



**PERSONNEL
QUALIFICATION
STANDARD
FOR**

LOGISTICS SPECIALIST

NAME (Rate/Rank) _____

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

TABLE OF CONTENTS

	Page
ACKNOWLEDGEMENTS-----	3
INTRODUCTION-----	5
SUMMARY OF CHANGES-----	9
WATCHSTATION REQUALIFICATIONS-----	11
ACRONYMS-----	13
100 INTRODUCTION TO FUNDAMENTALS-----	17
101 SAFETY FUNDAMENTALS-----	18
102 SUPPLY BASICS-----	19
103 REQUISITIONING-----	26
104 REQUISITION MAINTENANCE-----	28
105 INVENTORY MANAGEMENT-----	31
106 HAZMAT MANAGER-----	35
107 SHIPPING AND RECEIVING MANAGEMENT-----	38
108 FINANCIAL MANAGEMENT-----	41
109 CONFIGURATION MANAGEMENT-----	46
110 AVIATION SUPERVISOR MANAGEMENT-----	49
111 DLR-AVDLR MANAGEMENT-----	58
112 MATERIAL CONTROL CLERK-----	64
113 VEHICLE MANAGEMENT-----	69
114 MAIL ORDERLY PROGRAM-----	73
115 AMPS-----	74
116 POSTAL FINANCE CLERK-----	76
117 DECK OPERATIONS-----	79
118 PSC OPERATIONS-----	83
119 DIRECTORY SERVICES-----	84
120 REGISTERED MAIL CLERK-----	86
121 OFFICIAL MAIL CLERK-----	89
122 POSTAL SUPPLY CLERK-----	91
123 MAIL ROUTING-----	93
124 POSTAL PETTY OFFICER-----	95
125 COPE-----	101
126 SECTION LEADER/ DECK SUPERVISOR-----	103
127 POSTAL OFFICER/ OPERATIONS CHIEF-----	105
128 PAA/PFO-----	109
129 LEADING LOGISTICS SPECIALIST-----	111
200 INTRODUCTION TO SYSTEM-----	123
201 SUPPLY BASICS-----	124
202 POSTAL FINANCE CLERK-----	129
203 DECK OPERATIONS-----	131
204 POSTAL PETTY OFFICER-----	132
300 INTRODUCTION TO WATCHSTATION-----	133
301 SUPPLY BASICS-----	135
302 REQUISITIONING-----	146
303 REQUISITION MAINTENANCE-----	151

304	INVENTORY MANAGEMENT-----	156
305	HAZMAT MANAGER-----	161
306	SHIPPING AND RECEIVING MANAGEMENT-----	167
307	FINANCIAL MANAGEMENT-----	173
308	CONFIGURATION MANAGEMENT-----	178
309	AVIATION SUPERVISOR MANAGEMENT-----	183
310	DLR-AVDLR MANAGEMENT-----	196
311	MATERIAL CONTROL CLERK-----	203
312	VEHICLE MANAGEMENT-----	211
313	AMPS-----	229
316	REGISTERED MAIL CLERK-----	235
317	MAIL ORDERLY-----	241
318	MAIL ROUTING-----	246
319	OFFICIAL MAIL CLERK-----	251
320	POSTAL SUPPLY CLERK-----	257
321	POSTAL PETTY OFFICER-----	262
322	POSTAL FINANCE CLERK-----	273
323	COPE-----	283
324	SECTION LEADER/ DECK SUPERVISOR-----	291
325	POSTAL OFFICER/ OPERATIONS CHIEF-----	296
326	PAA/PFO-----	305
327	LEADING LOGISTICS SPECIALIST-----	311
	QUALIFICATION PROGRESS SUMMARY-----	332
	LIST OF REFERENCES-----	338

ACKNOWLEDGEMENTS

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

LSCM (SW/AW)	Edgardo Rodriguez	USFF
LSCM (SW)	Otilo Santos	FISC JACKSONVILLE
LSCS (SW)	Thomas Alfarano	NAVMAC
LSCS (SW/AW)	Roy Carter	FISC JACKSONVILLE
LSCS (SW/AW)	John Murphy	COMPACFLT
LSCS (AW/SW)	Onofre Jep Rosario	COMNAVAIRFORCE
LSC (AW)	Alberto Benton	FISC SAN DIEGO
LSC (SW)	Hope Bowland	FISC NORFOLK
LSC (AW/SW)	Anna Boyce	NTTC MERIDIAN
LSC (SW/AW)	Derrick Branch	FISC SAN DIEGO
LSC (SS)	Wyatt Burr	COMSUBRON Eleven
LSC (SW/AW)	Curtis Cross	FISC SAN DIEGO
LSC (SW)	Shannon Donahue	CSS LS SAN DIEGO
LSC (SW/AW)	Kerwin Hobbs	NSCS NEWPORT
LSC (SW/EXW)	Matthew Moore	LSC 3 Blue
LSC (SW)	Marlon Robinson	HSC-3
LS1 (SW/AW)	Dayon Banks	CSS LS SAN DIEGO
LS1 (AW/SW)	Paul Lacuesta	HSC-21
LS1 (SW/AW)	Shavonne Banks	NAVCONBRIG MIRAMAR
LS1 (SW/AW)	Joel Siababa	FISC SAN DIEGO
LS2 (SW/AW)	Vincent Aldrich	HSC-12
LS2 (AW)	Jonathan Casas	HSC-23
LS2 (SW)	Marcus Lee	HS-10
Mr.	Thomas Rittle	SUP 54
Mr.	Charles Ramsey	FISC JACKSONVILLE
Mr.	Robert Shaw	FISC SAN DIEGO

PQS Development Group personnel who provided direct support for this PQS:

Mr.	Richard Rangel	PQS Model Manager
The Training Manager for this PQS:		LSC(SW) Tony Gramentz
Center for Service Support, Newport, RI		DSN 948-1057

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 Standard cancels and supersedes NAVEDTRA 43244-1.

APPLICABILITY

This PQS is applicable to all naval units.

MODEL MANAGER

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

TAILORING

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

INTRODUCTION (CONT'D)

QUALIFIER

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

CONTENTS

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

REFERENCES

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

NOTES

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

TRAINEE

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

INTRODUCTION (CONT'D)

PQS FEEDBACK REPORTS

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

SUMMARY OF CHANGES

CHANGES TO FUNDAMENTALS, SYSTEMS, AND WATCHSTATIONS:

Fundamental Title	Action	Comment
NA	Na	Na
System Title	Action	Comment
NA	Na	Na
Watchstation Title	Action	Comment
NA	NA	Na

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 43100-1G, Ch. 5, PQS Unit Coordinator's Guide.

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

None

ACRONYMS USED IN THIS PQS

Not all acronyms or abbreviations used in this PQS are defined here. The Subject Matter Experts from the Fleet who wrote this Standard determined the following acronyms or abbreviations may not be commonly known throughout their community and should be defined to avoid confusion. If there is a question concerning an acronym or abbreviation not spelled out on this page nor anywhere else in the Standard, use the references listed on the line item containing the acronym or abbreviation in question.

3MC	3-M Coordinator
AAC	Acquisition Advice Code
ACR	Allowance Change Request
AFMP	Annual Financial Management Plan
AIC	Account Identifier Code
AIMD	Aviation Intermediate Maintenance Department
ALRC	Aviation Logistics Review Conference
AMCR	Aircraft Material Condition Report
AMPS	Automated Military Postal System
ANORS	Anticipated Not Operationally Ready Supply
ANSRS	Automated Non-Standard Requisitioning System
AMSU	Aviation Material Screening Unit
APO	Army/Air Force Post Office
AQRC-AVCAL	Quality Review Conference
ASI	Automated Shore Interface
ASKIT	Aviation Storekeeper Information Tracking
ASMR	Aviation Support Management Report
ASR	Assembly Service Record
ATAC	Advanced Traceability and Control Program
ATIS	Advanced Technical Information Support
AVDLR	Aviation Depot Level Repairable
AWP	Awaiting Parts
AWR	Automated Work Request
BCM	Beyond Capable Maintenance
BOR	Budget Optar Report
BUNO	Bureau Serial Number
CAGE	Commercial and Government Entity
CASREP	Casualty Report
CBR	Chemical, Biological and Radiological
CCOL	Compartment Check off List
CIIC	Controlled Item Identification Code
COG	Cognizance Symbol
COPE	Custodian of Postal Effects
CR IPL	Consolidated Remain-In-Place List
DD	Department of Defense
DIFM	Due in for Maintenance
DLR	Depot Level Repairable
DMM	Domestic Mail Manual
DMS	Defective Material Screening
DoD	Department of Defense

DON	Department of the Navy
DRMO	Defense Reutilization and Marketing Office
DTO	Direct Turn-Over
DTOROB	Direct Turn Over Receipt on Board
EP	Envelope Postal
eRMS	Electronic Retrograde Management System
ESD	Electrostatic Discharge OR Estimated Shipping Date
EHR	Equipment History Record
EI	Engineering Investigation
EXREP	Expeditious Repair
FBR	Feed Back Report
FIFO	First In First Out
FPC	Financial Postal Clerk
FPO	Fleet Post Office
GBI	Gain by Inventory
GCPC	Government Commercial Purchase Card
GDAPL	General Distribution Allowance Parts List
GIS	Gear in Shop
HAZMAT	Hazardous Material
HAZMICEN	Hazardous Waste Minimization Center
HICSWIN	Hazardous Inventory Control System-Windows
IBS	Integrated Barcode Scanner
ICRL	Individual Component Repair List
IM	Item Manager
IMM	International Mail Manual
IMRL	Individual Material Readiness List
IND	Induction
INPRO	In Process
Intro-IMA	Introduction Intermediate Maintenance Activity
IPB	Illustrated Parts Breakdown
IPF	Issue Pending File
IRT	Integrated Retail Terminal
ISIS	Integrated Supply Information System
ISSIP	Issue in Progress
JASMMM	Joint Aviation Supply and Maintenance Material Management
JASU	Joint Aviation Screening Unit
LAP	Location Audit Program
LBI	Loss by Inventory
LMC	Logistics Management Code
MAF	Maintenance Action Form
MAMS/TBI	Maintenance Assistance Module/Test Bench Install
MATCONOFF	Material Control Officer
MATTIS	Military Automated Transit Time Information System
MCC	Material Control Code
MDS	Maintenance Data System
MESM	Mission Essential Subsystems Matrix
MOV	Material Obligation Validation
MPC	Military Postal Clerk
MPO	Military Post Office
MRC	Maintenance Requirement Card

MRF	Master Record File
MTE	Mail Transportation Equipment
MTIS	Material Turn-in Store
MVO	Money Value Only
NALCOMIS	Naval Aviation Logistic Command Management Information System
NC	Not Carried
NEURS	Navy Energy Usage Reporting System
NIIN	National Item Identification Number
NIS	Not in Stock
NMCS	Non Mission Capable-Supply
NRFI	Not Ready For Issue
NSN	National Stock Number
NWCF	Navy Working Capital Fund
OFC-01	OPTAR Fund Category-Flight Operations
OFC-50	OPTAR Fund Category-Aviation Operations Maintenance
OFFAR	Offline for Alternate NIIN Review
OFFMP	Offline for Manual Processing
OFFTR	Offline for Technical Review
OFVAL	Offline for Validation
OMMS	Organizational Maintenance Management System
OPNAV	Office of the Chief of Naval Operations
ORM	Operational Risk Management
OSO	Other Supply Officer
OTS	One Touch Support
OW	Owe
P/N	Part Number
P-PUK	Postal Pack Up Kit
PAL	Parcel Air Lift
PAV	Postal Assistance Visit
PG	Prospective Gains
PFO	Postal Finance Officer
PMCS	Partial Mission Capable-Supply
PMO	Priority Material Office
PNA	Postal Net Alert
POD	Proof of Delivery
POS	Proof of Shipment
PPE	Personnel Protection Equipment
PS	Postal Service
PTS	Product Tracking System
PUK	Pack-up Kit
PV	Prime Vendor
PVI	Quality Deficiency Report
QDR	Postage Validation Imprinter
R&R	Repair and Return
RAO	Redistributable Assets On-Order
REAVCAL	Re-Outfitting Aviation Consolidated Allowance List
RFI	Ready for Issue
RIP	Remain in Place OR Receipt in Process
ROB	Received on board
RSRSR	Repairable Stock Requisition Status Report

RSupply	Relational Supply
SALTS	Standard Automated Logistics Tool Set
SAM	Space Available Mail
SAMMA/SAL	Stores Account Material Management Afloat/Ship Authorized Levels
SDO	Stamp Distribution Office
SDR	Special Drawing Rights
SFOEDL	Summary Filled Order Expenditure Difference Listing
SHML	Shipboard Hazardous Material List
SHMLNAVICP	Shipboard Hazardous Material List Naval Inventory Control Point
SIMARS	Shipboard Inventory Management Analysis Reporting
SIT	Stock Item Table
SLAC	Shelf Life Action Code
SLC	Shelf Life Code
SM&R	Source Maintenance and Recoverability Code
SMC	Supply Management Certification
SMCC	Special Material Content Code
SMIC	Special Material Identification Code
SPMIG	Standard PMS Materials Identification Guide
SRC	Scheduled Removal Component
STKROB	Stock Receipt on Board
TARP	Technical Assistance for Repairable Processing
TIR	Transaction Item Report
TL	Transmittal Listing
TOA	Table of Allowance
TTISSMM	Transit Time Information Standard System for Military Mail
TTOS	Touch Tone Telephone Ordering System
TYCOM	Type Commander
UMS	Urgent Material Screening
UND	Urgency of Need Designators
UOL	Unfilled Order Listing
USPS	United States Postal Service

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 3500.39B, Operational Risk Management
 - [b] OPNAVINST 5100.23G Navy Safety and Occupational Health (SOH) Program Manual
 - [c] NKO E-Learning, Department of the [Navy website](#)
-

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 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)

102 SUPPLY BASICS

References:

- [a] NAVSUP P-485 Naval Supply Procedures VOL 1 & 2, Afloat Supply Procedures
 - [b] NAVSUP P409, MILSTRIP/MILSTRAP Desk Guide
 - [c] COMNAVAIRFORINST 4790.2, NAMP Concepts, Policies, Organizations, Maintenance Support Procedures and O/I Level Maintenance
 - [d] COMNECCINST 4400.1, Navy Expeditionary Force Supply Manual
 - [e] COMFIRSTNCDINST 4400.3A, Seabee Supply Manual
 - [f] COMNAVSURFORINST 4400.1, Surface Force Supply Procedures
 - [g] COMNAVAIRFORINST 4440.2A, Supply Operations Manual
 - [h] NAVSUP P-484, Supply Afloat Fleet and Field Packaging Procedures
 - [i] [LogTool](#)
-

102.2.1 Explain the following information in the 80 card column MILSTRIP requisition document: [ref. a, ch. 3; ref. b, part a]

- .a Document Identifier
- .b Routing Identifier
- .c Media & Status code
- .d Federal Supply Classification (Group and Class)
- .e National Codification Bureau
- .f National Item Identification Number
- .g National Stock Number
- .h Special Material Identification Code
- .i Unit of Issue
- .j Service Designator
- .k Unit Identification Code
- .l Julian date
- .m Serial number
- .n Demand Code
- .o Supplementary address
- .p Signal Code
- .q Fund Code
- .r Distribution Code/Cognizance Symbol
- .s Priority Designator
- .t Estimated Delivery Date of 777 and 999
- .u Advice Code

(Signature and Date)

102 SUPPLY BASICS (CONT'D)

102.2.2 Explain the following supply status codes: [ref. a, app. 2; ref. b, part a]

- .a BA
- .b BM
- .c BD
- .d BB
- .e BV
- .f BZ
- .g BS
- .h RF
- .i BQ
- .j CJ
- .k BN
- .l BF
- .m CG
- .n BH
- .o BG
- .p CP

(Signature and Date)

.3 Identify various stock availability and requisition status websites [ref. I]

(Signature and Date)

.4 Explain the following onboard issue status: [ref. a, ch. 6]

- .a Complete issue
- .b Partial issue
- .c Warehouse refusal
- .d Not in Stock
- .e Not carried

(Signature and Date)

.5 Explain the issue response time for the following Urgency of Need Designators (UND): [ref. a, ch. 6; ref. b, part a]

- .a A
- .b B
- .c C

(Signature and Date)

102 SUPPLY BASICS (CONT'D)

102.2.6 Explain the relationship of document serial number to the following:
[ref. a, ch. 3; ref. d, ch. 3; ref. e, ch. 3; ref. f, app. b; ref. g, ch. 4]

- .a Stock consumable requisition
- .b Stock repairable requisition
- .c DTO
- .d CASREP
- .e NMCS/PMCS/Broad Arrow

(Signature and Date)

.7 Explain the following cognizance symbols: [ref. a, app. 18]

