PERSONNEL QUALIFICATION STANDARD FOR

SHIP’S SERVICEMAN

NAME (Rate/Rank)______________________________

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
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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ACKNOWLEDGEMENTS

The PQS Development Group gratefully acknowledges the assistance of the following personnel in writing this PQS:

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<th>ATG Mayport</th>
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<td>Chandler</td>
<td>USS Gerald R. Ford</td>
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PQS Development Group personnel who provided direct support for this PQS:

- Mr. Raymond Paradis: Program Manager
- Mr. Richard Rangel: Workshop Facilitator

The Model Manager for this PQS:

- SHC(SW/AW) William Kite: Training Manager
  Center for Service Support, Newport, RI DSN 948-1583
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.
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.

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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)
102.1 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)
102.6 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)
102.22 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)
Discuss the temperature setting for drying [ref. a, ch. 2, ref. g, ref. h]

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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)

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

(Signature and Date)

Explain procedures for cleaning and maintaining press head [ref. a, ch. 2;]
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)
103.1 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)
103.8 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)
103.16 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)
Explain procedures to dispose of vending/snack merchandise: [ref. b]

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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)
.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)
104.33 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)
30

**105**

**BULK STOREROOM CUSTODIAN / RECEIPT INSPECTOR**

References:

[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)
105.1 BULK STOREROOM CUSTODIAN / RECEIPT INSPECTOR FUNDAMENTALS (CONT’D)

.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)
105.1 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)
105.2 .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)
105.4 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
106.3 .h Navy Cash
       .l AMRDEC SAFE website

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

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

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

___________________________________
(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)
.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

(Signature and Date)

(Signature and Date)

(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

___________________________________  (Signature and Date)

___________________________________  (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)

___________________________________  (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)
106.12 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)
106.15 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)

(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)

(Signature and Date)
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)

Discuss the importance of UPC maintenance [ref. b]

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)
Discuss the two types of Returns [ref. b]

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

Discuss close-out procedures [ref. b]

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

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)
106.32 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)
106.39 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)
107.1 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)
107.9 CASH COLLECTION/NAVY CASH FUNDAMENTALS (CONT’D)

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

(Signature and Date)

(Signature and Date)

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)

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

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

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)
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.
201.1 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)
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>.2</td>
<td>60 lb washer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (2 times)</td>
<td>A – G</td>
</tr>
<tr>
<td>.3</td>
<td>100 lb washer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (2 times)</td>
<td>A – G</td>
</tr>
<tr>
<td>.4</td>
<td>200 lb washer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (2 times)</td>
<td>A – G</td>
</tr>
<tr>
<td>.5</td>
<td>50 lb dryer [ref. a, ch. 2; ref. c, Vol. II, ch. C20] (2 times)</td>
<td>A – G</td>
</tr>
<tr>
<td>.6</td>
<td>100 lb dryer [ref. a, ch. 2, ref. c, Vol. II, ch. C20] (2 times)</td>
<td>A – G</td>
</tr>
</tbody>
</table>
.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)
201.2 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.
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__________
WATCHSTATION 301

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)
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)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

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

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

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

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

.4 Resolve customer complaints (2 times)

___________________________________
(Signature and Date)
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) ________________________________
LAUNDRY OPERATOR (APPRENTICE)

301.2.10 Record entries into Press Deck Log (2 times)  

(Signature and Date)

(Signature and Date)

.11 Record entries into Heat Stress Log (3 times)  

(Signature and Date)

(Signature and Date)

(Signature and Date)

.12 Record entries into equipment log (2 times)  

(Signature and Date)

(Signature and Date)

WASHER OPERATOR

.13 Perform Pre-operational safety checks (2 times)  

(Signature and Date)

(Signature and Date)

.14 Operate emergency shutoff button (2 times)  

(Signature and Date)

(Signature and Date)
301.2.15 Inspect laundry detergent dispenser (2 times)  
_________________________________________  
_________________________________________  
(Signature and Date)  
(Signature and Date)  

.16 Don personal protective equipment (2 times)  
_________________________________________  
_________________________________________  
(Signature and Date)  
(Signature and Date)  

.17 Load washer for even weight distribution (2 times)  
_________________________________________  
_________________________________________  
(Signature and Date)  
(Signature and Date)  

.18 Operate Jog Basket (2 times)  
_________________________________________  
_________________________________________  
(Signature and Date)  
(Signature and Date)  

.19 Secure inner and outer doors (2 times)  
_________________________________________  
_________________________________________  
(Signature and Date)  
(Signature and Date)
301 LAUNDRY OPERATOR (APPRENTICE)

301.2.20 Start washer (2 times) 

( ) ( )

(Signature and Date) (Signature and Date)

.21 Select wash cycle (2 times) 

( ) ( )

(Signature and Date) (Signature and Date)

.22 Unload washer (2 times) 

( ) ( )

(Signature and Date) (Signature and Date)

.23 Clean laundry detergent dispenser (2 times) 

( ) ( )

(Signature and Date) (Signature and Date)

.24 Replace laundry detergent from ECOLAB dispenser (2 times) 

( ) ( )

