**WATCHSTATION 305**

**305 SHIP'S STORE OPERATOR (JOURNEYMAN)**

**Questions**

305.2.14 Perform Dayback (ROM II Only) (4 times)

A B D

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

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

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

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

.15 Perform Restore (ROM II Only) (4 times)

A B D

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

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

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

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

.16 Receive change fund (3 times)

A B D

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

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

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

305 SHIP'S STORE OPERATOR (JOURNEYMAN)

Questions

305.2.17 Sign Statement of Agent Officers Account, DD Form 1081 (3 times) A B D

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

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

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

.18 Turnover and account for cash with the CCA (3 times) A B D

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

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

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

.19 Verify and sign entries on the Cash Register Record, NAVSUP 469 (3 times) A B D

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

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

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

.20 Operate Electronic Point of Sale register (Navy Cash) 3 times A B D

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

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

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

**WATCHSTATION 305**

**305 SHIP'S STORE OPERATOR (JOURNEYMAN)**

**Questions**

305.2.21 Scan barcode (3 times) A B D

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

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

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

.22 Item scroll (F4 Key) (ROM II Only) (3 times) A B D

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

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

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

.23 Change the quantity of an item (F6 Key) (ROM II Only) (3 times) A B D

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

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

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

.24 Cancel Void a transaction F11 Key) (ROM II Only) (2 times) A B D

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

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

**WATCHSTATION 305**

**305 SHIP'S STORE OPERATOR (JOURNEYMAN)**

**Questions**

305.2.25 Remove a line item (F12 Key) (ROM II Only) (2 times)

A B D

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

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

.26 Total sale for payment by pushing checkout (ROMIII)(End Key)  
(ROM II Only) (2 times)

A B D

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

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

.27 Perform UPC Maintenance by associating UPC with SKU (3 times)

A B D

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

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

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

.28 Perform price check/validity (2 times)

A B D

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

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

.29 Print Item Labels (2 times)

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

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

**WATCHSTATION 305**

**305 SHIP'S STORE OPERATOR (JOURNEYMAN)**

**Questions**

305.2.30 Count damaged Ship's Store items (2 times)

A B C D

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

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

.31 Dispose of surveyed Ship's Store items (2 times)

A B C D

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

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

.32 Prepare Ship's Store for inventory (2 times)

A B C D

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

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

.33 Operate PDT (2 times)

A B D

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

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

.34 Conduct inventory (2 times)

A B D

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

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

**WATCHSTATION 305**

**305 SHIP'S STORE OPERATOR (JOURNEYMAN)**

Questions

305.2.35 Retain Intra Store Transfer Data, NAVSUP Form 973 and inventory documents (2 times)

A B D

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

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

.36 Install car seal (2 times)

A B D

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

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

.37 Discuss fallback /POS Trouble shooting (ROMII only)(2 times)

A B D

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

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

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

305.3 INFREQUENT TASKS – None to be discussed.

305.4 ABNORMAL CONDITIONS – None to be discussed.

305.5 EMERGENCIES – None to be discussed.

305.6 WATCHES – None.

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

305.7.1 EXAMINATIONS Pass a written examination

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

.2 EXAMINATIONS Pass an oral examination board

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

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

306 BULK STOREROOM CUSTODIAN

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

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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

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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**

306.2.5 Change Combination to keyless lock (2 times)

A B F

\_\_\_\_\_  
(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) A B  
(2 times)

\_\_\_\_\_  
(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.

306.5.1	Explain the Fire/Flooding procedures	<u>Questions</u> 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
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\_\_\_\_\_  
(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

307 CASH COLLECTION AGENT

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 CASH COLLECTION AGENT (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 \_\_\_\_\_



**307 CASH COLLECTION AGENT**

Estimated completion time: 6 weeks

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

**307.1 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.**

**307.1.1 SCHOOLS:**

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

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

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

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

107 Cash Collection/Navy Cash Fundamentals

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

.4 SYSTEMS FROM THIS PQS:

**307.2 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.

**WATCHSTATION 307**

**307 CASH COLLECTION AGENT**

**Questions**

307.2.1 Collect change fund from Disbursing utilizing the Statement of Agent Officer's Account, DD Form 1081 (2 times) A B D

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

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

.2 Issue change fund to Retail Outlet using DD Form 1081(2 times) A B D

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

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

.3 Collect cash from sales from Retail Outlet (2 times) A B D

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

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

.4 Record cash collected from Retail Outlets in Cash Register Record, NAVSUP Form 469 (2 times) A B D