- .a 7H, 7E, 7G, 7N, 7R, 7Z
- .b 1R, 3G, 3B
- .c 9B
- .d 9Q
- .e OI
- .f 1I

(Signature and Date)

.8 Explain the difference between even and odd numbered cognizance symbols
[ref. a, ch. 3]

(Signature and Date)

.9 Explain the following Material Control Codes (MCC) [ref. a, app.9]

- .a H
- .b E
- .c X
- .d G
- .e Q
- .f D

(Signature and Date)

.10 Explain the key annotations on a requisition document when issuing a material to
the customer (ref. a, ch. 6)

(Signature and Date)

102 SUPPLY BASICS (CONT'D)

- 102.2.11 Explain three scenarios when a Supply Discrepancy Report is submitted:
(ref. a, ch. 4)

(Signature and Date)

- .12 Explain inventory accuracy goals for the following items IAW the P-485:
[ref. a, ch. 6]

- .a DLR/AVDLR
- .b Medical
- .c Q-COSAL
- .d Level 1

(Signature and Date)

- .13 Explain the data to be verified during a Location Audit: [ref. a, ch. 6]

(Signature and Date)

- .14 Explain the key annotations of the storeroom custodian on a stow document
[ref. a, ch. 4]

(Signature and Date)

- .15 Explain the following in relation to flight clothing issues: [ref. c, ch. 5;
ref. a, app. 30]

- .a 7F fund code
- .b NATOPS jacket
- .c NA 00-35QH-2

(Signature and Date)

- .16 What is First-In First-Out (FIFO) in relation to shelf-life management [ref. a, ch. 4]

(Signature and Date)

102 SUPPLY BASICS (CONT'D)

102.2.17 Explain the following types of shelf life: [ref. a, ch. 4]

- .a Type I
- .b Type II

(Signature and Date)

.18 Explain what is a Change Notice report and its purpose: [ref. a, ch. 2, 6]

(Signature and Date)

.19 Explain what is a Defective Material Summary (DMS) and where to get this report [ref. d, ch. 4; ref. f, ch. 4]

(Signature and Date)

.20 What is Electro-Static Discharge (ESD) sensitive material and what kind of label/marketing will the packaging have to identify an ESD item [ref. a, ch. 7; ref. c, ch. 10; ref. h, ch. 7]

(Signature and Date)

.21 Explain the following advice codes in relation to a repairable requisition: [ref. a, ch. 8; ref. a, app. 1; ref. b, part a]

- .a 5G
- .b 5X
- .c 5D
- .d 5S
- .e 5A
- .f 52
- .g 5V

(Signature and Date)

.22 Identify two different forms used for shipping [ref. a, ch. 5]

(Signature and Date)

102 SUPPLY BASICS (CONT'D)

102.2.23 Explain the purpose of the following forms in relation to personal effects:
[ref. a, ch. 1 & 7]

- .a Inventory of personal Effects, NAVSUP Form 29
- .b Requisition and Invoice/Shipping Document, DD 1149

(Signature and Date)

.24 What is a NAVSUP Form 306 (ref. c, ch. 10)

(Signature and Date)

.25 What is a TOA [ref. a, ch. 2; ref. d, ch. 2, 4; ref. e, ch. 2, 3, 6; ref. e, app. c]

(Signature and Date)

.26 Provide two examples of continuing services transactions [ref. a, ch. 3]

(Signature and Date)

.27 What are the reasons to perform a Non-Standard Requisition [ref. a, ch. 3]

(Signature and Date)

.28 What forms are used to place a Non-Standard Requisition (i.e., open purchase) requirement [ref. a, ch. 3; ref. d, ch. 3; ref. f, ch. 2; ref. g, ch. 4]

(Signature and Date)

102 SUPPLY BASICS (CONT'D)

102.2.29 Explain the 10 classes of supply as follows: [ref. e, ch. 3]

- .a Subsistence
- .b Clothing and individual equipment
- .c Petroleum Oil and Lubricant
- .d Construction Material
- .e Ammunition
- .f Personal items
- .g Major end items
- .h Medical
- .i Repair parts
- .j Material for Nonmilitary Programs

(Signature and Date)

103 REQUISITIONING

References:

- [a] NAVSUP P-485 Naval Supply Procedures, Vol. 1 & 2, Afloat Supply Procedures
 - [b] Relational Supply Support Procedures User's Manual
 - [c] COMNAVAIRFORINST 4790.2, NAMP Concepts, Policies, Organizations, Maintenance Support Procedures and O/I Level Maintenance
 - [d] NALCOMIS User's Guide
 - [e] OMMS-NG Organizational Maintenance Management System - Next Generation Guide/System Help Files
 - [f] COMNECCINST 4400.1, Navy Expeditionary Force Supply Manual
 - [g] COMNAVAIRFORINST 4440.2A Supply Operations Manual
 - [h] COMNAVSURFORINST 4400.1 Surface Force Supply Procedures
 - [i] COMFIRSTNCDINST 4400.3A, Seabee Supply Manual
-

103.1 Discuss the various types of requisitions [ref. a, ch. 3; ref. c, ch. 9; ref. f, ch. 3; ref. g, ch. 4, 8; ref. h, ch. 2; ref. i, ch. 3, 9]

(Signature and Date)

.2 Discuss the various types of High-Priority requisitions [ref. a, ch. 3; ref. c, ch. 9; ref. f, ch. 3; ref. h, ch. 2; ref. i, ch. 2]

(Signature and Date)

.3 Discuss the procedure for processing surface High-Priority requisitions [ref. a, ch. 3; ref. b, vol. 4; ref. e; ref. f, ch3; ref. h, ch. 2; ref. i, ch. 2]

(Signature and Date)

.4 Discuss the procedure for processing aviation High-Priority requisitions [ref. b, vol. 4; ref. c, ch. 9; ref. d; ref. g, ch.12]

(Signature and Date)

.5 Discuss off-line requisition procedures [ref. a, ch. 3; ref. g, ch. 4, 12; ref. h, ch. 2]

(Signature and Date)

103 REQUISITIONING (CONT'D)

103.6 Explain the procedure for requisitions utilizing part numbers [ref. a, ch. 3; ref. b, vol. 4; ref. f, ch. 3; ref. g, ch. 4; ref. h, ch. 2;]

(Signature and Date)

.7 Discuss the different types of automatic reorders [ref. a, ch. 3; ref. b, vol. 4]

(Signature and Date)

.8 Discuss the reasons for assigning Local Management Codes. [ref. a, ch. 3; ref. b, vol. 2; ref. f, ch. 4; ref. g, ch. 2, 4, 5, 7, 8, 9, 12; ref. h, ch. 6; app. k;]

(Signature and Date)

.9 Discuss the processing of Push Materials. [ref. a, ch. 4; ref. b vol. 4; ref. i, app. f]

(Signature and Date)

104 REQUISITION MAINTENANCE

References:

- [a] P-485, Naval Supply Procedures, VOL 1 & 2 Afloat Supply Procedures
- [b] P-409, Naval Supply Procedures MILSTRIP/MILSTRAP Desk Guide
- [c] NAVSUP P-731 RSupply Force User's Manual
- [d] NAVSUP P-732 RSupply Unit User's Guide
- [e] NAVSEA SE610-BV-PRO-090 SNAP II Desk Top Guide
- [f] COMNAVAIRFORINST 4440.2 Supply Operations Manual
- [g] COMNECCINST 4400.1 Force Supply Manual
- [h] COMNAVSUBFORINST 4406.1B Submarine Supply Procedures
- [i] COMNAVSURFORINST 4400.1 Surface Force Supply Procedures
- [j] COMFIRSTNCDINST 4400.3A Seabee Supply Manual

104.1 Discuss the purpose of processing incoming/outgoing status [ref. a, ch. 3]

(Signature and Date)

.2 Discuss the procedures for processing incoming/outgoing status
[ref. a, ch. 3; ref. c, ch. 4; ref. d, ch. 4; ref. e, vol. 10]

(Signature and Date)

.3 Discuss the listings associated with processing incoming/outgoing status
[ref. a, app. 15,19; ref. c, ch. 4; ref. d, ch. 6; ref. e, vol. 10]

(Signature and Date)

.4 Discuss where definitions of status codes can be found [ref. a, app. 2; ref. b, part a]

(Signature and Date)

.5 Discuss the procedures for generating status listings in accordance with the Monthly
Reports Schedule [ref. a, ch. 1; ref. c, ch 4; ref. d, ch. 4;
ref. e, vol. 10]

(Signature and Date)

104 REQUISITION MAINTENANCE (CONT'D)

104.6 Discuss possible reasons for a requisition to suspend when processing incoming status [ref. a, ch. 6]

(Signature and Date)

.7 Discuss corrective actions to be taken for invalid status [ref. a, ch. 6; ref. c, ch 4; ref. d, ch. 4; ref. e, vol. 10]

(Signature and Date)

.8 Discuss the purpose of the SAMMA/SAL & SIMARS [ref. a, ch. 1; ref. c, ch. 3; ref. d, ch. 5]

(Signature and Date)

.9 Discuss the information contained in the SAMMA/SAL & SIMARS [ref. a, ch. 6; ref. c, ch. 3; ref. d, ch. 5]

(Signature and Date)

.10 What is RAO (Redistributable Assets on Order) [ref. c, vol. 3; ref. f, ch. 2, 7]

(Signature and Date)

.11 Discuss corrective actions to be taken to minimize RAO [ref. f, ch. 2, 7]

(Signature and Date)

.12 Explain the purpose of an MOV [ref. a, ch. 3]

(Signature and Date)

.13 Discuss the types of MOV [ref. a, ch. 3]

(Signature and Date)

104 REQUISITION MAINTENANCE (CONT'D)

- 104.14 Discuss the procedures for processing an internal MOV [ref. a, ch. 3; ref. c, ch. 4; ref. d, ch. 6; ref. e, vol. 8; ref. f, ch. 7; ref. g, ch. 3; ref. h, app. e; ref. i, ch. 2; ref. j, app. f]

(Signature and Date)

- .15 Discuss the action to be taken to cancel an MOV requisition [ref. a, ch. 3; ref. c, ch. 4; ref. d, ch. 6; ref. e, vol. 8; ref. f, ch. 7; ref. g, ch. 3; ref. h, app. e; ref. i, ch. 2; ref. j, app. f]

(Signature and Date)

- .16 Discuss the action to be taken to submit a follow-up for an MOV requisition [ref. a, ch. 3; ref. c, ch. 4; ref. d, ch. 6; ref. e, vol. 8; ref. f, ch. 7; ref. g, ch. 3; ref. h, app. e; ref. i, ch. 2; ref. j, app. f]

(Signature and Date)

- .17 Discuss the various types of status associated with processing an MOV [ref. a, ch. 3; ref. c, ch. 4; ref. d, ch. 6; ref. e, vol. 8; ref. f, ch. 7; ref. g, ch. 3; ref. h, app. e; ref. i, ch. 2; ref. j, app. f]

(Signature and Date)

- .18 Discuss the retention requirements of an MOV [ref. a, ch. 3; ref. c, ch. 4; ref. d, ch. 6; ref. e, vol. 8; ref. f, ch. 7; ref. g, ch. 3; ref. h, app. e; ref. i, ch. 2; ref. j, app. j]

(Signature and Date)

- .19 Discuss the reasons a requisition may be modified [ref. a, ch. 3]

(Signature and Date)

- .20 Discuss the requisition elements that may be modified [ref. a, ch. 3]

(Signature and Date)

105 INVENTORY MANAGEMENT FUNDAMENTALS

References:

- [a] Naval Supply Procedures VOL 1 & 2, Afloat Supply Procedures
 - [b] NAVSUP P-731, RSupply Force User's Manual
 - [c] NAVSUP P-732, RSupply Unit User's Guide
 - [d] Integrated Bar Code Manual User's Guide
 - [e] COMNECCINST 4400.1, Force Supply Manual
 - [f] COMNAVAIRFORINST 4440.2, Supply Operations Manual
 - [g] COMFIRSTNCDINST 4400.3A, Seabee Supply Manual
 - [h] COMNAVSURFORINST 4400.1, Surface Force Supply Procedures
 - [i] NAVSEA SE610-BV-PRO-090 SNAP II Desk Top Guide
-

105.1 Explain the purpose of Location Audits [ref. a, ch. 6]

(Signature and Date)

.2 Explain the importance of conducting a location audit prior to conducting an inventory [ref. e, ch. 6; ref. f, ch. 3]

(Signature and Date)

.3 Discuss the purpose of consolidating material with multiple locations [ref. a, ch. 6]

(Signature and Date)

.4 Explain the different types of inventories [ref. a, ch. 6]

(Signature and Date)

.5 Explain the purpose of an inventory [ref. a, ch. 6]

(Signature and Date)

.6 Describe the procedures to schedule an inventory [ref. a, ch. 6; ref. b, ch. 3; ref. c, ch. 5]

(Signature and Date)

105 INVENTORY MANAGEMENT FUNDAMENTALS (CONT'D)

105.7 Describe the procedures in conducting an inventory [ref. a, ch. 6; ref. e, ch. 6]

(Signature and Date)

.8 Explain the process of posting inventory [ref. a ch. 6; ref. b, ch. 3; ref. c, ch. 5; ref. i, vol. 10]

(Signature and Date)

.9 Discuss the relationship between R-Supply and IBS [ref. b, ch. 3; ref. c, ch. 5; ref. d]

(Signature and Date)

.10 Discuss the advantages and disadvantages of using the IBS [ref. b, ch. 3; ref. c, ch. 5; ref. d]

(Signature and Date)

.11 Discuss the procedures for reporting inventory and location audit results [ref. a, ch. 6; ref. e, app. a ; ref. f, ch 3; ref. h, ch 1]

(Signature and Date)

.12 Discuss the reasons for Loss by Inventory (LBI) [ref. a, ch. 6]

(Signature and Date)

.13 Discuss the reasons for Gain by Inventory (GBI) [ref. a, ch. 6]

(Signature and Date)

.14 Explain the reporting requirements for a survey [ref. a, ch. 5]

(Signature and Date)

105 INVENTORY MANAGEMENT FUNDAMENTALS (CONT'D)

105.15 Explain reconciliation procedures involving inventory adjustments [ref. a, ch. 6; ref. b, ch. 3; ref. c, ch. 5; ref. i, vol. 10]

(Signature and Date)

.16 Explain when a Financial Liability Investigation of Property Loss, DD Form 200 is required [ref. a, ch. 5; ref. e, ch. 5; ref. f, ch. 3, 5; ref. g, ch. 5; ref. h, ch. 17, app. d]

(Signature and Date)

.17 Explain the different types of offloads [ref. a, ch. 6; ref. e, ch. 5, 6; ref. f, ch. 6; ref. h, 6, 17]

(Signature and Date)

.18 Explain the different types of material transfers [ref. a, ch. 5]

(Signature and Date)

.19 Discuss the requirements for a Material Turn in to Stores (MTIS) [ref. a, ch. 5; ref. e, ch. 5; ref. f, ch. 6; ref. h, ch. 6, 17]

(Signature and Date)

.20 Discuss how to identify a shelf life item [ref. a, ch. 4]

Signature and Date)

.21 Discuss and be able to explain the two types of shelf life material [ref. a, ch. 4]

(Signature and Date)

.22 Discuss the assignment of an Local Management Code (LMC) to shelf life material [ref. a, ch. 6; ref. b, ch. 3; ref. c, ch. 5; ref. e, ch. 4; ref. f, ch. 5; ref. h, ch. 17]

(Signature and Date)

105 INVENTORY MANAGEMENT FUNDAMENTALS (JOURNEYMAN) (CONT'D)

105.23 Discuss the process for screening shelf life material [ref. a, ch. 4; ref. b, ch. 3; ref c, ch. 5; ref. e, ch. 4; ref. f, ch. 5]

(Signature and Date)

.24 Discuss the offload of expired shelf life material [ref. a, ch. 4; ref. e, ch. 5; ref. f, ch. 2, 5; ref. h, ch. 6]

(Signature and Date)

106 HAZMAT MANAGER (JOURNEYMAN)

References:

- [a] NAVAL SUPPLY PROCEDURES VOL 1 & 2, Afloat Supply Procedures
 - [b] OPNAV 5100.19E, NAVOSH, Program Manual for Forces Afloat
 - [c] OPNAV 5100.28, Hazardous Material Users Guide
 - [d] FEDLOG User Help
 - [e] HICSWIN User Guide
 - [f] COMNAVAIRFORINST 4440.2A, Supply Operations Manual
 - [g] COMNECCINST 4400.1, Force Supply Manual
 - [h] COMFIRSTNCDINST 4400.3A, Seabee Supply Manual
 - [i] COMNAVSURFORINST 4400.1B, Surface Force Supply Procedures
 - [j] NAVSUP P573, Storage and Handling of Hazardous Material
 - [k] OPNAVINST 5090.1C, Environmental Readiness Program Manual
 - [l] NAVSEAINST 4790.8B, Ship's Maintenance and Material (3-M) Manual
-