(Signature and Date) (Signature and Date)

TUMBLER DRYER OPERATOR

.25 Conduct Pre-operational safety checks 

( ) ( )

(Signature and Date)
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)
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)
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)
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.
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 COMPRISSES 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)
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

**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.
302.2.1 Sanitize Clippers/Blades/Shears utilizing disinfectant

(Signature and Date)

.2 Sanitize Combs using measured solution of water and barbicide

(Signature and Date)

.3 Verify enough equipment and supplies are present on barber’s station

(Signature and Date)

.4 Post appointment schedule prior to opening

(Signature and Date)

.5 Inspect barber chair and tools prior to use for damage

(Signature and Date)

.6 Greet Customer

(Signature and Date)

.7 Inquire customer’s desired haircut

(Signature and Date)

.8 Affix barber cape and neck strip on customer

(Signature and Date)
<table>
<thead>
<tr>
<th></th>
<th><strong>SHIPBOARD BARBER (APPRENTICE)</strong></th>
<th><strong>WATCHSTATION 302</strong></th>
<th><strong>Questions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>302.2.9</td>
<td>Answer phone using proper etiquette (2 times)</td>
<td></td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.10</td>
<td>Resolve customer concerns/complaints (2 times)</td>
<td></td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.11</td>
<td>Identify abnormal skin conditions</td>
<td></td>
<td>A B C D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.12</td>
<td>Cut straight hair (3 times)</td>
<td></td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>.13</td>
<td>Cut kinked hair (3 times)</td>
<td></td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
302 **SHIPBOARD BARBER (APPRENTICE)**

302.2.14 Cut wavy hair (3 times)  

(Signature and Date)  

(Signature and Date)  

(Signature and Date)  

.15 Demonstrate a tapered haircut (2 times)  

(Signature and Date)  

(Signature and Date)  

(Signature and Date)  

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

(Signature and Date)  

(Signature and Date)  

(Signature and Date)  

.17 Cut female hair using layered technique  

(Signature and Date)  

.18 Provide regulation haircut within 20-minute requirement  

(Signature and Date)
302.2.19 Remove previously cut hair utilizing proper equipment and techniques

(Signature and Date)

.20 Clean space between haircuts

(Signature and Date)

.21 Update appointment log record

(Signature and Date)

.22 Clean space at end of workday

(Signature and Date)

.23 Secure space upon closing

(Signature and Date)

COMPLETED .2 AREA COMPRISSES 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.

.1 Post temporary closing signs

(Signature and Date)
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

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________________
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?
303.2.1 Inspect machines and storerooms for break-in/tampering (3 times)  

(Signature and Date)

(Signature and Date)

(Signature and Date)

.2 Inspect machines and storerooms for safety hazards (3 times)  

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Unlock and lock Group III spaces (3 times)  

(Signature and Date)

(Signature and Date)

(Signature and Date)

.4 Change Group III combination lock (3 times)  

(Signature and Date)

(Signature and Date)

(Signature and Date)
303 VENDING MACHINE OPERATOR (APPRENTICE)

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)
<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>303.2.9</td>
<td>Stack sodas (5, 8 and 10 stack) (3 times)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>.10</td>
<td>Get candy and soda counts for replenishment of vending machines (4 times)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>.11</td>
<td>Conduct test vend appropriate merchandise for button selection (2 times)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>.12</td>
<td>Confirm selling prices (3 times)</td>
</tr>
</tbody>
</table>

*Signature and Date*
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)
<table>
<thead>
<tr>
<th>Number</th>
<th>Task Description</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>303.2.16</td>
<td>Change vending machine labels (3 times)</td>
<td>A B F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
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<td>(Signature and Date)</td>
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<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>303.17</td>
<td>Count damaged vending items (surveys)</td>
<td>A B D F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>303.18</td>
<td>Dispose of surveyed vending merchandise</td>
<td>A B D F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>303.19</td>
<td>Prepare vending machines and storerooms for inventory</td>
<td>A B C D E F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>303.20</td>
<td>Discuss FIFO procedures</td>
<td>A B D F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
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<tr>
<td></td>
<td>(Signature and Date)</td>
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</tr>
<tr>
<td>303.21</td>
<td>Operate PDT (2 times)</td>
<td>A B C D E F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
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<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
</tbody>
</table>
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)
VENDING MACHINE OPERATOR (APPRENTICE)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.27 Install car seal (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.28 Conduct meter readings (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.
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)
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 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

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.
304 RECEIPT INSPECTOR (JOURNEYMAN)

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)
304.2.5 Receive Stock from CLO (Prime Vendor) (3 times) 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)
304 RECEIPT INSPECTOR (JOURNEYMAN) 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 COMPRISSES 88% OF WATCHSTATION.
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)
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

**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.
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)

(Signature and Date)

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

(Signature and Date)

(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)
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)
305.2.10 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)

(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)