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

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

.5 Change paper cash register tapes in Non-EPOS outlets

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

.6 Record overages/shortages in Cash Register Record, NAVSUP Form 469 A B D

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

**WATCHSTATION 307**

**307 CASH COLLECTION AGENT**

**Questions**

307.2.7 Deposit cash from sales with Disbursing (2 times) A B D

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

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

.8 Record deposit with Disbursing on Cash Receipt Book, NAVSUP Form 470 (2 times) A B D

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

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

.9 Destroy Statement of Agent Officer's Account, DD Form 1081 upon return of change fund to Disbursing Officer. A B D

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

.10 Issue change fund for Vending/Snack Machines A B D

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

.11 Record Vending/Snack Machines meter readings in Cash Register Record, NAVSUP Form 469 (2 times) A B D

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

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

**WATCHSTATION 307**

**307 CASH COLLECTION AGENT**

**Questions**

307.2.12 Collect sales from Vending/Snack Machines (2 times) A B D

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

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

.13 Record sales collected from Vending/Snack Machines on Cash Register Record NAVSUP Form 469 (2 times) A B D

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

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

.14 Record overages/shortages from Vending/Snack machines in Cash Register Record, NAVSUP Form 469 (2 times) A B D

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

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

.15 Perform End of Month close out of Cash Register Record, NAVSUP Form 469 (2 times) A B D

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

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

.16 Perform End of Month close out of Cash Receipt Book, NAVSUP Form 470 (2 times) A B D

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

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

**WATCHSTATION 307**

**307 CASH COLLECTION AGENT**

**Questions**

- 307.2.17 Deposit cash from sales with Disbursing utilizing lockable money bags A B D  

---

(Signature and Date)
  
- .18 Place your contact information on safe A B D  

---

(Signature and Date)
  
- .19 Change combination to safe at required intervals (2 times) A B D  

---

(Signature and Date)

---

(Signature and Date)
  
- .20 Discuss how to print End of Day and Monthly Navy Cash Reports A B D  

---

(Signature and Date)
  
- .21 Request Navy Cash End of Day report from Disbursing Officer (2 times) A B D  

---

(Signature and Date)

---

(Signature and Date)
  
- .22 Conduct an End of Till Import and Till Reconciliation in ROM (2 times) A B D  

---

(Signature and Date)

---

(Signature and Date)

**WATCHSTATION 307**

**307 CASH COLLECTION AGENT**

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

307.3 INFREQUENT TASKS – None to be discussed.

307.4 ABNORMAL CONDITIONS – None to be discussed.

307.5 EMERGENCIES – None to be discussed.

307.6 WATCHES – None.

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

307.7.1 EXAMINATIONS Pass a written examination

---

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

---

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

308 LAUNDRY SUPERVISOR

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

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

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

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

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

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

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



**308 LAUNDRY SUPERVISOR (JOURNEYMAN)**

Estimated completion time: 3 Months

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

**308.1 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.**

**.1 WATCHSTATIONS FROM THIS PQS:**

301 Laundry Operator

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

**.2 FUNDAMENTALS FROM THIS PQS:**

102 Laundry Fundamentals

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

**.3 SYSTEMS FROM THIS PQS: NONE**

**308.2 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.

**WATCHSTATION 308**

**308 LAUNDRY SUPERVISOR (JOURNEYMAN)**

Questions

308.2.1 Inspect for required Personal Protective Equipment and ensure all personal are utilizing it (3 times)

A B D

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

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

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

.2 Verify required signs are posted on all equipment (safety precautions and operating procedures)

A B D

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

.3 Inspect receiving/issue logs (3 times)

A B D

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

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

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

.4 Monitor receiving/checking in process (3 times)

A B C D

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

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

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

**WATCHSTATION 308**

**308 LAUNDRY SUPERVISOR (JOURNEYMAN)**

**Questions**

308.2.5 Inspect Equipment logs (2 times) A B C D

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

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

.6 Test equipment for functionality (2 times) A B C D

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

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

.7 Inspect heat stress log A B C D

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

.8 Monitor environment for heat stress A B C D

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

.9 Inspect bulk log A B C D

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

.10 Inspect Press deck log (2 times) A B D

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

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

**WATCHSTATION 308**

**308 LAUNDRY SUPERVISOR (JOURNEYMAN)**

**Questions**

308.2.11 Inspect finished products for quality assurance (3 times) A B D

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

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

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

.12 Ensure all Hazardous Material is stowed properly and SDS sheets are in space ABCD