106.1 Discuss the content and purpose of an MSDS [ref. b, ch. B3]

(Signature and Date)

.2 Define the 6 types of Hazardous Material (HM) [ref. c, app. e]

(Signature and Date)

.3 Discuss incompatible Hazardous Material [ref. c]

(Signature and Date)

.4 Discuss stowage requirements for each type of Hazardous Material [ref. a, ch. 8; ref. f, ch. 4; ref. g, ch. 13]

(Signature and Date)

.5 Discuss the inventory requirements for Hazardous Material [ref. b, ch. B3; ref. f, ch. 4; ref. g, ch. 3, 13]

(Signature and Date)

.6 Discuss the safety precautions to be taken during inventory of Hazardous Material [ref. c]

(Signature and Date)

106 HAZMAT MANAGER (CONT'D)

106.7 Discuss HAZMINCEN Solid Waste Operations [ref. i, ch. 11; ref. k, ch. 22]

(Signature and Date)

.8 Discuss the procedures for cross referencing a MIL-SPEC # to a NSN [ref. d]

(Signature and Date)

.9 Discuss the procedures for cross referencing a SPMIG # to a NSN [ref. l, ch. 1]

(Signature and Date)

.10 Discuss the procedures for issuing HAZMAT in HICSWIN [ref. e; ref. g, ch. 13]

(Signature and Date)

.11 Discuss the labeling requirements when putting HAZMAT in a secondary container [ref. b, ch. C23]

(Signature and Date)

.12 Discuss the procedures for receiving Hazardous Material [ref. b, ch. C23]

(Signature and Date)

.13 Discuss the purpose of a SHML Feedback Report (ref. a, ch. 8; ref. f, ch. 4; ref. g, ch. 13; ref. i, ch. 6)

(Signature and Date)

.14 Discuss the requirements for a 7-Day Hazardous Material Locker [ref. b, ch. C23; ref. g, ch. 13]

(Signature and Date)

106 HAZMAT MANAGER (CONT'D)

106.15 Discuss how to verify authorized users of Hazardous Material in HICSWIN [ref. e]

(Signature and Date)

.16 Discuss the Damage Control equipment necessary in HAZMINCEN spaces [ref. b, ch. B3]

(Signature and Date)

.17 Discuss the PPE requirements when handling Hazardous Material [ref. c]

(Signature and Date)

.18 Explain how a re-order for HAZMINCEN stock is produced [ref. a, ch. 8; ref. e]

(Signature and Date)

.19 Explain disposal requirements for the six types of Hazardous Material [ref. b, ch. D15; ref. k, ch. 22]

(Signature and Date)

107 SHIPPING AND RECEIVING MANAGEMENT

References:

- [a] NAVSUP P-485 NAVAL SUPPLY PROCEDURES VOL 1 & 2, Afloat Supply Procedures
 - [b] NAVEDTRA 15004, Logistics Specialist Supply Fundamentals
 - [c] OPNAV 5100.19E, NAVOSH Program Manual
 - [d] COMNECCINST 4400.1, Force Supply Manual
 - [e] COMNAVAIRFORINST 4440.2, Supply Operations Manual
 - [f] COMNAVSURFORINST 4400.1, Surface Force Supply Procedures
 - [g] COMFIRSNCDINST 4400.3A, Seabee Supply Manual
 - [h] NAVSUP P-573, Storage and Handling of Hazardous Materials
-

107.1 Discuss the relationship between port services and ship [ref. a, ch. 3]

(Signature and Date)

.2 Define the members of the crane crew for cargo handling evolutions [ref. c, ch. C2]

(Signature and Date)

.3 Describe the various types of material handling equipments and their functions [ref. b, ch. 7]

(Signature and Date)

.4 Describe the various types of PPE and their functions [ref. a, ch. 3; ref c, ch B12]

(Signature and Date)

.5 Describe the different types of inclement/foul weather gear [ref. a, ch. 3; ref. c, ch. B12]

(Signature and Date)

.6 Explain safety precautions and coordination of conveyor operations [ref. c, ch. C2]

(Signature and Date)

107 SHIPPING AND RECEIVING MANAGEMENT (CONT'D)

107.7 Describe different methods for segregating materials [ref. a, ch. 4]

(Signature and Date)

.8 Discuss the procedures required for Direct Turnover (DTO) material [ref. a, ch. 4; ref. d, ch. 4; ref. e, ch. 5; ref. f, ch. 4]

(Signature and Date)

.9 Explain the identification and security controls of pilferable items [ref. a, ch. 1, 4, 7; ref. d, ch. 4, 5; ref. e, ch. 2, 6; ref. f, ch. 5]

(Signature and Date)

.10 Explain the purpose and how to prepare the following receipt documents: [ref. a, ch. 4]

- .a Requisition and invoice/Shipping Document, DD Form 1149
- .b Release/Receipt Document, DD Form 1348-1, Dummy receipt
- .c Issue Release/Receipt Document, DD Form 1348-1A
- .d Order for Supplies or Services, DD Form 1155
- .e NSN Requisition, NAVSUP Form 1250-1
- .f Government Bill of Lading SF 1103

(Signature and Date)

.11 Explain the purpose and how to prepare the following shipping documents: [ref. a, ch. 5]

- .a DD Form 1149
- .b DD Form 1348
- .c Government Bill of Lading
- .d DD Form 1384

(Signature and Date)

.12 Explain the steps to conduct a trans-shipment [ref. a, ch. 5, 7; ref. d, ch. 5; ref. e, ch. 5; ref. f, ch. 5; ref. g, ch. 5]

(Signature and Date)

107 SHIPPING AND RECEIVING MANAGEMENT (CONT'D)

- 107.13 Describe the steps, reasons and requirements for an emergent shipment [ref a, ch 7; ref. d, ch. 5; ref. e, ch. 5; ref. f, ch. 5; ref. g, ch. 5]

(Signature and Date)

- .14 Describe the requirements for shipping and handling of the following types of special materials: [ref a, ch 4, 5, 7, 8; ref. d, ch. 5; ref. e, ch. 5; ref. f, ch. 5; ref. g, ch. 5; ref. h, ch. 6, 7, 12]

- .a Hazmat
- .b Q-COSAL
- .c Nuclear water chemical
- .d Fuel
- .e Ammunition/Weapons
- .f Narcotics
- .g Gas cylinders
- .h Repairables
- .i Personal Gear Issue (PGI)

(Signature and Date)

- .15 Describe the requirements for shipping and handling of the following types of material: [ref a, ch 5; ref. d, ch. 5; ref. e, ch. 6; ref. f, ch. 5; ref. g, ch. 5, 6]

- .a DRMO
- .b OSO
- .c End-Use
- .d Material Turned into Stores (MTIS)

(Signature and Date)

- .16 Explain the procedures of a major offload [ref a, ch 5; ref. d, ch. 5, 6; ref. e, ch. 6; ref. f, ch. 5, 6, 7, 17]

(Signature and Date)

- .17 Describe the procedure for shipment of personal effects [ref a, ch 1, 7; ref. d, ch. 5; ref. e, ch. 5; ref. g, ch. 5]

(Signature and Date)

108 FINANCIAL MANAGEMENT

References:

- [a] NAVSUP P-485, VOL 1 & 2, Afloat Supply Procedures
 - [b] NAVSO P-3013, Financial Management of Resources
 - [c] NAVSUP P-731, RSUPPLY Force User's Manual
 - [d] NAVSUP P-732, RSUPPLY Unit User's Guide
 - [e] NAVSEA SE610-BV-PRO-090, SNAP II Desk Top Guide
 - [f] COMNAVSURFORINST 4400.1, Surface Force Supply Procedures
 - [g] COMNAVAIRFORINST 4440.2A, Supply Operations Manual
 - [h] COMFIRSTNCDINST 4400.3A, Seabee Supply Manual
 - [i] COMNECCINST 4400.1, Force Supply Manual
 - [j] NAVSUPINST 4200.85, DON Simplified Acquisition Procedures
-

- 108.1 Define the fund codes for your activity and their appropriate use:
[ref. a, ch. 9 & app. 30; ref. b, app. 2; ref. f, app. h]

(Signature and Date)

- .2 Explain the following aviation data elements essential to financial processing:
[ref. a, ch. 9; ref. c, ch. 5]
- .a ORG codes
 - .b TEC
 - .c BUNO
 - .d Embarked command information

(Signature and Date)

- .3 Explain the different types of OPTAR's and their applicable fund codes
[ref. a, ch 9 & app. 30]
- .a OFC-01
 - .b OFC-20
 - .c OFC-50

(Signature and Date)

108 FINANCIAL MANAGEMENT (CONT'D)

108.4 Explain the data elements of a Line of Accounting [ref. a, ch. 9]

- .a Appropriation and subhead
- .b Object Class
- .c Bureau Control Number
- .d Suballotments
- .e UIC of authorization accounting activity
- .f Transaction type code
- .g Property accounting activity
- .h Cost code

(Signature and Date)

.5 Explain the requirements for OPTAR grant processing [ref. a, ch. 9; ref. c, ch. 5; ref. d, ch. 7; ref. e, vol. 13; ref. f, ch. 7; ref. g, ch. 10; ref. h, app. f; ref. i, ch. 7]

- .a Requesting
- .b Receiving
- .c Posting
- .d Maintaining

(Signature and Date)

.6 Explain the procedures to reallocate/allocate OPTAR funds [ref. a, ch. 9; ref. c, ch. 5; ref. d, ch. 7; ref. e, vol. 13; ref. f, ch. 7; ref. g, ch. 10; ref. h, app. f; ref. i, ch. 7]

(Signature and Date)

.7 What is a SFOEDL [ref. a, ch. 9]

(Signature and Date)

108 FINANCIAL MANAGEMENT (CONT'D)

108.8 Explain the following procedures:
[ref. a, ch. 9]

- .a Administrative Cancellation (ADCANC)
- .b Standard Procurement System charge (SPS CHG)
- .c Carcass charge (CARCASS)
- .d Cost Transfer
- .e Difference
- .f Labor Expenditure (LABOR EXP)
- .g Matched Expenditure (MATCH EXP)
- .h Partial Order Established (PT ORD EST)
- .i TL Matched SPS (TL MATCH SPS)
- .j Unmatched Expenditure (UNMATCH EXP)

(Signature and Date)

.9 What are the timeframes for processing a SFOEDL and UOL
[ref. a, ch. 9]

(Signature and Date)

.10 Explain SFOEDL challenge codes and their meaning [ref. a, app. 9]

(Signature and Date)

.11 Explain the purpose of a UOL [ref. a, ch. 9]

(Signature and Date)

.12 Explain how to process a UOL [ref. a, ch. 9; ref. c, ch. 5; ref. d, ch. 7;
ref. e, vol. 13; ref. f, ch. 7; ref. g, ch. 10; ref. h, app. f; ref. i, ch. 7]

(Signature and Date)

.13 What steps are taken prior to generating financial reports
[ref. a, ch. 9; ref. c, ch. 5; ref. d, ch. 7; ref. e, vol. 13; ref. f, ch. 7;
ref. g, ch. 10; ref. h, app. f; ref. i, ch. 7]

(Signature and Date)

108 FINANCIAL MANAGEMENT (CONT'D)

- 108.14 Explain the financial reporting requirements [ref. a, ch. 9; ref. f, ch. 7; ref. g, ch. 10; ref. h, app. f; ref. i, ch. 7]

(Signature and Date)

- .15 Explain the following in relation to the Budget Optar Report (BOR):
[ref. a, ch. 9; ref. f, app. i; ref. g, ch. 10; ref. i, app. f]

- .a Column 22
- .b Column 23
- .c Column 24
- .d TYCOM Remarks
- .e Grants

(Signature and Date)

- .16 Explain the reporting requirements of the Navy Energy Usage Reporting System (NEURS) report [ref. f, ch. 7; ref. g, Ch. 10; ref. i, ch. 7]

(Signature and Date)

- .17 Explain the purpose of Transaction Item Report (TIR) processing
[ref. a, ch. 9; ref. g, ch. 10]

(Signature and Date)

- .18 Explain the financial management of continuing service
[ref. a, ch. 9; ref. c, ch. 5; ref. d, ch. 7; ref. e, vol. 13; ref. f, ch. 7;
ref. g, ch. 10; ref. h, app. f; ref. i, ch. 7]

(Signature and Date)

- .19 Explain the financial management of the Government Commercial Purchase Card (GCPC) [ref. a, ch. 9; ref. c, ch. 5; ref. d, ch. 7; ref. e, vol. 13; ref. f, ch. 7; ref. g, ch. 10; ref. h, app. f; ref. i, ch. 7; ref. j]

(Signature and Date)

108 FINANCIAL MANAGEMENT (CONT'D)

108.20 Explain how to process the following procedures: [ref. a, ch. 9; ref. c, ch. 5; ref. d, ch. 7; ref. e, vol. 13; ref. f, ch. 7 & app. f; ref. g, ch. 10; ref. h, app. f; ref. i, ch. 7 & app. d, e, f]

- .a Unfunded requests
- .b Augments
- .c Phase replacement
- .d Annual financial management plan
- .e Automatic take up/port cost reimbursement

(Signature and Date)

.21 Explain the role of the husbanding agent [ref. f, ch. 7; ref. g, ch. 10; ref. i, ch. 7]

(Signature and Date)

.22 Explain the importance of establishing a good relationship with the husbanding agent [ref. f, ch. 7; ref. g, ch. 10; ref. i, ch. 7]

(Signature and Date)

.23 Explain how port services financial transactions are obligated, reconciled and reported [ref. c, ch. 5; ref. d, ch. 7; ref. e, vol. 13; ref. f, ch. 7; ref. g, ch. 10; ref. i, ch. 7]

(Signature and Date)

.24 Explain how to prepare and process an end of fiscal year closeout [ref. a, ch. 9; ref. c, ch. 5; ref. d, ch. 7; ref. e, vol. 13; ref. f, ch. 7; ref. g, ch. 10; ref. h, app. f; ref. i, ch. 7]

(Signature and Date)

109 CONFIGURATION MANAGEMENT

References:

- [a] NAVICPINST 4441.170B, COSAL Use and Maintenance Manual
 - [b] OMMS-NG User's Manual
 - [c] NAVSEA SE610-BV-PRO-090, SNAP II Desk Top Guide
 - [d] Ships COSAL
 - [e] NAVSEAINST 4790.8, Ships Maintenance and Material Management (3-M) Manual
 - [f] NAVSUP P-485 NAVAL SUPPLY PROCEDURES VOL 1 & 2, Naval Supply Procedures
 - [g] COMFIRSTNCDINST 4400.3A, Seabee Supply Manual
 - [h] COMNAVAIRFORINST 4440.2A, Supply Operations Manual
 - [i] COMNECCINST 4400.1, Navy Expeditionary Force Supply Manual
 - [j] COMNAVSURFORINST 4400.1, Surface Force Supply Procedures
-

- 109.1 Discuss the steps in creating a job in MDS/OMMS-NG [ref. b; ref. c, vol. 2; ref. e, app. b]

(Signature and Date)

- .2 Discuss the steps to order a part through MDS/OMMS-NG [ref. b; ref. c, vol. 2]

(Signature and Date)

- .3 Explain the purpose and how to prepare a NAVSUP Form 1371 (Fleet COSAL Feedback Report) [ref. a, ch. 4, 5; ref. b; ref. c, vol. 2; ref. f, ch. 2; ref. h, ch. 2; ref. i, ch. 2; ref. j, ch. 6]

(Signature and Date)

- .4 Explain the purpose and how to prepare a: [ref. a, ch. 5; ref. f, ch. 2; ref. g, ch. 2; ref. h, ch. 2, 8; ref. i, ch. 2, 3, 4, 6; ref. j, ch. 6]

- .a NAVSUP Form 1220-2 Allowance Change Request (ACR)
- .b Allowance Change Request-Fixed (ACR-F)

(Signature and Date)

109 CONFIGURATION MANAGEMENT (CONT'D)

109.5 Explain the purpose and how to prepare an OPNAV Form 4790/7 PMS Feedback Report (PMS FBR) [ref. e, ch. 1]

(Signature and Date)

.6 Explain the purpose and how to prepare an OPNAV Form 4790/CK Configuration Change Form (CCF) [ref. a, ch. 5; ref. b, ref. c, vol. 3; ref. e, app. b]

(Signature and Date)

.7 Explain the purpose and how to prepare a Reactor Plant Configuration Change Report (RPCCR) [ref. e, ch. 3]

(Signature and Date)

.8 Explain the purpose and how to prepare an OPNAV Form 4790/2L Supplemental Form [ref. e, app. b]

(Signature and Date)

.9 Identify and explain the sections of the COSAL/TOA [ref. a, ch. 3; ref. b; ref. c, vol. 1, 2, 3, 4, 5, 6; ref. f, ch. 2; ref. g, app. c; ref. i, ch. 2]