(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)
305.2.14 Perform Dayback (ROM II Only) (4 times)  
(Signature and Date)  
(Signature and Date)  
(Signature and Date)  
(Signature and Date)  
.15 Perform Restore (ROM II Only) (4 times)  
(Signature and Date)  
(Signature and Date)  
(Signature and Date)  
(Signature and Date)  
.16 Receive change fund (3 times)  
(Signature and Date)  
(Signature and Date)  
(Signature and Date)  
(Signature and Date)
SHIP’S STORE OPERATOR (JOURNEYMAN)

305.2.17 Sign Statement of Agent Officers Account, DD Form 1081 (3 times) | Questions

____________________________________
(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)

104
SHIP'S STORE OPERATOR (JOURNEYMAN)  

305.2.21 Scan barcode (3 times)  

(Signature and Date)  

(Signature and Date)  

(Signature and Date)  

Item scroll (F4 Key) (ROM II Only) (3 times)  

(Signature and Date)  

(Signature and Date)  

(Signature and Date)  

Change the quantity of an item (F6 Key) (ROM II Only) (3 times)  

(Signature and Date)  

(Signature and Date)  

(Signature and Date)  

Cancel Void a transaction F11 Key) (ROM II Only) (2 times)  

(Signature and Date)  

(Signature and Date)
305.2.25 Remove a line item (F12 Key) (ROM II Only) (2 times) 

----------------------------------------------------------
(Signature and Date)

----------------------------------------------------------
(Signature and Date)

.26 Total sale for payment by pushing checkout (ROM III)(End Key) (ROM II Only) (2 times) 

----------------------------------------------------------
(Signature and Date)

----------------------------------------------------------
(Signature and Date)

.27 Perform UPC Maintenance by associating UPC with SKU (3 times) 

----------------------------------------------------------
(Signature and Date)

----------------------------------------------------------
(Signature and Date)

----------------------------------------------------------
(Signature and Date)

.28 Perform price check/validity (2 times) 

----------------------------------------------------------
(Signature and Date)

----------------------------------------------------------
(Signature and Date)

.29 Print Item Labels (2 times) 

----------------------------------------------------------
(Signature and Date)

----------------------------------------------------------
(Signature and Date)
<table>
<thead>
<tr>
<th></th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>305.2.30</td>
<td>Count damaged Ship’s Store items (2 times)</td>
</tr>
<tr>
<td>.31</td>
<td>Dispose of surveyed Ship’s Store items (2 times)</td>
</tr>
<tr>
<td>.32</td>
<td>Prepare Ship’s Store for inventory (2 times)</td>
</tr>
<tr>
<td>.33</td>
<td>Operate PDT (2 times)</td>
</tr>
<tr>
<td>.34</td>
<td>Conduct inventory (2 times)</td>
</tr>
</tbody>
</table>
305

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

305.2.35 Retain Intra Store Transfer Data, NAVSUP Form 973 and inventory documents (2 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.36 Install car seal (2 times)

(Signature and Date)

(Signature and Date)

.37 Discuss fallback /POS Trouble shooting (ROMII only)(2 times)

(Signature and Date)

(Signature and Date)

*COMPLETED .2 AREA COMPRISSES 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)
306  BULK STOREROOM CUSTODIAN

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 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____________
WATCHSTATION 306

306  BULK STOREROOM CUSTODIAN (JOURNEYMAN)

Estimated completion time: 4 weeks

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
306.2 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.

306.2.1 Receive merchandise using Order for Services and Supplies, DD Form 1155 (2 times)

Questions

A B C D E

306.2.2 Receive merchandise using Requisition and Shipping Invoice Document, DD Form 1149 (2 times)

A B C D E

306.2.3 Receive merchandise using Requisition and shipping invoice document DD Form 1149 (Prime Vendor) (2 times)

A B C D E

306.2.4 Label received material (UPC barcodes, stock number and date of receipt(month/year)) (2 times)

A B F
<table>
<thead>
<tr>
<th>306</th>
<th><strong>BULK STOREROOM CUSTODIAN (JOURNEYMAN)</strong></th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>306.2.5</td>
<td>Change Combination to keyless lock (2 times)</td>
<td>A B F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.6</td>
<td>Secure Bulk Storeroom (2 times)</td>
<td>A B F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.7</td>
<td>Stage Breakouts (2 times)</td>
<td>A B D F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.8</td>
<td>Breakout/ Merchandise (3 times)</td>
<td>ABDF</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
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<tr>
<td></td>
<td>(Signature and Date)</td>
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<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.9</td>
<td>Prepare Storeroom for Inventory (3 times)</td>
<td>A B D F</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
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<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
</tbody>
</table>
306.2.10 Conduct a Perpetual Inventory after each breakout

(Signature and Date)

.11 Stow Clothing items

(Signature and Date)

.12 Conduct 5% Weekly Spot Inventory with Sales Officer/ASUPPO (3 times)

(Signature and Date)

.13 Conduct PDT Operations (3 times)

(Signature and Date)

.14 Properly Stow Food and Can Drinks (2 times)