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

.13 Inspect bulk and individual lots (2 times) A B D

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

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

.14 Monitor safety procedures A B C D

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

.15 Check that emergency stop button is in working order A B CD

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

.16 Inspect for sanitation A B C D

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

**WATCHSTATION 308**

**308 LAUNDRY SUPERVISOR (JOURNEYMAN)**

**Questions**

308.2.17 Check for adherence of security requirements

A B C D

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

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

308.3 INFREQUENT TASKS – None to be discussed.

308.4 EMERGENCIES – None to be discussed.

308.5 WATCHES – None.

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

308.6.1 EXAMINATIONS Pass a written examination

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

.2 EXAMINATIONS Pass an oral examination board

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

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

309 SERVICES SUPERVISOR

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

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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 SERVICES SUPERVISOR (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 \_\_\_\_\_

**309 SERVICES SUPERVISOR (MASTER)**

Estimated completion time: 3 Months

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

309.1 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.**

309.1.1 SCHOOLS: NONE

OTHER QUALIFICATIONS:

.2 WATCHSTATIONS FROM THIS PQS:

301 Laundry Operator

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

302 Shipboard Barber

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

308 Laundry Supervisor

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

.3 FUNDAMENTALS FROM THIS PQS:

102 Laundry Fundamentals

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

309 SERVICES SUPERVISOR (MASTER)

103 Barber Fundamentals

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

.4 SYSTEMS FROM THIS PQS: NONE

309.2 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

- |         |   |         |
|---------|---|---------|
| 309.2.1 | Observe issuance of Group IV keys prior to opening/closing                          | A B D   |
|         | (Signature and Date)  |         |
| .2      | Ensure Group IV spaces hours of operation are adhered to                            | A B D   |
|         | (Signature and Date)  |         |
| .3      | Ensure closure signs are prominently posted   | A B D   |
|         | (Signature and Date)  |         |
| .4      | Ensure sanitation and medical signs are posted on Group IV spaces                   | A B D   |
|         | (Signature and Date)  |         |
| .5      | Verify annual physicals from medical for Group IV personnel are current and posted. | A B D   |
|         | (Signature and Date)  |         |
| .6      | Verify Group IV operating equipment functionality                                   | A B C D |
|         | (Signature and Date)  |         |

**WATCHSTATION 309**

**309 SERVICES SUPERVISOR (MASTER)**

**Questions**

309.2.7 Monitor Group IV logs for accuracy and completeness A B D

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

.8 Make daily rounds of Group IV spaces A B D

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

.9 Supervise customer service provided in Group IV spaces A B D

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

.10 Inspect Group IV spaces for sanitation A B D

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

.11 Inspect security of Group IV spaces A B C D

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

.12 Check for securing for sea in Group IV spaces A B C D

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

.13 Ensure safety procedures are being adhered to in Group IV spaces A B C D

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

.14 Verify completion of CO's monthly report A B D

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

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

309.3 INFREQUENT TASKS – PERFORM LAUNDRY CLAIM

**309 SERVICES SUPERVISOR (MASTER)**

309.4 ABNORMAL CONDITIONS – None to be discussed.

309.6 WATCHES – None.

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

309.7.1 EXAMINATIONS

Pass a written examination

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

.2 EXAMINATIONS

Pass an oral examination board

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

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

310 RECORDSKEEPER

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

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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  

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(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)

**WATCHSTATION 310**

**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)

.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)

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)

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)

**312 RETAIL SUPERVISOR (MASTER)**

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

312 RETAIL SUPERVISOR (MASTER)

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)

**312 RETAIL SUPERVISOR (MASTER)**

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)

FINAL QUALIFICATION

NAVEDTRA 43239-A (CH-1)

313 SHIP'S STORE MANAGER/SUPERVISOR

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

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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 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

---

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.

**WATCHSTATION 313**

**313 MANAGER/SUPERVISOR (MASTER)**

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

**WATCHSTATION 313**

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

**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)**

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
	_____ (Signature and Date)	
.10	Request a Loan/Grant from NEXCOM	A B C
	_____ (Signature and Date)	
.11	Submit a POA&M to Supply Officer for SMC Preparation	A B C
	_____ (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
	_____ (Signature and Date)	
.13	Prepare load out plan for deployment	A B C
	_____ (Signature and Date)	
14	Review guidelines for procurement and sale of Foreign Merchandise	A B C
	_____ (Signature and Date)	
.15	Review guidelines for achieving stock turn for the FY	A B C
	_____ (Signature and Date)	
.16	Simulate procedures for Incapacitated Custodian	A B C
	_____ (Signature and Date)	
.17	Simulate actions for Emergency Entry Procedures	A B C
	_____ (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.