(Signature and Date)

.10 Explain the purpose of the Standard PMS Materials Identification Guide (SPMIG) [ref. e, ch. 1]

(Signature and Date)

109 CONFIGURATION MANAGEMENT (CONT'D)

109 .11 Explain what a Maintenance Requirement Card (MRC) is [ref. e, ch. 1]

(Signature and Date)

.12 Describe the sections of the COSAL Use and Maintenance Manual [ref. a]

(Signature and Date)

110 AVIATION SUPERVISOR MANAGEMENT FUNDAMENTALS

References:

- [a] NAVSUP P485 VOL 1 & 2, Afloat Supply Procedures
 - [b] NAVSUP P409, MILSTRIP/MILSTRAP Desk Guide
 - [c] COMNAVAIRFORINST 4440.2A Supply Operations Manual
 - [d] NALCOMIS USERS MANUAL
 - [e] COMNAVAIRFORINST 4790.2, The Naval Aviation Maintenance Program (NAMP)
-

110.1 Explain the purpose of the Naval Aviation Maintenance Program
[ref. e, ch. 1]

(Signature and Date)

.2 Discuss the three levels of maintenance and the differences [ref. e, ch. 3]

(Signature and Date)

.3 Explain the purpose and responsibilities of the below listed Sections/Units:
[ref. c, ch. 12 and app d; ref. e, ch. 9]

.a Supply Response Section (SRS)

(Signature and Date)

.b Requisition Control Unit (RCU)

(Signature and Date)

.c Program Management Unit (PMU)

(Signature and Date)

.d Technical Research Unit (TRU)

(Signature and Date)

110 AVIATION SUPERVISOR MANAGEMENT FUNDAMENTALS (CONT'D)

110.3 .e Material Delivery Unit (MDU)

(Signature and Date)

.f Pre-Expended Bin Unit (PEB)

(Signature and Date)

.g Component Control Section (CCS)

(Signature and Date)

.h Document Control Unit (DCU)

(Signature and Date)

.i Awaiting Parts Unit (AWP)

(Signature and Date)

.j Local Repair Cycle Asset Unit (LRCA) (R-Pool) (non CVN)

(Signature and Date)

.k Supply Screening Unit (SSU)

(Signature and Date)

.4 Explain the purpose of the Aeronautical Material Screening Unit (AMSU)/Joint Aeronautical Screening Unit (JASU) [ref. c, ch. 12]

(Signature and Date)

.5 Explain the purpose of the Repairables Management Branch (RMB) [ref. c, ch. 1, ch 12 and app d]

(Signature and Date)

110 AVIATION SUPERVISOR MANAGEMENT FUNDAMENTALS (CONT'D)

110 .6 Explain the purpose of the Repairable Asset Management Branch (RAM)
[ref. c, ch. 12]

- .a Velocity Pool (V-Pool)
- .b Deep Stock

(Signature and Date)

.7 Explain the requisitioning procedure for anticipated NMCS (ANMCS)
[ref. a, para. 3028]

(Signature and Date)

.8 Discuss the functions and procedures of the below listed NALCOMIS Mailboxes
[ref. c, ch. 12]

- .a ISSIP
- .b INPRO
- .c OFFTR
- .d OFVAL
- .e OFFMP
- .f OFFAR
- .g NC
- .h NIS
- .i DTOROB
- .j STKROB
- .k Completed Repair Action
- .l AMSU Ind Discrepancy List
- .m Material Contingency List
- .n Requisition Action List

(Signature and Date)

.9 Explain the conditions under which requisition "fill or kill" will be implemented
[ref. c, ch. 4, 12]

(Signature and Date)

110 AVIATION SUPERVISOR MANAGEMENT FUNDAMENTALS (CONT'D)

110.10 Explain the process of filing/retention requirements involved when processing material through the following: [ref. c, ch. 12, exh. 9-2, 9-3]

- .a RCU
- .b DCU
- .c AWP
- .d LRCA (RPool)
- .e RMB
- .f RAM

(Signature and Date)

.11 Explain the following terms: [ref. e, app. a, e]

- .a TEC
- .b BUNO
- .c ORG Code
- .d JCN
- .e WUC
- .f Action taken code
- .g Family Group Code
- .h Action Taken Code "A"
- .i Reasons for Failure Group "799"
- .j WRA
- .k SRA

(Signature and Date)

.12 Explain the following NALCOMIS asset management codes: [ref. c, ch. 12]

- .a SO
- .b ER
- .c OW

(Signature and Date)

.13 Explain the action required for overdue delayed turn in [ref. c, ch. 12]

(Signature and Date)

110 AVIATION SUPERVISOR MANAGEMENT FUNDAMENTALS (CONT'D)

110.14 Explain the procedures for processing requirements during Manual Downtimes [ref. c, ch. 6, 12]

(Signature and Date)

.15 Explain the screening of requirements for excessive quantities, alternate NIINs, additional locations [ref. c ch. 6, 12]

(Signature and Date)

.16 Explain the procedures for the below listed transactions: [ref. c, ch. 6, 12]

- .a CAGE/Part number requirements
- .b Not carried requirements
- .c Not in stock requirements
- .d Warehouse refusal

(Signature and Date)

.17 Explain how and why a Master Record File would be built [ref. d; ref.c, para. 1217.d]

(Signature and Date)

.18 Explain the procedures for pick-up and delivery of DLR/AVDLR exchange items from storage to customer and delivery of NRFI items to AMSU/JASU including Proof-of-Delivery (POD) and logbook entries [ref. c, ch. 12, app d; ref. e, ch. 9]

(Signature and Date)

.19 Explain the validation of NMCS/PMCS/Broadarrow/GW series off-ship requirements [ref. c, e]

(Signature and Date)

.20 Explain "Payback" procedures [ref. c, ch. 12]

(Signature and Date)

110 AVIATION SUPERVISOR MANAGEMENT FUNDAMENTALS (CONT'D)

110.21 Explain the below listed repair capability codes: [ref. e, ch. 10]

- .a A1
- .b X1
- .c C1
- .d C3

(Signature and Date)

.22 Explain the below listed BCM Codes: [ref. e, app. e]

- .a BCM-1
- .b BCM-2
- .c BCM-3
- .d BCM-4
- .e BCM-5
- .f BCM-6
- .g BCM-7
- .h BCM-8
- .i BCM-9
- .j BCM-D

(Signature and Date)

.23 Explain the procedures for determining an item to be BCM-4 [ref. c, ch.12]

(Signature and Date)

.24 Explain the following induction priorities: (ref. c, ch.12)

- .a 1
- .b 2
- .c 3

(Signature and Date)

110 AVIATION SUPERVISOR MANAGEMENT FUNDAMENTALS (CONT'D)

110.25 Explain the document number series assigned to the following:
[ref. c, ch.12]

- .a Squadron
- .b AIMD
- .c DTO

(Signature and Date)

.26 Explain the NALCOMIS AWP status codes: [ref. e, app e; ref. d]

- .a WS
- .b WP
- .c WT
- .d WQ
- .e WB

(Signature and Date)

.27 Explain the term "Gear in Shop" (GIS) and the qualification for an item to be considered GIS [ref. c, ch.12]

(Signature and Date)

.28 Explain the proper use of an ESD station and the maintenance of the equipment [ref. e, ch.10]

(Signature and Date)

.29 Explain the procedures used with classified material to include the following [ref. e, ch. 3, 4,]

- .a Receiving
- .b Safeguarding
- .c Inventory
- .d Shipping

(Signature and Date)

110 AVIATION SUPERVISOR MANAGEMENT FUNDAMENTALS (CONT'D)

110.30 Explain proper procedures used when receiving duplicate shipments (consumable)
[ref. c, ch. 6, 7, 12]

(Signature and Date)

- .31 Explain circumstances that result in changes to the following: [ref. a, ch. 3, 4]
- .a FAD (Force/Activity designators)
 - .b NMCS/PMCS Project Codes

(Signature and Date)

- .32 Identify the following project codes: [ref. a, ch. 7; ref. e, ch. 5, 9, 17]
- .a AK0/706/756
 - .b AK7/707/757
 - .c ZF7
 - .d AK1
 - .e ZC8
 - .f BK0
 - .g ZK3
 - .h ZQ3
 - .i ZJ2
 - .j ZA9
 - .k ZO9

(Signature and Date)

- .33 Explain the term and significance of R-Pool/V-Pool Critical level
[ref. c, ch.12]

(Signature and Date)

- .34 Explain why items are put into sub-custody in NALCOMIS including the review
process for inventory and return of the items [ref. c]

(Signature and Date)

110 AVIATION SUPERVISOR MANAGEMENT FUNDAMENTALS (CONT'D)

110.35 Explain why items are put into suspense in NALCOMIS including the review and control process [ref. c]

(Signature and Date)

.36 Explain the term "Crossdeck" and the procedures used [ref. c,]

(Signature and Date)

.37 Explain the EI process (BCM code, holding time, documentation and requirements): [ref. c, ch. 8 app c; ref. e, ch. 3, 5, 9]

(Signature and Date)

.38 Explain the QDR process (BCM code, holding time, documentation and packaging marking requirements): [ref. c, ch.8; ref. e, ch. 3, 5, 9]

(Signature and Date)

.39 Explain issue procedures for holdback bars and lox converter [ref. c, ch. 8; ref. e, ch. 6, 10]

(Signature and Date)

.40 Explain the purpose of the NALCOMIS/RSUPPLY data reconciliation and the reports that are produced [ref. c, para. 1215.2]

(Signature and Date)

111 DLR/AVDLR MANAGEMENT FUNDAMENTALS

References:

- [a] NAVSUP P-485 VOL 1 & 2, Afloat Supply Procedures
 - [b] COMNAVAIRFORINST 4440.2A, Supply Operations Manual
 - [c] NAVSUP P-545, Depot Level Repairable Requisitioning, Turn-In and Carcass Tracking Guide
 - [d] COMNAVSURFORINST 4400.1, Surface Force Supply Procedures
 - [e] COMNECCINST 4400.1, Force Supply Manual
 - [f] COMNAVAIRFORINST 4790.2A, The Naval Aviation Maintenance Program
-

111.1 Explain the difference between a Depot Level Repairable and a Field Level Repairable: [ref. a, ch. 3, 8]

(Signature and Date)

.2 Explain the importance of properly stowing and securing for sea of DLR/AVDLR items
[ref. c, ch. 2, 3, 5, 11]

(Signature and Date)

.3 Explain how a part's packaging and accompanying documentation should be to be considered "A" condition [ref. a, app. 10; ref. b, ch. 6, 8]

(Signature and Date)

.4 Explain how a "F" condition item from stock that is offloaded effects NWCF
[ref. a, ch. 8; ref. b, ch. 2, 8]

(Signature and Date)

.5 Explain the steps to offload a "F" condition item from stock [ref. a, ch. 5, 8; ref. b, ch. 2, 8]

(Signature and Date)

111 DLR/AVDLR MANAGEMENT FUNDAMENTALS (CONT'D)

111.6 Explain the procedures for processing a crossdeck to include: [ref. a, ch. 9; ref. b, ch. 6, 8]

- .a Who issues crossdeck directives
- .b Why is a crossdeck directive normally received
- .c How long should the process take to complete

(Signature and Date)

.7 Explain why an Allowance Change Request-Fixed (ACR-F) would be submitted and why it would not be approved [ref. a, ch. 2; ref. b, ch. 8; ref. d, ch. 6; ref. e, ch. 2, 3, 6]

(Signature and Date)

.8 Explain the required research to be performed prior to processing a lost in shipment receipt on a DLR/AVDLR [ref. a, ch. 8; ref. b, ch. 8; ref. d, app. d; ref. e, ch. 5]

(Signature and Date)

.9 Explain how to reorder a DLR/AVDLR for stock that was processed as a lost in shipment (i.e., the advice code and project code) [ref. b, para. 810.c]

(Signature and Date)

.10 Explain how to reorder a DLR/AVDLR for DTO that was processed as a lost in shipment (e.g., the advice code, project code, AIMD/squadron/RPPO actions) [ref. a, ch. 8; ref. b, ch. 8; ref. d, app. d; ref. e, ch. 5]

(Signature and Date)

.11 Explain how a carcass charge occurs and the actions the LS should perform to avoid receiving a charge [ref. a, ch. 8; ref. b, ch. 8; ref. d, app. d; ref. e, ch. 5, 6]

(Signature and Date)

111 DLR/AVDLR MANAGEMENT FUNDAMENTALS (CONT'D)

111.12 Explain the Remain-in-Place (RIP) process for DLR/AVDLR to include:
[ref. a, ch. 8; ref. b, ch. 8; ref. d, app. d; ref. e, ch. 5]

- .a Why a remain in place is required
- .b Who must sign a Remain in Place/Delayed Turn-in form for approval
- .c How long does the squadron/RPPO have to turn-in the carcass once the "A" condition component is issued to them
- .d The importance of signature in log books and issue documents
- .e What action is required by the squadron/RPPO if a carcass is not available

(Signature and Date)

.13 Explain the purpose of the IOU list, and the consequences of not reviewing it daily (applicable to aviation units only) [ref. b, ch. 12]

(Signature and Date)

.14 Explain the purpose of the RSupply Overdue Carcass Turn-in report and the consequences of not reviewing it daily [ref. b, ch. 8, 9, 12]

(Signature and Date)

.15 Explain the following terms: [ref. a, ch. 3, 6, 8, 9; ref. b]

- .a EXREP
- .b BCM
- .c 2M
- .d ANMCS
- .e Net price
- .f Standard price
- .g NWCF
- .h X22, return from AIMD
- .i X30 NRFI Update DIFM
- .j X31 issue from stock

(Signature and Date)

.16 Explain the induction process for AVDLRs [ref. b, ch. 12]

(Signature and Date)

111 DLR/AVDLR MANAGEMENT FUNDAMENTALS (CONT'D)

111.17 Explain the 2M process for DLRs [ref. a, ch. 3, 6; ref. d, app. e]

(Signature and Date)

.18 Explain how to research a X30 and X22 suspended transactions [ref. b, para. 814]

(Signature and Date)

.19 Explain what the Carcass Tracking Financial Summary/Carcass Tracking Transaction Report is and how the carcass bill percentage is computed [ref. b, ch. 8; ref. d, app. d]

(Signature and Date)

.20 Explain the NAVICP in Transit Accountability (NITA) in ERMS [ref. a, ch. 8, 9 & app. 4, 9]

(Signature and Date)

.21 Explain how to conduct causative research for a missing DLR/AVDLR/Carcass to include: [ref. a, ch. 8; ref. b, para. 305, 306, 307; ref. d, app. d; ref. e, app. b]

- .a Spot Inventory of Stock onhand
- .b Verifying item data
- .c Posting Errors
- .d Documents not Posted
- .e Inventory Discrepancies
- .f Additional Spot Inventories
- .g Verifying Inventory Count
- .h Conducting Inventory Count of all Family Group Members (FGM)
- .i Checking the Supply Pipeline
- .j Verifying Hard Copy completed files
- .k Contacting TYCOM DLR/AVDLR representative
- .l Complete review of transaction documents (i.e. issues, receipts, change actions, etc.)
- .m Last location reconciliation
- .n Analysis of the RSupply/SNAP II Transaction Ledger

(Signature and Date)

111 DLR/AVDLR MANAGEMENT FUNDAMENTALS (CONT'D)

111.22 Explain how to research if a component requires an: [ref. f, ch. 5]

- .a OPNAV 4790/106A (Assembly Service Record (ASR))
- .b OPNAV 4790/113 (Equipment History Record-EHR)
- .c OPNAV 4790/28A (Scheduled Removal Component-SRC)

(Signature and Date)

.23 Identify which items are ATAC exclusion items including how and where these items must be shipped [ref. a, ch. 8; ref. b, para. 826; ref. d, app. d]

(Signature and Date)

.24 Explain Radioactive retrograde turn-in procedures to include: [ref. a, ch. 8; ref. b, para. 827]

- .a The process
- .b Required paperwork
- .c How to identify Radioactive material
- .d The procedure to use if nuclear reactor retrograde can not be certified by NRMD CIF as 'free release'

(Signature and Date)

.25 Explain the steps for processing and shipping classified retrograde [ref. a, ch. 5, 7, 8; ref. b, ch. 8]

(Signature and Date)

.26 Explain the Repair and Return concept to include: [ref. b, ch. 10, para. 830]

- .a When it is required to be utilized
- .b Role of combined ICRL code
- .c Role of SM&R code
- .d Steps to be taken if a SRA is missing
- .e Steps to be taken if a bit piece is missing
- .f How to ship and track components R&R
- .g Procedures if R&R activity BCMs the component

(Signature and Date)

111 DLR/AVDLR MANAGEMENT FUNDAMENTALS (CONT'D)

111.27 Explain the Carcass Express concept, when it may be utilized, and how turn-ins are shipped [ref. b, ch. 8]

(Signature and Date)