(Signature and Date)
<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>306.2.15 Properly Stow Tobacco Products (2 times)</td>
<td>A B D F</td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.16 Stow Flammable Items in the flammable locker (2 times)</td>
<td>A B C D</td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.17 Secure Storeroom for sea (2 times)</td>
<td>A B C D</td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.18 Verify Bath/Laundry Soap are not stowed with Confection items</td>
<td>A B D F</td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.19 Explain the process for Issuing Expenditures (Survey, OSO, other app) (2 times)</td>
<td>A B</td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>(Signature and Date)</td>
<td></td>
</tr>
</tbody>
</table>
306  BULK STOREROOM CUSTODIAN (JOURNEYMAN)

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)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.22  Rotate Stock (FIFO) (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.23  Dispose of Surveyed Stock (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)
WATCHSTATION 306

BULK STOREROOM CUSTODIAN (JOURNEYMAN)

306.2.24 Use car seals to secure storerooms (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

Questions: A B F

.25 Handle Hazardous Material (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

Questions: A B C D F

COMPLETED .2 AREA COMPRIS ES 80% OF WATCHSTATION.

306.3 INFREQUENT TASKS

306.3.1 Explain the procedures in the event of an Incapacitated Custodian

(Signature and Date)

Questions: A B D E F G

.2 Check car seals for unauthorized Entry (Break-Ins)

(Signature and Date)

Questions: A B D E F G

.3 Shipyard worker performing repairs in storeroom

(Signature and Date)

Questions: A B F G H

COMPLETED .2 AREA COMPRIS ES 12% OF WATCHSTATION.
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

Question

A  B  C  D  E  G

(Signature and Date)

.2  Explain the Emergency Entry Procedures

Question

A  B  F  G  H

(Signature and Date)

.5  AREA COMPRIS 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

(Signature and Date)
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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 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__________
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.
307.2.1 Collect change fund from Disbursing utilizing the Statement of Agent Officer’s Account, DD Form 1081 (2 times)  

(Signature and Date)  

(Signature and Date)  

.2 Issue change fund to Retail Outlet using DD Form 1081 (2 times)  

(Signature and Date)  

(Signature and Date)  

.3 Collect cash from sales from Retail Outlet (2 times)  

(Signature and Date)  

(Signature and Date)  

.4 Record cash collected from Retail Outlets in Cash Register Record, NAVSUP Form 469 (2 times)  

(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  

(Signature and Date)
307.2.7 Deposit cash from sales with Disbursing (2 times)

(Signature and Date)

(Signature and Date)

.8 Record deposit with Disbursing on Cash Receipt Book, NAVSUP Form 470 (2 times)

(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.

(Signature and Date)

.10 Issue change fund for Vending/Snack Machines

(Signature and Date)

.11 Record Vending/Snack Machines meter readings in Cash Register Record, NAVSUP Form 469 (2 times)

(Signature and Date)

(Signature and Date)
307.2.12 Collect sales from Vending/Snack Machines (2 times)  

(A Signature and Date)

(A Signature and Date)

.13 Record sales collected from Vending/Snack Machines on Cash Register Record NAVSUP Form 469 (2 times)  

(A Signature and Date)

(A Signature and Date)

.14 Record overages/shortages from Vending/Snack machines in Cash Register Record, NAVSUP Form 469 (2 times)  

(A Signature and Date)

(A Signature and Date)

.15 Perform End of Month close out of Cash Register Record, NAVSUP Form 469 (2 times)  

(A Signature and Date)

(A Signature and Date)

.16 Perform End of Month close out of Cash Receipt Book, NAVSUP Form 470 (2 times)  

(A Signature and Date)

(A Signature and Date)
<table>
<thead>
<tr>
<th>Question ID</th>
<th>Description</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>307.2.17</td>
<td>Deposit cash from sales with Disbursing utilizing lockable money bags</td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.18</td>
<td>Place your contact information on safe</td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.19</td>
<td>Change combination to safe at required intervals (2 times)</td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.20</td>
<td>Discuss how to print End of Day and Monthly Navy Cash Reports</td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.21</td>
<td>Request Navy Cash End of Day report from Disbursing Officer (2 times)</td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
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<td></td>
<td>(Signature and Date)</td>
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</tr>
<tr>
<td>.22</td>
<td>Conduct an End of Till Import and Till Reconciliation in ROM (2 times)</td>
<td>A B D</td>
</tr>
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<td>(Signature and Date)</td>
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<td>(Signature and Date)</td>
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</tr>
</tbody>
</table>
307 CASH COLLECTION AGENT

COMPLETED .2 AREA COMPRISSES 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)
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 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__________
WATCHSTATION 308

308  LAUNDRY SUPERVISOR (JOURNEYMAN)

Estimated completion time: 3 Months

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.