		<b><u>Questions</u></b>
313.5.1	Review instructions for Fire/Flooding	A B C D E F
	_____	
	(Signature and Date)	

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



**NAVEDTRA 43239-A (CH-1)**

**QUALIFICATION PROGRESS SUMMARY FOR  
SHIP SERVICEMAN**

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This qualification progress summary is used to track the progress of a trainee in the watchstations for this PQS and ensure awareness of remaining tasks. It should be kept by the individual or in the individual's training jacket and updated with an appropriate signature (Training Petty Officer, Division Officer, Senior Watch Officer, etc.) as watchstations are completed.

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301 LAUNDRY OPERATOR

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

302 SHIPBOARD BARBER

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

303 VENDING MACHINE OPERATOR

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

304 RECEIPT INSPECTOR

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

**NAVEDTRA 43239-A (CH-1)**

**QUALIFICATION PROGRESS SUMMARY FOR  
SHIP SERVICEMAN (CONT'D)**

---

305 SHIP'S STORE OPERATOR

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

306 BULK STOREROOM CUSTODIAN

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

307 CASH COLLECTION AGENT

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

308 LAUNDRY SUPERVISOR

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

309 SERVICES SUPERVISOR

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

310 RECORDS KEEPER/NAVY CASH

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

**NAVEDTRA 43239-A (CH-1)**

**QUALIFICATION PROGRESS SUMMARY FOR  
SHIP SERVICEMAN (CONT'D)**

---

311 UNMATCHED EXPENDITURES

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

312 RETAIL SUPERVISOR

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---

313 SHIP'S STORE MANAGER/SUPERVISOR

Completed \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

---



## LIST OF REFERENCES USED IN THIS PQS

ECOLAB Navigator Manual  
ECOLAB Solid System III Manual  
Electronic Data Interchange Users Guide  
Forenta All Purpose Utility Press "VL" Series Models 42 and 46 Manual  
Forenta Laundry Press Model 53 VANE Manual  
Forenta Pants Topper Press Model 3516 VSNE Manual  
Forenta Utility Press Model 53VL Manual  
NAVEDTRA 14314, Ship's Serviceman Manual  
NAVMED P-5010, Manual of Naval Preventive Medicine  
NAVSUP Pub 487, Ship Store Afloat Manual  
NAVSUP P-727, Navy Cash Financial System Standard Operating Procedure  
NAVSUP P-4998 (CARGO), Consolidated Afloat Requisition Guide Overseas  
NEXCOM PUB-81, Merchandising and Stocking Guide for Ships Store  
NEXCOM Pub 90-33, Ship Store Visual Merchandising Guide  
NKO E-Learning, Department of the Navy website <http://wwwa.navy.mil/portal/home>)  
OPNAVINST 3500.39A, Operational Risk Management  
OPNAVINST 5100.19E, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat  
OPNAVINST 5100.23G Navy Safety and Occupational Health (SOH) Program Manual  
OPNAVINST 5100.28, Hazardous Material User's Guide  
Resale Operations Management Guide (ROM II)  
ROM II User Guide



PERSONNEL QUALIFICATION STANDARD  
Feedback Form for NAVEDTRA 43239-A (CH-1)

From \_\_\_\_\_ Date \_\_\_\_\_

Via \_\_\_\_\_ Date \_\_\_\_\_

Department Head

Activity \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ DSN \_\_\_\_\_

PQS Title \_\_\_\_\_ NAVEDTRA \_\_\_\_\_

Section Affected \_\_\_\_\_

Page Number(s) \_\_\_\_\_

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For faster response, you may submit your feedback via the PQS website at MNP  
(<https://www.mnp.navy.mil>).

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Remarks/Recommendations (Use additional sheets if necessary):

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DEPARTMENT OF THE NAVY

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OFFICIAL BUSINESS

COMMANDING OFFICER  
NAVAL EDUCATION TRAINING COMMAND  
1905 REGULUS AVE  
VIRGININA BEACH VA 23461

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