.28 Explain COMSEC procedures for Supply and EKMS Manager to include:
[ref. b, para. 834, exh. 8-9, 8-10]

- .a Onboard repairs
- .b Shipment of retrograde
- .c Procurement procedures
- .d Receipt procedures
- .e Inventory procedures (difference between work up and deployment)
- .f Message reporting requirements

(Signature and Date)

.29 Explain the reason for placing Limit flags and No Drop Indicator on DLR's, AVDLR's, and FLR's [ref. a, ch. 6; ref. b, ch. 2, ref. d, ch. 6; ref. e, ch. 6]

(Signature and Date)

112 MATERIAL CONTROL CLERK FUNDAMENTALS

References:

- [a] COMNAVAIRFORINST 4790.2A, Naval Aviation Maintenance Program
 - [b] NAVAIRINST 13650.1C, Aircraft Maintenance Material Readiness List Program
 - [c] [ASKITWEB Training Guide](#)
 - [d] NAVSUP P-485 Volume I – Afloat Supply Procedures
-

112.1 What are the functions and responsibilities of Material Control
[ref. a, ch. 5]

(Signature and Date)

.2 Explain the procedures for ordering parts and materials
[ref. a, ch. 5]

(Signature and Date)

.3 Explain the procedures for receiving parts and materials
[ref. a, ch. 5]

(Signature and Date)

.4 Explain the procedures for turning-in defective components
[ref. a, ch. 5]

(Signature and Date)

.5 What are Source, Maintenance and Recoverability codes
[ref. a, ch. 5]

(Signature and Date)

.6 What expense type transactions are allowed for OFC-01
[ref. a, ch. 5]

(Signature and Date)

112 MATERIAL CONTROL CLERK FUNDAMENTALS (CONT'D)

112.7 What expense type transactions are allowed for OFC-50
[ref. a, ch. 5]

(Signature and Date)

.8 What are the functions and responsibilities of the Aeronautical Material Screening Unit / Joint Aviation Screening Unit (JASU) [ref. a, ch. 5]

(Signature and Date)

.9 What is an Individual Component Repair List
[ref. a, ch. 10]

(Signature and Date)

.10 What items can be included in an Aircraft Inventory List
[ref. a, ch. 5]

(Signature and Date)

.11 What supply related publications are used by Material Control
[ref. a, ch. 5]

(Signature and Date)

.12 Explain the purpose of a Flight Packet [ref. a, ch. 5; d, ch. 3]

(Signature and Date)

.13 What are the responsibilities of the following individuals under the Tool Control Program: [ref. a, ch. 10]

.a Aircraft Controlling Custodians / Type Commanders

(Signature and Date)

.b Maintenance Officer

(Signature and Date)

112 MATERIAL CONTROL CLERK FUNDAMENTALS (CONT'D)

112.13 .c Maintenance Material Control Officer / Production Control Officer

(Signature and Date)

.d Tool Control Program Manager

(Signature and Date)

.e Tool Control Program Coordinator

(Signature and Date)

.f Tool Control Program Monitor

(Signature and Date)

.14 Explain the following IMRL Custody codes: [ref. b, encl. 2]

.a Code D

(Signature and Date)

.b Code E

(Signature and Date)

.c Code L

(Signature and Date)

.d Code M

(Signature and Date)

.e Code N

(Signature and Date)

112 MATERIAL CONTROL CLERK FUNDAMENTALS (CONT'D)

112.14 .f Code P

(Signature and Date)

.15 Explain the process to requisition 7F material in ASKIT [ref. c]

(Signature and Date)

.16 Explain the procurement and issue procedures of flight clothing [ref. a, ch. 5; d, ch. 3]

(Signature and Date)

.17 Explain the process to change fuel types in ASKIT [ref. c]

(Signature and Date)

.18 Explain the process to track fuel receipts in ASKIT [ref. c]

(Signature and Date)

.19 Explain the process to input grants into ASKIT [ref. c]

(Signature and Date)

.20 Explain the process to input flight hours into ASKIT [ref. c]

(Signature and Date)

.21 Explain the processing of the following financial listings: [ref. c]

- .a Summary Filled Order Expenditure Difference Listing (SFOEDL)
- .b Unfilled Order Listing (UOL)

(Signature and Date)

112 MATERIAL CONTROL CLERK FUNDAMENTALS (CONT'D)

112.22 Explain the processing of a Transmittal Listing (TL) in ASKIT [ref. c]

(Signature and Date)

.23 Explain the processing of the Budget Optar Report (BOR) in ASKIT [ref. c]

(Signature and Date)

.24 Explain the backup process in ASKIT [ref. c]

(Signature and Date)

113 VEHICLE MANAGEMENT

References:

- [a] COMNECCINST 4400.1, Force Supply Manual
- [b] COMNAVAIRFORINST 4440.2, Supply Operations Manual
- [c] COMNAVSURFORINST 4400.1, Surface Force Supply Procedures
- [d] COMFIRSTNCDINST 4400.3, Seabee Supply Manual
- [e] NAVSUPINST 4200.98, DON Policies and Procedures for the Operation and Management of the Fleet Card Program
- [f] COMNECCINST 4600.1, COMNECC Navy Fleet Card Program Operating Procedures

113.1 Discuss the policies and procedures of vehicle procurement and management of NAVFAC (PWC) vehicles [ref. a, ch 1, 3, 4, 7, 8; ref. b, ch. 10; ref. c, ch. 2, 7; ref. d, ch. 5, 8, 11; ref. f]

(Signature and Date)

.2 Discuss the policies and procedures regarding authorized Fleet Card purchases [ref. f; e, encl. 1]

(Signature and Date)

.3 Explain purpose of maintaining card inventory [ref. f; ref. e, encl. 1]

(Signature and Date)

.4 Discuss requirements for completion of initial and refresher Fleet Card training [ref. f; ref. e, encl. 1]

(Signature and Date)

.5 Explain purpose of signing a statement of understanding of the fleet card program [ref. f; ref. e, encl. 1]

(Signature and Date)

.6 Discuss spending and transaction limits [ref. f; ref. e, encl. 1]

(Signature and Date)

113 VEHICLE MANAGEMENT (CONT'D)

113.7 Discuss process for data entry in the fleet card log [ref. f; ref. e, encl. 1]

(Signature and Date)

.8 Explain purpose for transaction receipts and documentation to monthly log [ref. f; ref. e, encl. 1]

(Signature and Date)

.9 Discuss how to validate invoices against logs, documents and fuel charges [ref. f; ref. e, encl. 1]

(Signature and Date)

.10 Discuss the authorized card uses for the following purchase types: [ref. f; ref. e, encl. 1]

- .a Fuels
- .b Fluids
- .c Filters and Batteries
- .d Tires
- .e Cleaning
- .f Parts
- .g Repairs

(Signature and Date)

.11 Discuss the different types of unauthorized conditions: [ref. f; ref. e, encl. 1]

- .a Fraud
- .b Misuse
- .c Abuse
- .d Potential Fraud

(Signature and Date)

.12 Explain the process to reconcile erroneous fuel transactions [ref. f; ref. e, encl. 1]

(Signature and Date)

113 VEHICLE MANAGEMENT (CONT'D)

- 113.13 Explain how to process monthly review/reconciliation of the fleet card
[ref. f; ref. e, encl. 1]

(Signature and Date)

- .14 Discuss disciplinary action and reporting requirements for suspected fraud, misuse
and abuse [ref. f; ref. e, encl. 1]

- .a Civilian personnel
.b Military personnel

(Signature and Date)

- .15 Explain how to monitor fleet card program via the card website for all charges
throughout the month [ref. f; ref. e, encl. 1]

(Signature and Date)

- .16 Discuss record maintenance and retention [ref. f; ref. e, encl. 1]

(Signature and Date)

- .17 Explain the procedures to conduct in the event a card is lost or stolen
[ref. f; ref. e, encl. 1]

(Signature and Date)

- .18 Explain check in and check out procedures for reporting and departing personnel
[ref. f; ref. e, encl. 1]

(Signature and Date)

- .19 Discuss the local written IOP and its relation to policy compliance [ref. f; ref. e, encl.
1]

(Signature and Date)

- .20 Explain the content of the card user's signed statement of understanding [ref. f; ref.
e, encl. 1]

(Signature and Date)

113 VEHICLE MANAGEMENT (CONT'D)

- 113 .21 Explain the timeline for completing and submitting reporting requirements [ref. e, encl. 1]

(Signature and Date)

- .22 Explain how to maintain vehicle logs [ref. f; ref. e, encl. 1]

(Signature and Date)

- .23 Explain the how to maintain receipts documentation [ref. f; ref. e, encl. 1]

(Signature and Date)

- .24 Explain why controls are in place to monitor fraud, misuse and abuse and document instances [ref. f; ref. e, encl. 1]

(Signature and Date)

- .25 Explain how to establish and document vehicle tracking procedures [ref. e, encl. 1]

(Signature and Date)

114 MAIL ORDERLY PROGRAM

References:

- [a] DoD 4525.6M, Postal Manual
 - [b] OPNAVINST 5112.6D, Postal Instruction
 - [c] USPS Administrative Support Manual
 - [d] Postal Finance Officer Handbook NAVSUP 725
-

114.1 Discuss the procedures for issuing mail at Mail Call [ref. a, ch 3, ref. b, ch 3]

(Signature and Date)

.2 Discuss the retention period for terminated Mail Orderly paperwork
[ref. a, ch. 5]

(Signature and Date)

.3 Explain the procedures for safeguarding Privacy Act information
[ref. d, ch. 3]

(Signature and Date)

.4 Discuss the importance of holding/documenting Mail Orderly Training
[ref. b, ch. 1]

(Signature and Date)

.5 Describe how to properly complete Appointment of Military Postal Clerk, Unit Mail
Clerk or Mail Orderly, DD Form 285 [ref. b, ch 3]

(Signature and Date)

.6 Describe how to properly complete Unit Mail Clerk/Orderly Designation Log, DD
Form 2260 [ref. a, ch 15]

(Signature and Date)

.7 Describe how to properly complete OFFENCES AGAINST THE MAIL AND MAIL
ORDERLY DESIGNATION FORM, OPNAV 5112/1 [ref. b, ch 3]

(Signature and Date)

115 AUTOMATED MILITARY POSTAL SERVICE (AMPS)

References:

- [a] [Automated Military Postal Service Certification Guide](#)
 - [b] [Automated Military Postal Service Knowledge Management](#)
-

115.1 Explain the procedures for logging into AMPS [ref. a]

(Signature and Date)

.2 Explain procedures for resetting your AMPS password and updating your email address [ref. a]

(Signature and Date)

.3 Explain procedures for updating MPO profile and contact information [ref. a]

(Signature and Date)

.4 Explain the following items listed in the transportation tab [ref. a]

- .a Processing AV-7's
- .b Processing PNA's
- .c Processing PTS data
- .d Processing GBS data
- .e Computing transit times
- .f Computing PTS ratio data

(Signature and Date)

.5 Explain the following items listed in the Operations tab [ref. a]

- .a Registering postage meters
- .b Submission of daily/weekly financial reports
- .c Ordering GSA supplies
- .d Processing 1590 equipment
- .e Ordering supplies via PS Form 1957 C/D

(Signature and Date)

115 AUTOMATED MILITARY POSTAL SERVICE (CONT'D)

115.6 Discuss the procedures for downloading IRT disk updates [ref. b]

(Signature and Date)

.7 Discuss reporting procedures for Voting/Ballot Counts [ref. a]

(Signature and Date)

116 POSTAL FINANCE CLERK

References:

- [a] DoD 4525.6M, Postal Manual
 - [b] NAVSUP Publication 725, Postal Finance Officer Handbook
 - [c] MPSA Unysis III IRT User's Guide
 - [d] NAVSUP Publication 730, Unysis III Operations Handbook
 - [e] Domestic Mail Manual
 - [f] International Mail Manual
 - [g] USPS Postal Bulletins
 - [h] [AMPS Users Guide](#)
-

- 116.1 Discuss procedures for acquiring initial stamp credit and supporting documentation
[ref. a, ch. 6; ref. b, ch. 4]

(Signature and Date)

- .2 Discuss the purpose and procedures for the use of Stamp Requisition, PS Form 17
[ref. a, ch. 6; ref. b, ch. 4]

(Signature and Date)

- .3 Discuss the purpose and utilization of the Money Order Inventory and Control
Record, DD Form 885 [ref. a, ch. 8; ref. b, ch. 5]

(Signature and Date)

- .4 Discuss the steps in verifying money order authenticity and procedures for validating
cashed money orders against the stolen money orders list in the postal bulletin [ref.
a, ch. 8]

(Signature and Date)

- .5 Discuss the purpose and how to compute the postage for the Money Order Inquiry,
PS Form 6401 [ref. e, module 500]

(Signature and Date)

116 POSTAL FINANCE CLERK (CONT'D)

116.6 Discuss the purpose and utilization of the Funds Transaction Report, PS Form 8105-A [ref. e, module 500; ref. f, ch. 3]

(Signature and Date)

.7 Discuss the process of transferring custody of money orders on Money Order Custody and Control Record, DD Form 885 [ref. a, ch. 8]

(Signature and Date)

.8 Explain start of the day and closeout procedures for the IRT [ref. c, ch. 3; ref. d]

(Signature and Date)

.9 Describe Money Order related functions on the IRT [ref. d]

(Signature and Date)

.10 Discuss policy and procedures for securing combinations, passwords and keys [ref. a, ch. 15]

(Signature and Date)

.11 Describe completion procedures of PS form 1412 [ref. h]

(Signature and Date)

.12 Discuss and explain domestic classes of mail and endorsements [ref. e, section 300]

(Signature and Date)

.13 Discuss military and international mail restrictions [ref. e; ref. f; ref. g]

(Signature and Date)

116 POSTAL FINANCE CLERK (CONT'D)

116.14 Describe international classes of mail and the respective endorsements [ref. f, ch. 2]

(Signature and Date)

.15 Discuss domestic special services and the respective endorsements [ref. e, section 500]

(Signature and Date)

.16 Explain customs declarations and customs requirements [ref. a, ch. 10]

(Signature and Date)

.17 Explain customs regulations and associated endorsements [ref. a, ch. 10]

(Signature and Date)

.18 Discuss transfer of registered mail between finance window and the registered mail section [ref. a, ch. 9]

(Signature and Date)

.19 Discuss procedures and utilization of Application and Voucher for Refund of Postage, Fees and Services, PS Form 3533 [ref. b, ch. 4]

(Signature and Date)

117 DECK OPERATIONS

References:

- [a] DoD 4525.6M, Postal Manual
 - [b] OPNAVINST 5112.6D, Postal Instruction
 - [c] USPS Postal Operations Manual
 - [d] [AMPS Users Guide](#)
 - [e] USPS Postal Bulletin
 - [f] NAVSUP Publication 725, Postal Finance Officer Handbook
-

117.1 Explain Qualification Requirements and Procedures for Designation or Termination of a Military Postal Clerk [ref. a, ch. 5]

(Signature and Date)

.2 Explain the procedures for updating USPS publications [ref. e]

(Signature and Date)

.3 Explain procedures for collecting outgoing mail from collection boxes [ref. a, ch. 13]

(Signature and Date)

.4 Discuss what items can be deposited in collection boxes and how to cancel postage stamps [ref. a, ch. 13]

(Signature and Date)

.5 Conduct a walk-through of all postal spaces and explain what safety and security procedures are in place [ref. a, ch. 13]

(Signature and Date)

.6 Explain procedures for sorting incoming mail to the correct command, department, or division [ref. a, ch. 3]

(Signature and Date)

117 DECK OPERATIONS (CONT'D)

117.7 Explain what forms are used and how to deliver personal accountable mail [ref. a, ch. 3]

(Signature and Date)

.8 Explain what forms are used and how to deliver official accountable mail [ref. a, ch. 3]

(Signature and Date)

.9 Discuss procedures for completing and mailing return receipts for accountable mail, PS Form 3811/2865 [ref. a, ch. 3]

(Signature and Date)

.10 Discuss procedures for conducting mail call [ref. a, ch. 15; ref. f, ch. 3]

(Signature and Date)

.11 Explain the qualification and verification procedures for mail orderlies [ref. a, ch. 15; ref. b, ch. 3]

(Signature and Date)

.12 Explain how to determine the routing for incoming and outgoing mail [ref. a, ch. 11]

(Signature and Date)

.13 Discuss how to complete mail manifests for incoming and outgoing mail [ref. a, ch. 11]

(Signature and Date)

117 DECK OPERATIONS (CONT'D)

117.14 Explain procedures for collection and returning of MTE [ref. a, ch. 11]

(Signature and Date)

.15 Discuss the procedures for returning/forwarding mail with insufficient postage [ref. a, ch. 3]

(Signature and Date)

.16 Explain procedures for official mail found in collection boxes [ref. a, ch. 3; ref. c, chs. 1, 2]