129
Inspect for required Personal Protective Equipment and ensure all personal are utilizing it (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

Verify required signs are posted on all equipment (safety precautions and operating procedures)

(Signature and Date)

Inspect receiving/issue logs (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

Monitor receiving/checking in process (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)
<table>
<thead>
<tr>
<th>Questions</th>
<th>308.2.5</th>
<th>Inspect Equipment logs (2 times)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D</td>
</tr>
<tr>
<td>.6</td>
<td>Test equipment for functionality (2 times)</td>
<td>A B C D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D</td>
</tr>
<tr>
<td>.7</td>
<td>Inspect heat stress log</td>
<td>A B C D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D</td>
</tr>
<tr>
<td>.8</td>
<td>Monitor environment for heat stress</td>
<td>A B C D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D</td>
</tr>
<tr>
<td>.9</td>
<td>Inspect bulk log</td>
<td>A B C D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B C D</td>
</tr>
<tr>
<td>.10</td>
<td>Inspect Press deck log (2 times)</td>
<td>A B D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td>A B D</td>
</tr>
</tbody>
</table>
308.2.11 Inspect finished products for quality assurance (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.12 Ensure all Hazardous Material is stowed properly and SDS sheets are in space

(Signature and Date)

.13 Inspect bulk and individual lots (2 times)

(Signature and Date)

(Signature and Date)

.14 Monitor safety procedures

(Signature and Date)

.15 Check that emergency stop button is in working order

(Signature and Date)

.16 Inspect for sanitation

(Signature and Date)
<table>
<thead>
<tr>
<th>308</th>
<th>LAUNDRY SUPERVISOR (JOURNEYMAN)</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>308.2.17</td>
<td>Check for adherence of security requirements</td>
<td>A B C D</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COMPLETED .2 AREA COMPRIS 100% OF WATCHSTATION.</td>
<td></td>
</tr>
<tr>
<td>308.3</td>
<td>INFREQUENT TASKS – None to be discussed.</td>
<td></td>
</tr>
<tr>
<td>308.4</td>
<td>EMERGENCIES – None to be discussed.</td>
<td></td>
</tr>
<tr>
<td>308.5</td>
<td>WATCHES – None.</td>
<td></td>
</tr>
<tr>
<td>308.6</td>
<td>EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)</td>
<td></td>
</tr>
<tr>
<td>308.6.1</td>
<td>EXAMINATIONS</td>
<td>Pass a written examination</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
<tr>
<td>.2</td>
<td>EXAMINATIONS</td>
<td>Pass an oral examination board</td>
</tr>
<tr>
<td></td>
<td>(Signature and Date)</td>
<td></td>
</tr>
</tbody>
</table>
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 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

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.

309.2.1  Observe issuance of Group IV keys prior to opening/closing

__________________________
      (Signature and Date)

.2  Ensure Group IV spaces hours of operation are adhered to

__________________________
      (Signature and Date)

.3  Ensure closure signs are prominently posted

__________________________
      (Signature and Date)

.4  Ensure sanitation and medical signs are posted on Group IV spaces

__________________________
      (Signature and Date)

.5  Verify annual physicals from medical for Group IV personnel are current and posted.

__________________________
      (Signature and Date)

.6  Verify Group IV operating equipment functionality

__________________________
      (Signature and Date)
309 SERVICES SUPERVISOR (MASTER)

309.2.7 Monitor Group IV logs for accuracy and completeness

(Signature and Date)

.8 Make daily rounds of Group IV spaces

(Signature and Date)

.9 Supervise customer service provided in Group IV spaces

(Signature and Date)

.10 Inspect Group IV spaces for sanitation

(Signature and Date)

.11 Inspect security of Group IV spaces

(Signature and Date)

.12 Check for securing for sea in Group IV spaces

(Signature and Date)

.13 Ensure safety procedures are being adhered to in Group IV spaces

(Signature and Date)

.14 Verify completion of CO’s monthly report

(Signature and Date)

COMPLETED. 2 AREA COMPRIS 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)
This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual’s training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified RECORDSKEEPER (NAVEDTRA 43239-A (CH-1)).

RECOMMENDED________________________________ DATE________

Supervisor

RECOMMENDED________________________________ DATE________

Division Officer

RECOMMENDED________________________________ DATE________

Department Head

QUALIFIED________________________________ DATE________

Commanding Officer or Designated Representative

SERVICE RECORD ENTRY________________________________ DATE________
310 RECORDSKEEPER (MASTER)

Estimated completion time: 8 Months

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

310.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

310.1.1 SCHOOLS:

SH ROM ‘C’ School A-823-0019 (RECOMMENDED)

Completed ________________________________

(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

303 Vending Machine Operator

Completed ________________________________

(Qualifier and Date)

304 Receipt Inspector

Completed ________________________________

(Qualifier and Date)

305 Ship’s Store Operator

Completed ________________________________

(Qualifier and Date)

306 Bulk Storeroom Custodian

Completed ________________________________

(Qualifier and Date)

307 Cash Collection Agent

Completed ________________________________

(Qualifier and Date)
310  RECORDSKEEPER (MASTER)

310.2.3  FUNDAMENTALS FROM THIS PQS:

104  Vending/Ship’s Store Operator Fundamentals
Completed  ________________________________
(Qualifier and Date)

105  Bulk Storeroom Custodian/Receipt Inspector Fundamentals
Completed  ________________________________
(Qualifier and Date)

106  Recordskeeper Fundamentals
Completed  ________________________________
(Qualifier and Date)

107  Cash Collection/Navy Cash Fundamentals
Completed  ________________________________
(Qualifier and Date)

.4  SYSTEMS FROM THIS PQS: NONE

310.2  TASKS

For the tasks listed below:

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

310.2.1  Request ROM access from Sales Officer
___________________________________
(Signature and Date)

.2  Request Navy Cash access from Disbursing Officer
___________________________________
(Signature and Date)
310 RECORDSKEEPER (MASTER)

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)
310 RECORDSKEEPER (MASTER)

310.2.9 Assign a till (2 times)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

.10 Reconcile till (2 times)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

.11 Update current till assignment (2 times)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

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

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

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

.a Ship information

.b Verify General Fund Assessment local/BUPERS

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)
310 RECORDSKEEPER (MASTER)

310.2.14 Add/delete required statements in Lookup Tables

(Signature and Date)

.15 Modify stock record card (2 times)

(Signature and Date)

(Signature and Date)

.16 Update ROM ASL/ACB from NECO Website ROMII only (2 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.17 Create/Modify/Confirm and file Purchase Order through ASL/ACB (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.18 Send orders through EDI by email (2 times)

(Signature and Date)

(Signature and Date)
310 RECORDSKEEPER (MASTER)

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)

(Signature and Date)

(Signature and Date)

.21 Explain procedures for vending repair (2 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

(Signature and Date)
310 RECORDSKEEPER (MASTER)

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)
310 RECORDSKEEPER (MASTER)

310.2.28 Generate/edit/prepare and file transfers to other appropriations (3 times)  

___________________________________  
(Signature and Date)  

___________________________________  
(Signature and Date)  

___________________________________  
(Signature and Date)  

.29 Initiate/edit/confirm and file a credit memo (3 times)  

___________________________________  
(Signature and Date)  

___________________________________  
(Signature and Date)  

___________________________________  
(Signature and Date)  

.30 Initiate/process/modify/confirm and file a cash refund  

___________________________________  
(Signature and Date)  

.31 Generate/modify/confirm and file a survey to NWCF (2 times)  

___________________________________  
(Signature and Date)  

___________________________________  
(Signature and Date)  

.32 Generate/modify/confirm and file a survey to SSPN (2 times)  

___________________________________  
(Signature and Date)  

___________________________________  
(Signature and Date)
310.2.33 Create, modify, confirm and file breakout documents utilizing the PDT (2 times)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

.34 Create, modify, confirm and file breakout documents (2 times)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

.35 Create, modify, and confirm Cost of Operations breakout (2 times)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

.36 Identify, modify, confirm and file an accounting adjustment

___________________________________
(Signature and Date)

.37 Generate Cash Memorandum Invoice and balance with Navy Cash shore report (3 times)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)

___________________________________
(Signature and Date)
310 RECORDSKEEPER (MASTER)

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

________________________________________________________________________
(Signature and Date)

________________________________________________________________________
(Signature and Date)

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

________________________________________________________________________
(Signature and Date)

________________________________________________________________________
(Signature and Date)

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

________________________________________________________________________
(Signature and Date)

________________________________________________________________________
(Signature and Date)

.41 Add and delete a laundry claim

________________________________________________________________________
(Signature and Date)

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

________________________________________________________________________
(Signature and Date)

________________________________________________________________________
(Signature and Date)
WATCHSTATION 310

310 RECORDSKEEPER (MASTER)

310.2.43 Use the liabilities assumed function

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

(Signature and Date)
310 RECORDSKEEPER (MASTER)  

310.2.48 Post the transfer of MWR funds (2 times)  

_________________________  
(Signature and Date)  

_________________________  
(Signature and Date)  

.49 Process Non-EPOS collections (2 times)  

_________________________  
(Signature and Date)  

_________________________  
(Signature and Date)  

.50 Create, modify and delete inventory counts (2 times)  

_________________________  
(Signature and Date)  

_________________________  
(Signature and Date)  

.51 Demonstrate the use of the PDT (2 times)  

_________________________  
(Signature and Date)  

_________________________  
(Signature and Date)  

.52 Conduct an inventory using the PDT (2 times)  

_________________________  
(Signature and Date)  

_________________________  
(Signature and Date)  

152
310  RECORDSKEEPER (MASTER)

312.2.53 Manually calculate stock turn

(Signature and Date)

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

.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)
310 RECORDSKEEPER (MASTER)

310.2.55 Closeout the NAVCOMPT 153 (3 times)  

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

.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)
Update the following office logs: (5 times)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

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)
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

310.2.1 Initiate an emergency purchase

______________________________________________
(Signature and Date)

310.2 Generate and process the Health and Comfort DD Form 504

______________________________________________
(Signature and Date)

310.3 Prepare documents for bulk sales and foreign merchandise

______________________________________________
(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)
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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 (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________________
WATCHSTATION 311

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)
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)
311.2.5 Display current UME listing

(Signature and Date)

.6 Process a positive Accounting Adjustment for UME

(Signature and Date)

Process a negative Accounting Adjustments for UME

(Signature and Date)

.7 Contact vendor for shortages/overages

(Signature and Date)

.8 Contact vendor for Credit Memorandum/Cash Refund

(Signature and Date)

.9 Contact DFAS via askdfas website in regards to UME

(Signature and Date)

.10 Identify correct ship action codes with UME

(Signature and Date)

.11 Contact vendor for corrected invoice/857

(Signature and Date)

.12 Reconcile UME Using Purchase Order Log

(Signature and Date)
WATCHSTATION 311

311 UNMATCHED EXPENDITURES/ FLEET FAST PAY (MASTER)

Questions

.13 Reconcile UME Using Requisition Log

______________________________
(Signature and Date)

.14 Reconcile UME Listing and transmit to AskDFAS website

______________________________
(Signature and Date)

COMPLETED .2 AREA COMPRISSES 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________________________

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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 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
WATCHSTATION 312

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.