(Signature and Date)

.17 Discuss how to properly label and tag outgoing mail [ref. a, ch. 3]

(Signature and Date)

.18 Discuss the procedures for scanning and manually entering PTS information into AMPS [ref. d]

(Signature and Date)

.19 Discuss the procedures for picking up and dispatching mail to/from local facilities [ref. a, ch. 11; ref. b ch 4]

(Signature and Date)

.20 Explain the characteristics of suspicious mail and actions to be taken if detected [ref. a, ch. 15; ref. b, ch 5]

(Signature and Date)

.21 Discuss the requirements for preparing balloting material for dispatch [ref. a, ch. 3; ref e]

(Signature and Date)

117 DECK OPERATIONS (CONT'D)

117.22 Discuss the reporting requirements for balloting material [ref. a ch 3]

(Signature and Date)

.23 Explain how to repair incoming damaged articles and discuss what endorsements are to be applied [ref. a, ch. 3]

(Signature and Date)

.24 Demonstrate the procedures for securing facility at the end of the day [ref. a, ch. 13]

(Signature and Date)

.25 Explain what the steps are for unit delivery [ref. a, ch. 11]

(Signature and Date)

.26 Discuss the procedures for dispatching mail to mobile units IAW their MRI [ref. b, ch. 9]

(Signature and Date)

.27 Explain what procedures and requirements are to be used for high value shipments [ref. a, ch. 9]

(Signature and Date)

118 PSC OPERATIONS

References:

[a] DoD 4525.6M, Postal Manual

- 118.1 Explain procedures for issuing and closing mail receptacles [ref. a, ch. 3]
- _____
(Signature and Date)
- .2 Explain procedures for issuing advance addresses to sponsors [ref. a, ch. 3]
- _____
(Signature and Date)
- .3 Discuss all endorsements that are required for hold mail [ref. a, ch. 3]
- _____
(Signature and Date)
- .4 Discuss the regulations for Box "R" [ref. a, ch. 3]
- _____
(Signature and Date)
- .5 Discuss the procedures for delivering articles that cannot be placed in receptacles [ref. a, ch. 3]
- _____
(Signature and Date)
- .6 Discuss procedures for returning accumulative mail on hand for over 30 days [ref. a, ch. 3]
- _____
(Signature and Date)
- .7 Discuss procedures for delivering personal accountable mail [ref. a, chs. 3, 9]
- _____
(Signature and Date)
- .8 Discuss procedures and the required forms for delivering mail to authorized agents [ref. a, ch. 3]
- _____
(Signature and Date)

119 DIRECTORY SERVICES

References:

- [a] DoD 4525.6M, Postal Manual
 - [b] OPNAVINST 5112.6D, Postal Instruction
 - [c] USPS Domestic Mail Manual
 - [d] Postal Operations Manual (POM)
-

- 119.1 Discuss the Navy Postal Directory program [ref. b, ch. 4]
- _____
- (Signature and Date)
- .2 Explain the use of OPNAV 5110/5 and each section [ref. b, ch. 4]
- _____
- (Signature and Date)
- .3 Discuss the purpose of directory service stamp [ref. a, ch. 3]
- _____
- (Signature and Date)
- .4 Discuss the procedures for forwarding undeliverable mail [ref. a, ch. 3]
- _____
- (Signature and Date)
- .5 Discuss procedures for forwarding mail for transferring, separating and/or retired personnel [ref. a, ch. 3; ref. b, ch. 4]
- _____
- (Signature and Date)
- .6 Discuss returning mail to sender [ref. a, ch. 3; ref. b, ch. 4]
- _____
- (Signature and Date)
- .7 Discuss forwarding and returning accountable mail procedures [ref. a, ch. 3]
- _____
- (Signature and Date)
- .8 Explain the procedures for disposing of certain types of mail [ref. a, ch. 3]
- _____
- (Signature and Date)

119 DIRECTORY SERVICES (CONT'D)

119.9 Explain the use and compute postage for Notice of Undeliverable Periodicals, PS Form 3579 [ref. a, ch. 3; ref. c, module 500]

(Signature and Date)

.10 Discuss the expiration of forwarding periodicals [ref. a, ch. 3; ref. b, ch. 4]

(Signature and Date)

.11 Explain the Notice to Mailer of Correction in Address, PS Forms 3547 [ref. a, ch. 3; ref. b, ch. 4]

(Signature and Date)

.12 Explain hold mail procedures [ref. a, ch. 3; ref. b, ch. 10]

(Signature and Date)

.13 Discuss what mail is sent to the Mail Recovery Center (MRC) [ref. d, ch. 2]

(Signature and Date)

.14 Discuss absentee ballot and documenting data [ref. a, ch. 3; ref. b, ch. 4]

(Signature and Date)

.15 Discuss the procedures for processing mail for Leave/TAD/UA/Deceased/Confined personnel [ref. b, ch 4]

(Signature and Date)

120 REGISTERED MAIL CLERK

References:

- [a] DoD 4525.6M, Postal Manual
 - [b] [AMPS Users Guide](#)
-

- 120.1 Discuss the procedures for verifying and completing Registered Mail - Balance and Inventory, DD Form 2261 at start of day and end of day [ref. a, ch. 9]
- _____
(Signature and Date)
- .2 Explain how to complete Firm Mailing Book for Accountable Mail, PS Form 3877 [ref. a, ch. 9]
- _____
(Signature and Date)
- .3 Explain how to complete receipt for Registered Mail, PS Form 3806 [ref. a, ch. 9]
- _____
(Signature and Date)
- .4 Explain how to deliver and document personal Registered Mail, PS Form 3849 [ref. a, ch. 9]
- _____
(Signature and Date)
- .5 Explain how to deliver and document official Registered Mail, PS Form 3883 [ref. a, ch. 9]
- _____
(Signature and Date)
- .6 Discuss the procedures for completing Mail Manifest, OPNAV 5110/9 [ref. a, ch. 9]
- _____
(Signature and Date)

120 REGISTERED MAIL CLERK (CONT'D)

120.7 Discuss how to complete and submit an AV-7 and discuss requirements of Registered Mail when utilizing commercial U.S. Flag Carriers [ref. b, ch. 7]

(Signature and Date)

.8 Discuss how to inspect MTE for defects [ref. a, ch. 9]

(Signature and Date)

.9 Explain the procedures for opening and verifying the contents of a Registered Mail pouch [ref. a, ch. 9]

(Signature and Date)

.10 Explain the procedures for verifying and closing the contents of a Registered Mail pouch [ref. a, ch. 9]

(Signature and Date)

.11 Prepare an inside bill, PS Form 3854 for dispatching Registered Mail [ref. a, ch. 9]

(Signature and Date)

.12 Explain the procedures for verifying and closing the contents of a Registered Mail pouch [ref. a, ch. 9]

(Signature and Date)

.13 Explain how to complete Registry Irregularity Report, PS Form 3826 and discuss the submission of the form [ref. a, ch. 9]

(Signature and Date)

.14 Explain the procedures for returning the coupon part of the inside bill when discrepancies are noted [ref. a, ch. 9]

(Signature and Date)

120 REGISTERED MAIL CLERK (CONT'D)

120.15 Discuss the procedures for properly securing the registry section
[ref. a, ch. 9]

(Signature and Date)

.16 Discuss the proper seals to be used with Registered Mail Pouches
[ref. a, ch. 9]

(Signature and Date)

.17 Discuss the security procedures for transferring Registered Mail via transfer at sea
[ref. a, ch. 9]

(Signature and Date)

121 OFFICIAL MAIL CLERK

References:

- [a] OPNAVINST 5218.7C, Navy Official Mail Management Program
 - [b] DoD 4525.8M, DoD Official Mail Manual
 - [c] DoDI 4525.08, DoD Official Mail Management
 - [d] Postal Meter Manufacturer's Guide
-

121.1 Explain qualification requirements [ref. b, ch. 2]

(Signature and Date)

.2 Describe acceptance procedures [ref. a, sect. 8; ref. b, ch. 1]

(Signature and Date)

.3 Explain authorized use of official mail [ref. b, ch. 1]

(Signature and Date)

.4 Explain address procedures [ref. a, sect 12; ref. b, ch. 3]

(Signature and Date)

.5 Discuss proper mailing endorsements [ref. b, ch. 1]

(Signature and Date)

.6 Discuss the use and purpose of Internal Receipts [ref. b, ch. 1]

(Signature and Date)

.7 Explain procedures for using postage meter machine [ref. d]

(Signature and Date)

.8 Describe benefits of efficient and effective mailing costs [ref. a, sec. 8;
ref. c, encl 4]

(Signature and Date)

121 OFFICIAL MAIL CLERK (CONT'D)

121.9 Discuss consolidating mail procedures [ref. b, ch. 2]

(Signature and Date)

.10 Discuss reimbursement/refund procedures [ref. b, ch. 2]

(Signature and Date)

.11 Discuss official mail prepaid postage report [ref. a, sec. 13 ; ref. c, encl. 4]

(Signature and Date)

.12 Discuss the security of accountable mail and meter [ref. b, ch. 2]

(Signature and Date)

.13 Discuss logs for accountable items [ref. b, ch. 2]

(Signature and Date)

.14 Discuss postage meter resetting procedures [ref. a, encl. 7]

(Signature and Date)

.15 Discuss ordering procedures for meter supplies [ref. d]

(Signature and Date)

.16 Discuss importance of meter maintenance log [ref. b, ch. 2]

(Signature and Date)

122 POSTAL SUPPLY CLERK

References:

- [a] NAVSUP 725, Navy Postal Finance Officer Handbook
 - [b] USPS Publication 247
 - [c] COMNAVSURFORINST 5040
 - [d] [AMPS User's Guide](#)
-

- 122.1 Explain the procedures for completing the required forms for ordering USPS supplies [ref. b, sec 122]
- _____
- (Signature and Date)
- .2 Explain the procedures for ordering GSA items on AMPS [ref. d, ch. 11]
- _____
- (Signature and Date)
- .3 Explain the procedures for ordering USPS items via TTOES [ref. b, sec 122]
- _____
- (Signature and Date)
- .4 Explain the procedures for ordering priority and express mail supplies [ref. b, sect 122]
- _____
- (Signature and Date)
- .5 Explain the procedures for ordering IRT/meter supplies [ref. a, ch. 11]
- _____
- (Signature and Date)
- .6 Discuss the procedures for the accounting of all USPS supplies [ref. a, ch. 11]
- _____
- (Signature and Date)
- .7 Discuss the procedures for keeping current and updates USPS forms on hand [ref. a, ch. 11]
- _____
- (Signature and Date)

122 POSTAL SUPPLY CLERK (CONT'D)

122.8 Explain the procedures for disposing of old/obsolete USPS items
[ref. a, ch. 11]

(Signature and Date)

.9 Discuss the procedures for obtaining P-PUK prior to deployment and returning items
upon return [ref. c]

(Signature and Date)

123 MAIL ROUTING

References:

- [a] DoD 4525.6M, Postal Manual
 - [b] OPNAVINST 5112.6D, Postal Instruction
 - [c] NAVSUP 725, Postal Finance Officer Handbook
-

123.1 Explain the purpose of the Mail Routing Instruction (MRI) [ref. a, ch. 11; ref. b]

(Signature and Date)

.2 Explain the importance of including embarked units and ships in company when drafting MRI [ref. a, ch. 11; ref. b, ch. 9]

(Signature and Date)

.3 Discuss Mail coordination of mail movement with Military Sealift Command (MSC) [ref. a, ch. 11; ref. b, ch. 9]

(Signature and Date)

.4 Discuss the responsibilities of mail transportation managers [ref. a, ch. 11; ref. b, ch. 9]

(Signature and Date)

.5 Discuss Mail Routing transportation procedures [ref. a, ch. 11]

(Signature and Date)

123 MAIL ROUTING (CONT'D)

123.6 Discuss the responsibilities of the following mail routing authorities
[ref. a, ch. 11; ref. b, ch. 9; ref. c, ch. 13]

- .a JMPA-ATL/PAC
- .b Unit Commanders
- .c AMC
- .d FMC
- .e AMT
- .f MPO
- .g MSC

(Signature and Date)

.7 Discuss mail dispatch notice for retrograde mail [ref a, ch. 3, 11]

(Signature and Date)

124 POSTAL PETTY OFFICER

References:

- [a] OPNAVINST 5112.6D, Postal Instruction
 - [b] NAVSUP 725, Navy Postal Finance Officer Handbook
 - [c] USPS Domestic Mail Manual
 - [d] USPS Postal Bulletin
 - [e] International Mail Manual
 - [f] DoD Postal Manual 4525.6M
 - [g] SURFORINST 4400.1
 - [h] [AMPS Users Guide](#)
-

124.1 Explain Qualification Requirements [ref. a, ch 3; ref. f, ch 5]

(Signature and Date)

.2 Explain procedures for designating COPE/MPC utilizing Designation/Termination, DD form 2257 [ref. a, ch 3; ref. f, ch 5]

(Signature and Date)

.3 Explain distribution of Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly, DD form 285 [ref. a, ch 3; ref. b, ch 5]

(Signature and Date)

.4 Explain distribution of Designation/Termination of Military Postal Clerk, DD form 2257 [ref. a, ch 3; ref. f, ch 5]

(Signature and Date)

.5 Explain distribution of the Offense Against the Mails Statement OPNAV Form 5112/1 [ref. a, ch 3]

(Signature and Date)

.6 Explain Termination of Designations [ref. a, ch 3; ref. f, ch 5]

(Signature and Date)

124 POSTAL PETTY OFFICER (CONT'D)

124.7 Define Domestic Mail [ref. c, chs. 1- 4]

(Signature and Date)

.8 Define the following classes of Domestic Mail:

.a First Class /Priority Mail [ref. c, chs. 1 - 4]

(Signature and Date)

.b Package Services [ref. c, chs. 1, 3]

(Signature and Date)

.9 Discuss the different size and weight limits by class of mail [ref. c, ch 1; ref. e, ch 2]

(Signature and Date)

.10 Discuss how to update postal publications using bi-weekly Postal Bulletins and USPS.com [ref. d; ref. f, ch 4]

(Signature and Date)

.11 Discuss security of mail and postal spaces [ref. a, ch. 5; ref. f, chs. 9 - 12]

(Signature and Date)

124
124.12

POSTAL PETTY OFFICER (CONT'D)

Discuss the following Domestic Mail Special Services:

.a Envelope addressing and packaging requirements [ref. e, ch. 1]

(Signature and Date)

.b Certified mail [ref. c, ch. 5]

(Signature and Date)

.c Insured mail [ref. c, ch. 5]

(Signature and Date)

.d Registered mail [ref. c, ch. 5; ref. f, ch. 9]

(Signature and Date)

.e Return receipt [ref. c, ch. 5]

(Signature and Date)

.f Restricted delivery [ref. c, ch. 5; ref. f, ch. 9]

(Signature and Date)

.13 Discuss the 20 pound rule [ref. c, chs. 3, 4]

(Signature and Date)

.14 Discuss specified endorsements required for the following customs:

.a Unsolicited gifts [ref. f, ch. 10]

(Signature and Date)

.b Household effects [ref. f, ch. 10]

(Signature and Date)

124 POSTAL PETTY OFFICER (CONT'D)

124.14 .c American Goods Returned [ref. f, ch. 10]

(Signature and Date)

.15 Define International Mail [ref. e, ch. 1]

(Signature and Date)

.16 Discuss Special Services for the following International Mail:

.a Insured mail [ref. e, ch. 3]

(Signature and Date)

.b Registered mail [ref. e, ch. 3]

(Signature and Date)

.c Return receipt [ref. e, ch. 3]

(Signature and Date)

.d Restricted delivery [ref. e, ch. 3]

(Signature and Date)

.17 Explain the purpose of the APO/FPO Listing [ref. c, ch. 4; ref. d]

(Signature and Date)

.18 Discuss why the Postal Officer is present at all audits [ref. a, ch. 3; ref. f, ch. 10]

(Signature and Date)

.19 Discuss which reports are submitted weekly [ref. b, ch. 6; ref. g, ch. 16]

(Signature and Date)

124 POSTAL PETTY OFFICER (CONT'D)

124.20 Discuss submission of funds on non-Navy Cash commands [ref. h]

(Signature and Date)

.21 Discuss designation procedures for Mail Orderlies [ref. a, ch. 3; ref. f, ch. 15]

(Signature and Date)

.22 Explain how to hold Mail Call [ref. a, ch. 3; ref. f, ch. 15]

(Signature and Date)

.23 Explain the differences between personal, official and accountable mail and who may receive the mail [ref. a, ch. 4; ref. c, ch. 5; ref. f, ch. 3]

(Signature and Date)

.24 Discuss time limits of directory service for personal who have separated/transferred from the command [ref. a, ch. 4; ref. f, ch. 3]

(Signature and Date)

.25 Discuss directory service for all classes of mail [ref. a, ch. 4; ref. c, ch. 5; ref. f, ch. 3]

(Signature and Date)

.26 Discuss the mail handling procedures for personnel that are deceased, confined, UA and deserters [ref. a, ch. 4; ref. f, ch. 3]

(Signature and Date)

.27 Explain the procedures for Hold, PG, TAD, Leave periods mail [ref. a, ch. 4; ref. f, ch. 3]

(Signature and Date)

124 POSTAL PETTY OFFICER (CONT'D)

124.28 Discuss how to acquire Post Pack-Up Kit (P-PUK) [ref. g, ch 16]

(Signature and Date)

.29 Discuss online mail lost/theft report [ref. c, ch. 9]

(Signature and Date)

.30 Discuss absentee balloting and dispatch requirements [ref. c, ch. 7; ref. f, ch. 10]

(Signature and Date)

.31 Discuss accountable equipment and the Supplies and Equipment Receipt, PS form 1590 [ref. a, ch. 3; ref. f, ch. 5]

(Signature and Date)

.32 Discuss the following securities:

.a Mail security [ref. a, ch. 10; ref. b, ch. 5]

(Signature and Date)

.b Registered mail [ref. a, ch. 9; ref. b, ch. 5]

(Signature and Date)

.c Post Office [ref. a, ch. 10; ref. b, ch. 5]

(SIGNATURE AND DATE)

125 CUSTODIAN OF POSTAL EFFECTS

References:

- [a] DoD 4525.6M, Postal Manual
 - [b] OPNAVINST 5112.6D, Postal Instruction
 - [c] B700 USER'S MANUAL
 - [d] [AMPS USER'S GUIDE](#)
 - [e] NAVSUP Publication 730
 - [f] USPS F-101 HANDBOOK
 - [g] UNISYS III HANDBOOK
 - [h] NAVSUP 725, Navy Postal Finance Officer Handbook
-

125.1 Describe procedures for designation/termination of a MPC/COPE, DD Form 2257
[ref. a, ch 5; ref. b, ch 3; ref. h, ch 1]

(Signature and Date)

.2 Discuss the procedures for completing Equipment and Supply Record,
PS Form 1590 [ref. a, ch 5; ref. d, ch 11]

(Signature and Date)

.3 Explain the procedures for returning accountable equipment [ref. h, ch 11]

(Signature and Date)

.4 Explain procedures for submitting, verifying and downloading IRT reports
[ref. e; ref. g]

(Signature and Date)

.5 Explain procedures for submitting and returning Postal stock to clerks [ref. e; ref. g]

(Signature and Date)

.6 Discuss the TRANZ 380 operations [ref. e]

(Signature and Date)

125
125.7

CUSTODIAN OF POSTAL EFFECTS (CONT'D)

Discuss the procedures for operating meter machines and/or PVI [ref. c]

(Signature and Date)

.8 Explain procedures for audits [ref. a, ch 12; ref. b, ch 10; ref. h, ch 3]

(Signature and Date)

.9 Discuss procedures for updating AMPS information [ref. d, ch 6; ref. h, ch 5]

(Signature and Date)

.10 Explain the process for accounting for blank money orders [ref. a, ch 8]

(Signature and Date)

.11 Explain the Trust and Suspense Systems worksheets and when they are used [ref. e]

(Signature and Date)

.12 Discuss the procedures for missing, excessive and obsolete stamp stock [ref. e; ref. g]

(Signature and Date)

.13 Discuss the process for troubleshooting the PVI and IRT printer [ref. e; ref. g]

(Signature and Date)

.14 Discuss where to find a complete listing of AICs [ref. f]

(Signature and Date)

.15 Explain daily/weekly PS form 1412 reporting procedures [ref. d; ref. e; ref. g]

(Signature and Date)

126 SECTION LEADER / DECK SUPERVISOR

References:

- [a] DoD 4525.6M, Postal Manual
 - [b] USPS PUB 223, Directives and Forms Catalog
 - [c] USPS Domestic Mail Manual
 - [d] OPNAVINST 5112.6D, Postal Instruction
-

126.1 Explain the purpose of the flight board [ref. a, ch 11]

(Signature and Date)

.2 Explain the purpose truck schedule [ref. a, ch 11]

(Signature and Date)

.3 Explain the purpose of the Mail on-hand report information [ref. a, ch 11]

(Signature and Date)

.4 Explain the importance of pass-down log information [ref. a, ch 11]

(Signature and Date)

.5 Discuss the external and internal security for a post office [ref. a, ch 15]

(Signature and Date)

.6 Describe the retention period for all postal forms [ref. b; ref. d, app. b]

(Signature and Date)

.7 Describe how to check the registered mail section and Registered Mail – Balance and Inventory, DD Form 2261 [ref. a, ch 9]

(Signature and Date)

126 SECTION LEADER/DECK SUPERVISOR (CONT'D)

126.8 Discuss postal procedures for mail bombs [ref. a, ch 15; ref. d, ch 5]

(Signature and Date)

.9 Discuss postal procedures for Anthrax [ref. d, ch 5]

(Signature and Date)

.10 Discuss procedures for receiving or shipping alcohol using U.S. Postal Service [ref. c, module 600]

(Signature and Date)

.11 Discuss procedures for shipping or receiving weapons using U.S. Postal Service [ref. c, module 600]

(Signature and Date)

127 POSTAL OFFICER / OPERATIONS CHIEF

References:

- [a] DoD 4525.6M, Postal Manual
 - [b] OPNAVINST 5112.6D, Postal Instruction
 - [c] USPS Domestic Mail Manual
 - [d] Applicable JMPA Routing/MPO Guide
 - [e] NWP-14
 - [f] MILPERSMAN 1440-010
-

127.1 Explain outgoing mail routing schemes [ref. a, ch 3, 11; ref. d]

(Signature and Date)

.2 Discuss endorsements and postage procedures [ref. c, mod. 100]

(Signature and Date)

.3 Discuss timely service on directory mail [ref. a, ch 3; ref. b, ch 4]

(Signature and Date)

.4 Explain directory hold mail [ref. a, ch 3; ref. b, ch 4]

(Signature and Date)

.5 Explain the correct procedures for disposition of undeliverable mail
[ref. a, ch 3, ref. b, ch 4]

(Signature and Date)

.6 Explain routing guidance [ref. a, ch 11; ref. b, ch 9]

(Signature and Date)

.7 Describe various modes of transportation utilizing mail routing instruction [ref. a, ch
11; ref. b, ch 9]

(Signature and Date)

127
127.8

POSTAL OFFICER / OPERATIONS CHIEF (CONT'D)

Discuss mail routing discrepancies [ref. a, ch 11; ref. b, ch 9]

(Signature and Date)

.9 Discuss accountable mail delivery notices [ref. a, ch 3, 9]

(Signature and Date)

.10 Describe procedures for checking mail receptacles for mail being held over prescribed time limits [ref. a, ch 3]

(Signature and Date)

.11 Discuss importance of verifying authorized mail orderlies [ref. a, ch 3, 15]

(Signature and Date)

.12 Explain the use of the Registered Mail Inventory and Balance Sheet, DD Form 2261 [ref. a, ch 9]

(Signature and Date)

.13 Discuss Mail on Hand/Dispatch Report [ref. a, ch 11]

(Signature and Date)

.14 Discuss Claims and Inquiries [ref. a, ch 10]

(Signature and Date)

.15 Explain Postal Net Alerts (PNA) [ref. a, ch 11]

(Signature and Date)

.16 Explain Irregularity Reporting, DD Form 2273, PS Form 3826) [ref. a, ch 3, 9]

(Signature and Date)

127 POSTAL OFFICER / OPERATIONS CHIEF (CONT'D)

127.17 Explain Postal Offenses [ref. a, ch 14; ref. e, ch 11]

(Signature and Date)

.18 Discuss flight/truck schedules [ref. a, ch 11]

(Signature and Date)

.19 Discuss procedures for mail collection [ref. a, ch 3]

(Signature and Date)

.20 Discuss the requirements for daily/weekly post office inspections
[ref. a, ch 12; ref. b, ch 3, 6]

(Signature and Date)

.21 Explain procedures for submitting Mail Routing Instructions [ref. a, ch 11;
ref. b, ch 9; ref. d, ch 13]

(Signature and Date)

.22 Discuss the requirements for daily/weekly review of Daily Financial Report, PS Form
1412 [ref. a, ch 8]

(Signature and Date)

.23 Explain the process for reviewing incoming postal messages
[ref. a, ch 11, 14; ref. b, ch 9; ref. d, ch 13]

(Signature and Date)

.24 Discuss the procedures for MATTIS submission
[ref. b, ch 9]

(Signature and Date)

127 **POSTAL OFFICER / OPERATIONS CHIEF (CONT'D)**

127.25 Determine the requirements for updating and maintaining the SOP
[ref. a, ch 10; ref. b, ch 3]

(Signature and Date)

.26 Explain requirements for maintaining duplicate key envelopes [ref. a, ch 10;
ref. d, ch 1]

(Signature and Date)

.27 Discuss the requirements for monthly/special audits [ref. a, ch 12;
ref. b, ch 10]

(Signature and Date)

.28 Explain the procedures for mail transfer at sea [ref. e]

(Signature and Date)

.30 Discuss PAV inspections [ref. a, ch 10; ref. b, ch 6]

(Signature and Date)

.31 Explain what constitutes a postal offense and how to report/update
[ref. a, ch 14; ref. b, ch 5]

(Signature and Date)

.32 Explain the procedures for removing the NEC-3001 for cause [ref. f]

(Signature and Date)

.33 Explain the order of precedence for emergency destruction [ref. b, ch 5]

(Signature and Date)

128 POSTAL ASSISTANCE ADVISOR/POSTAL FINANCE OFFICER

References:

- [a] OPNAVINST 5112.6D
 - [b] COMNAVSURFORINST 5040
 - [c] JOINT INST COMPACFLT/USFF 5110.1
 - [d] DoD 4525.6M
 - [e] AMPS Users Guide
-

128.1 Explain procedures for file maintenance of POSTAL OFFICER/COPE/APPO [ref. a, ch 3]

(Signature and Date)

.2 Describe procedures for assisting PPOs [ref. b]

(Signature and Date)

.3 Explain procedures for implementing policy changes [ref. c]

(Signature and Date)

.4 Explain procedures for issuing and returning P-PUK's [ref. b]

(Signature and Date)

.5 Discuss procedures for issuing/receiving a postage meter machine to/from a unit [ref. d, ch 7]

(Signature and Date)

.6 Discuss procedures for issuing/receiving accountable equipment to/from units [ref. a, ch 3]

(Signature and Date)

.7 Discuss steps to review registered mail balance sheets, mail orderly systembinders and online PS form 1412s [ref. d, ch 9]

(Signature and Date)

128 POSTAL ASSISTANCE ADVISOR/POSTAL FINANCE OFFICER (CONT'D)

128.8.8 Describe steps to resolve financial discrepancies with USPS
[ref. d, ch 9]

(Signature and Date)

.9 Explain procedures on submitting a postal offense report [ref. d, ch 14]

(Signature and Date)

.10 Explain how to issue an AMPS account [ref. e]

(Signature and Date)

.11 Explain the procedures on submitting PTS and MATTIS [ref. e]

(Signature and Date)

.12 Explain different types of audits and when they are conducted
[ref. d, ch 12]

(Signature and Date)

.13 Describe the submission process of audit critique sheets [ref. a, ch 1]

(Signature and Date)

.14 Describe the types of reports submitted to Fleet Postal Officers [ref. c]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST

References:

- [a] NAVSUP P-485, NAVAL SUPPLY PROCEDURES VOL 1 & 2, Afloat Supply Procedures
 - [b] Relational Supply Support Procedures User's Manual
 - [c] COMNAVAIRFORINST 4790.2, NAMP Concepts, Policies, Organizations, Maintenance Support Procedures and O/I Level Maintenance,
 - [d] NALCOMIS User's Guide
 - [e] OMMS-NG Organizational Maintenance Management System - Next Generation Guide/System Help Files
 - [f] Integrated Bar Code System User's Guide
 - [g] NAVSUPINST 4200.99, DON Policies and Procedures for the Operation and Management of the GCPC
 - [h] COMFIRSTNCDINST 4400.3A, Seabee Supply Manual
 - [i] COMNAVAIRFORINST 4440.2A, Supply Operations Manual
 - [j] COMNECCINST 4400.1, Navy Expeditionary Force Supply Manual
 - [k] COMNAVSURFORINST 4440.1, Surface Force Supply Procedures
-

129.1 Explain importance of stowing for sea and general storeroom maintenance [ref. a, ch. 4]

(Signature and Date)

.2 Explain the importance of storeroom security & key control [ref. a, ch. 4]

(Signature and Date)

.3 Discuss the importance of segregation of material upon receipt [ref. a, ch. 4]

(Signature and Date)

.4 Discuss the importance of receipt processing [ref. a, ch. 4; ref. b, vol. 4]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

129.5 What actions should be taken when incoming material is: [ref. a, ch. 4; ref. b, vol. 4]

- .a Without a receipt
- .b Quantity received does not match receipt document
- .c Quantity received is less than receipt document and document is not suffixed.
- .d Erroneous shipment

(Signature and Date)

.6 What actions should be taken when the following types of materials are received: [ref. a, ch. 4]

- .a DLR/AVDLR
- .b Flight Clothing
- .c Classified
- .d Medicinal
- .e Shelf-Life
- .f Pilferable
- .g Hazmat
- .h Open purchase
- .i Push Items
- .j MAMS/TBI
- .k Q-COSAL
- .l Weapons
- .m Personal Gear Issue

(Signature and Date)

.7 Explain the process from receipt to stow [ref. a, ch. 3; ref. b, vol. 4]

- .a Manual receipt
- .b IBS

(Signature and Date)

.8 Discuss the importance of preparation, packing and shipping of materials [ref. a, ch. 5, 7]

(Signature and Date)

129

LEADING LOGISTICS SPECIALIST (CONT'D)

129.9

Describe the process involved in Personal Effects [ref. a, ch. 5, 6]

(Signature and Date)

.10 Explain the difference between a RIP and a stow [ref. a, ch. 4; ref. b, vol. 4; ref. f]

(Signature and Date)

.11 Explain reconciliation of RIPs with no stows [ref. a, ch. 4; ref. b, vol. 4; ref. f]

(Signature and Date)

.12 Discuss the procedures to clear frustrated receipts from suspense [ref. a, ch 4; ref. b, vol. 4]

(Signature and Date)

.13 Explain the importance of shelf-life management [ref. a, ch. 4, 8]

(Signature and Date)

.14 Explain the importance of Defective Material Summary management [ref. a, ch. 4]

(Signature and Date)

.15 Describe the process of subcustody [ref. a, ch. 3; ref. b, vol. 3, 4]

(Signature and Date)

.16 Describe the procedure for issue and receipt of organizational clothing [ref. a, ch. 6; ref. b, vol. 4]

(Signature and Date)

.17 Identify requirements for Tool Kit management [ref. h, ch. 4]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

129.18 State the importance of a Location Audit process [ref. a, ch. 6]

(Signature and Date)

.19 State the significance of producing and updating an annual inventory schedule [ref. a, ch. 6]

(Signature and Date)

.20 Discuss the process of reconciling an inventory [ref. a, ch. 6; ref. b, vol. 3]

(Signature and Date)

.21 State reasons for spot inventory [ref. a, ch. 6]

(Signature and Date)

.22 Discuss daily issue processing and procedures [ref. a, ch. 3, 5]

(Signature and Date)

.23 State the significance of accurate file maintenance [ref. a, ch. 1]

(Signature and Date)

.24 Identify the causes for Not-In-Stock inventory situations [ref. a, ch. 6]

(Signature and Date)

.25 Describe Change Notice processing [ref. a, ch. 6]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

129.26 Describe the significance and process of morning reports to include:
[ref. a, ch. 1; ref. b]

- .a Tech Edit
- .b Suspense
- .c Issues
- .d Stock Control Review Listing
- .e Status Exception Listing

(Signature and Date)

.27 Describe reorder processing [ref. a, ch. 2, 3]

(Signature and Date)

.28 Discuss ASI processing [ref. a, ch. 1, 2; ref. b, vol. 2, 3]

(Signature and Date)

.29 Analyze monthly readiness indicators [ref. a, ch. 1]

(Signature and Date)

.30 Describe the steps for stock requisition maintenance [ref. a, ch. 3; ref. b]

(Signature and Date)

.31 Describe the steps for DTO requisition maintenance [ref. a, ch. 3;
ref. b, vol. 4]

(Signature and Date)

.32 Describe the external MOV process [ref. a, ch. 3; ref. b, vol. 4]

(Signature and Date)

.33 Describe the internal MOV process [ref. a, ch. 3; ref. b, vol. 4]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