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)
312.2.5 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)  

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)
312.2.9 Ensure Never-Out List is up to date in bulk/retail outlets

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)

.11 Inspect for proper stowage and rotation of stock (FIFO) (4 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

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

(Signature and Date)

(Signature and Date)

(Signature and Date)
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)

(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)
312  **RETAIL SUPERVISOR (MASTER)**

312.2.17 Demonstrate the disposal method for expired shelf worn merchandise (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

**COMPLETED .2 AREA COMPRISSES 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)
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 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)
313.1.4 FUNDAMENTALS FROM THIS PQS:

102 Barber Fundamentals
Completed ______________________________________
(Qualifier and Date)
103 Barber Fundamentals
Completed ______________________________________
(Qualifier and Date)
104 Retail Outlet Operator Fundamentals
Completed ______________________________________
(Qualifier and Date)
105 Bulk Storeroom Custodian/Receipt Inspector Fundamentals
Completed ______________________________________
(Qualifier and Date)
106 Recordskeeper Fundamentals
Completed ______________________________________
(Qualifier and Date)
107 Cash Collection/Navy Cash Fundamentals
Completed ______________________________________
(Qualifier and Date)

.5 SYSTEMS FROM THIS PQS:

201 laundry Operator Systems
Completed ______________________________________
(Qualifier and Date)

313.2 TASKS

For the tasks listed below:

A. What are the steps of this procedure?
B. What are the reasons for each step?
C. Satisfactorily perform this task.
313 MANAGER/SUPERVISOR (MASTER)

313.2.1 Submit request for FLC Assistance Team visit

(Signature and Date)

.2 Submit request for NEXCOM Laundry Assistance Team visit

(Signature and Date)

.3 Submit request for ATG Ship Visit

(Signature and Date)

.4 Submit request for TYCOM Ship Visit

(Signature and Date)

.5 Review Instructions for Retail Operations (2 times)

(Signature and Date)

.6 Inspect Spaces for Group III and IV security violations (2 times)

(Signature and Date)

.7 Inspect Group III spaces for posted Emergency Entry Procedures

(Signature and Date)

.8 Inspect Retail Operations Spaces for posted and signed Sanitation Regulations

(Signature and Date)
<table>
<thead>
<tr>
<th></th>
<th>Questions</th>
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</thead>
<tbody>
<tr>
<td>313.2.9</td>
<td>Inspect Ship’s store for proper arrangement of stock utilizing (FIFO)</td>
</tr>
<tr>
<td>10</td>
<td>Submit Excess Stock List to Fleet Assist/TYCOM</td>
</tr>
<tr>
<td>11</td>
<td>Submit request for Pre-Deployment Assist Visit to FLC</td>
</tr>
<tr>
<td>12</td>
<td>Contact NEXCOM for Visual Merchandising Support Services</td>
</tr>
<tr>
<td>13</td>
<td>Contact NEXCOM for Display Aids</td>
</tr>
<tr>
<td>14</td>
<td>Review Organizational Chart</td>
</tr>
<tr>
<td>15</td>
<td>Review ROM Security Access List for Authorized Users (ROM II)</td>
</tr>
<tr>
<td>16</td>
<td>Establish and monitor hours of operation for all activities</td>
</tr>
<tr>
<td>17</td>
<td>Validate Prices in all Retail Activities utilizing NAVCOMPT 973</td>
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<tr>
<td>Questions</td>
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<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>.18 Verify car seals are utilized to secure group III SPACES</td>
<td>A</td>
</tr>
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<td>(Signature and Date)</td>
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<tr>
<td>.19 Verify that operating and safety procedures are posted in all spaces</td>
<td>A</td>
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<td>.20 Verify Group III key control procedures</td>
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<tr>
<td>.21 Resolve customer complaints regarding refunds and dissatisfaction</td>
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<tr>
<td>.22 Ensure COSAL is updated for all supported equipment</td>
<td>A</td>
</tr>
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<td>(Signature and Date)</td>
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<tr>
<td>.23 Audit laundry logs</td>
<td>A</td>
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<tr>
<td>(Signature and Date)</td>
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<tr>
<td>.24 Ensure Navy’s Heat Stress Program is being adhered to in Laundry</td>
<td>A</td>
</tr>
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<td>(Signature and Date)</td>
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</tr>
<tr>
<td>.25 Review maintenance plan for all retail and service activity equipment</td>
<td>A</td>
</tr>
<tr>
<td>(Signature and Date)</td>
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</tr>
<tr>
<td>.26 Initiate request to stock articles not listed in NEXCOM Pub 81</td>
<td>A</td>
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<td>(Signature and Date)</td>
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</tbody>
</table>
.27 Review emblematic inventory levels

(Signature and Date)

.28 Initiate procurement of supplies used to operate the Service Activities

(Signature and Date)

.29 Conduct monthly review of Consolidated Stock Record Listing (B28)

(Signature and Date)

.30 Review procurement actions for Ships Store and Coffee Bar Stock

(Signature and Date)

.31 Verify breakout procedures

(Signature and Date)

.32 Resolve discrepancies in receipts (2 times)

(Signature and Date)

.33 Audit receipt documents and compare them against the, B01/B05 Report on a weekly basis

(Signature and Date)

.34 Verify that monthly receipt transmittals are accurate and submitted on time

(Signature and Date)
313.2.35 Verify proper Accounting Adjustments are made

___________________________
(Signature and Date)

313.36 Monitor the handling and reduction of items listed on the Unmatched Expenditure Listing

___________________________
(Signature and Date)

313.37 Prepare stowage plans for normal operations and deployment

___________________________
(Signature and Date)

313.38 Reconcile non-confirmed and confirmed Intra-Store Transfer Data, NAVSUP Form 973

___________________________
(Signature and Date)

313.39 Reconcile non-confirmed and confirmed expenditure documents

___________________________
(Signature and Date)

313.40 Follow up on merchandise returned to the vendor for credit memorandum or cash refund

___________________________
(Signature and Date)

313.41 Anticipate expenses and determine amounts of profit to be transferred to the MWR Fund

___________________________
(Signature and Date)
Establish guidelines for conducting monthly inventory (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

Audit the Ships Store Inventory for accuracy (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

Audit Ships Store Financial returns

(Signature and Date)

Audit Ships Store retained returns

(Signature and Date)

Prepare Ships Store monthly management report

(Signature and Date)

Verify the CMP data report

(Signature and Date)
313.2.48 Ensure ATG TYCOM reviews Retained Returns

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

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

(Signature and Date)

.53 Monitor the processing of the UME listing

(Signature and Date)

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

(Signature and Date)
313 MANAGER/SUPERVISOR (MASTER)
Completed .2 area comprises 74% of watchstation.

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

___________________________
(Signature and Date)

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

___________________________
(Signature and Date)

.3 Review guidelines for merged returns

___________________________
(Signature and Date)

.4 Initiate actions for ROM system failure

___________________________
(Signature and Date)

.5 Initiate actions for Navy Cash failure

___________________________
(Signature and Date)

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

___________________________
(Signature and Date)

.7 Request Modernization Planning from NEXCOM

___________________________
(Signature and Date)

.8 Submit a Length of Service Award to NEXCOM

___________________________
(Signature and Date)
313.2.9 Procure Major Equipment from NEXCOM

(Signature and Date)

.10 Request a Loan/Grant from NEXCOM

(Signature and Date)

.11 Submit a POA&M to Supply Officer for SMC Preparation

(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

(Signature and Date)

.13 Prepare load out plan for deployment

(Signature and Date)

14 Review guidelines for procurement and sale of Foreign Merchandise

(Signature and Date)

.15 Review guidelines for achieving stock turn for the FY

(Signature and Date)

.16 Simulate procedures for Incapacitated Custodian

(Signature and Date)

.17 Simulate actions for Emergency Entry Procedures

(Signature and Date)
313 MANAGER/SUPERVISOR (MASTER)

COMPLETED .2 AREA COMPRISSES 24% OF WATCHSTATION.

313.3 INFREQUENT TASKS – None to be discussed.

313.4 ABNORMAL CONDITIONS – None to be discussed.

313.5 EMERGENCIES

For the emergencies listed below:

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

Questions

313.5.1 Review instructions for Fire/Flooding

(Signature and Date)

313.2.2 Review instructions for Unauthorized Entry (break ins)

(Signature and Date)

COMPLETED .5 AREA COMPRISSES 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)
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.

<table>
<thead>
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<th>Number</th>
<th>Task Description</th>
<th>Completed</th>
<th>Date</th>
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<td>LAUNDRY OPERATOR</td>
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<td>302</td>
<td>SHIPBOARD BARBER</td>
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<td>305</td>
<td>SHIP’S STORE OPERATOR</td>
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<td>BULK STOREROOM CUSTODIAN</td>
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<td>CASH COLLECTION AGENT</td>
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<td>310</td>
<td>RECORDS KEEPER/NAVY CASH</td>
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<td>311</td>
<td>UNMATCHED EXPENDITURES</td>
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<td>RETAIL SUPERVISOR</td>
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<td>SHIP’S STORE MANAGER/SUPERVISOR</td>
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</tbody>
</table>
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)_________________________________________________________________

For faster response, you may submit your feedback via the PQS website at MNP (https://www.mnp.navy.mil).

Remarks/Recommendations (Use additional sheets if necessary):
DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

COMMANDING OFFICER
NAVAL EDUCATION TRAINING COMMAND
1905 REGULUS AVE
VIRGINIA BEACH VA 23461

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