129.34 Discuss the Supply Discrepancy Report process [ref. a, ch. 4, 5; ref. b, vol. 4]

(Signature and Date)

.35 Describe the contents of the monthly run schedule: [ref. a, ch. 1]

- .a R-Supply
- .b NALCOMIS

(Signature and Date)

.36 Describe the medical prime vendor process [ref. a, ch. 3]

(Signature and Date)

.37 Describe 2M procedures [ref. a, ch. 3]

(Signature and Date)

.38 Discuss the importance of balanced financial listings [ref. a, ch. 9]

(Signature and Date)

.39 Describe financial difference listings and the processing of: [ref. a, ch. 9]

- .a SFOEDL
- .b UOL

(Signature and Date)

.40 Describe the process and management of the Fuel Program [ref. a, ch. 3]

(Signature and Date)

.41 What are the responsibilities of the ESD Program Coordinator in the Supply Department [ref. c, ch. 10, para. 10.21.3.4]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

- 129.42 Identify the procedures when accepting a NRFI component
[ref. a, vol. I ch. 2, 6; ref. a vol. II, app. 1; ref. c, chap. 9, para. 9.1.29]

(Signature and Date)

- .43 What CASREP data elements are generated by supply
[ref. a, vol. I, ch. 3]

(Signature and Date)

- .44 What are the procedures to requisition for continuing services
[ref. a, vol. I, ch. 3]

(Signature and Date)

- .45 What are the procedures for an open purchase [ref. a, vol. I, ch. 3]

(Signature and Date)

- .46 What items are prohibited under the GCPC Program [ref. g, ch. 5]

(Signature and Date)

- .47 Discuss the different parts of the Level Setting Summary Report
[ref. a, vol. I, ch. 6]

(Signature and Date)

- .48 Explain safeguards that should be established for manual downtime processing:
[ref. i, ch. 12)

- .a Documentation accountability
- .b Asset accountability
- .c Obligation/Financial accountability

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

129.49 Describe the requirements for shipping and handling of the following types of material: [ref. a, ch. 4]

- .a DRMO
- .b OSO
- .c End-Use
- .d Ashore

(Signature and Date)

.50 Discuss the relationship between port services and ship services [ref. a, ch. 1, 3]

(Signature and Date)

.51 Describe the various types of material handling equipments and their functions [ref. a, ch. 4, 7]

(Signature and Date)

.52 Explain the Repair and Return Program [ref. i, ch. 12]

(Signature and Date)

.53 Explain preparation for return from deployment in reference to DTO requisition management: [ref. a, ch. 3; ref. i, ch. 12]

(Signature and Date)

.54 Explain the CVN/CVW Aviation Support Milestone Program: [ref. i, ch. 12]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

129.55 Explain the TYCOM Aviation Performance Indicators to include the following:
[ref. i, ch. 12]

- .a NMCS/PMCS Offships
- .b R-Pool Effectiveness
- .c R-Pool Accommodation Factor
- .d AWP Average Monthly Inductions
- .e AWP Aged Components
- .f IOU

(Signature and Date)

.56 Explain the Aviation Logistics Review Conference (ALRC): [ref. I, ch. 12]

(Signature and Date)

.57 Explain the REAVCAL/CAVCAL process to include: [ref. c, ch. 12]

- .a Outfitting directive
- .b AECL validation
- .c ISS catalog
- .d IMRL validation
- .e MAMs/TBI validation
- .f Pre-AQRC
- .g AQRC

(Signature and Date)

.58 Explain the coordination required to develop and procure phase kits, and the process of expending unused kits: [ref. c, ch. 12]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

129.59 Explain the purpose of reviewing the following NALCOMIS reports/listings:
[ref. c, ch. 12]

- .a DIFM report
- .b IOU
- .c AWP repair parts status report
- .d AWP Overaged report
- .e NMCS/PMCS report
- .f INPRO report
- .g ISSIP report
- .h RSRSR
- .i Pool Critical report
- .j Subcustody list
- .k Suspense list
- .l Out of balance indicator report

(Signature and Date)

.60 Explain the Aviation high priority off-ship requisition expediting process:
[ref. c, ch. 12]

- .a Gypsy Det coordination
- .b Logistics pipeline
- .c Beach Det expediter
- .d Cargo fleet freight routing

(Signature and Date)

.61 Explain the fly-off requirements reporting procedure: [ref. c, ch. 12]

(Signature and Date)

.62 Explain the situation when a D-Action of components back to squadron applies [ref. c, ch. 12]

(Signature and Date)

.63 Explain the purpose of the ASMR and its supply sections [ref. c, ch. 12]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

129.64 Explain the purpose of the AMCR and its supply sections [ref. c, ch. 12]

(Signature and Date)

.65 Explain the UMS and MATCONOFF procedures [ref. c, ch. 12]

(Signature and Date)

.66 Explain the aircraft engines and modules management procedure [ref. c, ch. 12]

(Signature and Date)

.67 Explain the procedure for PUK management [ref. c, ch. 12]

(Signature and Date)

.68 Explain the importance of retrograde off load management [ref. c, ch. 12]

(Signature and Date)

.69 Explain the MAF and requisition kill process and the importance of minimizing this activity [ref. c, ch. 12]

(Signature and Date)

.70 Discuss the policies and procedures of vehicle management [ref. j, ch. 3, 7]

(Signature and Date)

.71 Discuss preparation, periodicity and submission of financial reports [ref. a, ch. 9]

(Signature and Date)

.72 Describe validation of financial listings [ref. a, ch. 9]

(Signature and Date)

129 LEADING LOGISTICS SPECIALIST (CONT'D)

129.73 Explain the importance of accurate and complete validation tables [ref. b]

(Signature and Date)

.74 Explain the importance of financial management/budgeting [ref. a, ch. 9]

(Signature and Date)

.75 Explain what TIR processing is and why it is important [ref. a, ch. 9, ref. b]

(Signature and Date)

.76 Explain the NEURS reporting requirements [ref. a, ch. 9, ref. b]

(Signature and Date)

.77 Discuss services provided by husbanding agent [ref. a, ch. 9]

(Signature and Date)

.78 Explain obligation adjustments regarding purchase card requests and continuing services contracts [ref. a, ch. 9]

(Signature and Date)

.79 Explain how to monitor and submit the Continuous Monitoring Program (CMP) [ref. a, ch. 9]

(Signature and Date)

200 INTRODUCTION TO SYSTEMS

200.1 BASIC BUILDING BLOCKS

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

200.2 COMPONENTS AND COMPONENT PARTS

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

200.3 FORMAT

Each system is organized within the following format:

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

200.4 HOW TO COMPLETE

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

201 **SUPPLY BASICS**

References:

- [a] NAVSUP P-732, Relational Supply Support Procedures Unit Level User's Manual
 - [b] NAVSUP P-731, Relational Supply Support Procedures Force Level User's Manual
 - [c] Integrated Barcode System User's Guide
 - [d] Optimized NALCOMIS IMA User's Guide
 - [e] Optimized NALCOMIS OMA User's Guide
 - [f] STARS-FL User's Guide
 - [g] Local Asset Management System (LAMS) User's Guide
 - [h] HICSWIN User's Guide
 - [i] FEDLOG User's Guide
 - [j] Organizational Material Management System-New Generation User's Manual
 - [k] [WebSalts](#)
 - [l] [ANSRS \(Automated Non-Standard Requisitioning System - Aviation\)](#)
 - [m] [eRetrograde Management Systems \(ERMS\)](#)
 - [n] [ASKIT \(Aviation Storekeeper\)](#)
 - [o] [Ships Hazardous Material List \(SHML\)](#)
 - [p] [AMSSR Web](#)
 - [q] [One Touch Support \(OTS\)](#)
 - [r] [Supply Discrepancy Report \(SDR\)](#)
 - [s] [DOD EMAIL](#)
 - [t] [NAVICP Extranet](#)
 - [u] [Citidirect](#)
 - [v] [NAVICP Asset Visibility](#)
 - [w] [ATAV/FIMARS](#)
 - [x] [Consolidated Card Program Management Division \(CCPMD\)](#)
-

201.1 SYSTEM COMPONENTS AND COMPONENT PARTS

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

201 SUPPLY BASICS (CONT'D)

Questions

201.1.1 Relational Supply Unit [ref. a]

A B

- .a Site Management (Volume II)
- .b Inventory Management (Volume III)
- .c Logistics Management (Volume IV)
- .d Financial Management (Volume V)
- .e Query Management (Volume VI)

(Signature and Date)

.2 Relational Supply Force [ref. b]

A B

- .a Site Management (Chapter 2)
- .b Inventory Management (Chapter 3)
- .c Logistics Management (Chapter 4)
- .d Financial Management (Chapter 5)
- .e Query Management (Chapter 6)

(Signature and Date)

.3 Integrated Barcode System [ref. c]

A B

- .a System (Section 1.3.1)
- .b Keyboard Familiarization (Section 1.3.2)
- .c R-Supply/SNAP II Interface (Section 1.3.4)
- .d Scanner Preparation (Section 1.3.8)
- .e Receipt Management (Section 1.1.3)
- .f Inventory Management (Section 1.1.4)

(Signature and Date)

.4 Optimized NALCOMIS IMA [ref. d]

A B

- .a Supply Subsystem (Chapter 5)
- .b Reports Subsystem (Chapter 6)
- .c System Subsystem (Chapter 7)

(Signature and Date)

201 SUPPLY BASICS (CONT'D)

Questions

201.1.5 Optimized NALCOMIS OMA [ref. e]

A B

- .a ADHOC Query
- .b Maintenance
- .c Material Control
- .d Technical Publication

(Signature and Date)

.6 STARS-FL [ref. f]

A B

(Signature and Date)

.7 LAMS [ref. g]

A B

- .a Transaction Reports
- .b Maintenance
- .c Queries/Reports
- .d External Forms
- .e Utilities
- .f Advance Utilites

(Signature and Date)

.8 HICSWIN [ref. h]

A B

(Signature and Date)

.9 WEBFLIS & FEDLOG [ref. i]

A B

(Signature and Date)

.10 OMMS-NG [ref. j]

A B

(Signature and Date)

.11 WEB SALTS [ref. k]

A B

(Signature and Date)

201 SUPPLY BASICS (CONT'D)

Questions

201.2.12	ANSRS [ref. l]	A B
	<hr/> <p>(Signature and Date)</p>	
.13	eRMS [ref. m]	A B
	<hr/> <p>(Signature and Date)</p>	
.14	ASKIT Web [ref. n]	A B
	.a Setting Up (pg 6)	
	.b OP20 and Grant Data Entry (pg 29)	
	.c Requisitions (pg 34)	
	.d C9999 and Fuel Documents (pg 72)	
	.e Flight Hours (pg 105)	
	.f Fuel Obligation Report (pg 109)	
	.g Budget / OPTAR Report (pg 112)	
	.h UOL Processing (pg 144)	
	.i SFOEDL Processing (pg 191)	
	<hr/> <p>(Signature and Date)</p>	
.15	SHML [ref. o]	A B
	<hr/> <p>(Signature and Date)</p>	
.16	AMSRR [ref. p]	A B
	<hr/> <p>(Signature and Date)</p>	
.17	One Touch [ref. q]	A B
	<hr/> <p>(Signature and Date)</p>	
.18	Supply Discrepancy Report [ref. r]	A B
	<hr/> <p>(Signature and Date)</p>	

201 SUPPLY BASICS (CONT'D)

Questions

201.2.19 DoD EMALL [ref. s]

A B

(Signature and Date)

.20 Defective Material Summary [ref. t]

A B

(Signature and Date)

.21 Citibank [ref. u]

A B

(Signature and Date)

.22 NAVICP [ref. v]

A B

(Signature and Date)

.23 ATAV/FIMARS [ref. w]

A B

(Signature and Date)

.24 Navy Consolidated Card Program Management [ref. x]

A B

(Signature and Date)

201.2 PRINCIPLES OF OPERATION – None to be discussed.

201.3 PARAMETERS/OPERATING LIMITS – None to be discussed.

201.4 SYSTEM INTERFACE – None to be discussed.

201.5 SAFETY PRECAUTIONS – None to be discussed.

202 **POSTAL FINANCE CLERK SYSTEMS**

References:

- [a] NAVSUP Publication P-730, Unisys III Operations Handbook
 - [b] MP&A IRT Users Guide
 - [c] 8100 Users Guide
 - [d] TRANZ 380 Users Guide
 - [e] B 700 User's Guide
-

202.1 SYSTEM COMPONENTS AND COMPONENT PARTS

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 sources of power
- D. What are the modes of operation or control
- E. What are the probable indications if this component fails
- F. Who are your trouble call points of contact

- | | | <u>Questions</u> |
|----|---|------------------|
| | | A B C D E F |
| .1 | Integrated Retail Terminal [ref. a, ref. b]

_____ (Signature and Date) | A B C D E F |
| .2 | Postage Validation Imprinter [ref. a, ref. b]

_____ (Signature and Date) | A B C D E F |
| .3 | Money Order Imprinter [ref. c]

_____ (Signature and Date) | A B C D E F |
| .4 | Debit / Credit Card Terminal [ref. d]

_____ (Signature and Date) | A B C D E F |
| .5 | Postage Meter [ref. e]

_____ (Signature and Date) | A B C D E F |

202 POSTAL FINANCE CLERK SYSTEMS (CONT'D)

202.2 PRINCIPLES OF OPERATION – None to be discussed

202.3 PARAMETERS/OPERATING LIMITS – None to be discussed

202.4 SYSTEM INTERFACE - None to be discussed

202.5 SAFETY PRECAUTIONS – None to be discussed

203 DECK OPERATIONS SYSTEMS

References:

[a] Manufacturer's Guide received with the equipment

203.1 SYSTEM COMPONENTS AND COMPONENT PARTS

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 sources of power
- D. What are the modes of operation or control
- E. What are the probable indications if this component fails
- F. Who are your trouble call points of contact

.2 Global Business System (GBS) [ref. a]

Questions
A B C D E F

(Signature and Date)

.3 X-Ray Scanner [ref. a]

A B C D E F

(Signature and Date)

.4 Hand held Scanner [ref. a]

A B C D E F

(Signature and Date)

203.2 PRINCIPLES OF OPERATION – None to be discussed

203.3 PARAMETERS/OPERATING LIMITS – None to be discussed

203.4 SYSTEM INTERFACE - None to be discussed

203.5 SAFETY PRECAUTIONS – None to be discussed

204 POSTAL PETTY OFFICER SYSTEMS

References:

[a] [Postal Meter Guide](#)

[b] N900 Electronic scale Guide (<http://www.pitneyworks.com/N900>)

204.1 System components and component parts

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

		<u>Questions</u>
204.1.1	Postage Meter [ref. a, chs. 3, 4]	A B
<hr/>		
	(Signature and Date)	
.2	Scale [ref. b]	A B
<hr/>		
	(Signature and Date)	
.3	Scanner [ref. b]	A B
<hr/>		
	(Signature and Date)	
204.2	<u>PRINCIPLES OF OPERATION</u> – None to be discussed.	
204.3	<u>PARAMETERS/OPERATING LIMITS</u> – None to be discussed.	
204.4	<u>SYSTEM INTERFACE</u> – None to be discussed.	
204.5	<u>SAFETY PRECAUTIONS</u> – None to be discussed.	

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.

FINAL QUALIFICATION

NAVEDTRA 43244-1A

301 SUPPLY BASICS

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 LS SUPPLY BASICS (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

301 SUPPLY BASICS

Estimated completion time: 6 months

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:

Logistics Specialists "A" School (RECOMMENDED)

Completed _____
(Qualifier and Date)

OTHER QUALIFICATIONS:

- .2 Successfully complete required Material Handling Equipment qualifications.

(Signature and Date)

- .3 NONRESIDENT TRAINING COURSE:

Customer Service Manual, NAVEDTRA 14056A (RECOMMENDED)

Completed _____
(Qualifier and Date)

- .4 FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 55% of Watchstation
(Qualifier and Date)

- .5 SYSTEMS FROM THIS PQS:

201 Supply Basics

Completed _____ 45% of Watchstation
(Qualifier and Date)

301 SUPPLY BASICS (CONT'D)

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 is the impact or probable cause of this function
- D. Satisfactorily perform this task.

Questions

.1	Conduct material condition inspection of a storeroom and associated equipment as listed on the CCOL and identify required maintenance	A B C D
----	---	---------

(Signature and Date)

.2	Identify planned maintenance for listed storeroom and associated equipment in 301.2.1 above	A B C D
----	---	---------

(Signature and Date)

.3	Identify steps to secure for sea listed in 301.2.1 above	A B C D
----	--	---------

(Signature and Date)

.4	Demonstrate the storeroom key check-out and check-in procedure and account for all the storeroom keys at the end of the day	A B C D
----	---	---------

(Signature and Date)

.5	Identify the following using a selected part number and Manufacturer's code/Commercial and Government Entity (CAGE) code:	A B D
----	---	-------

- .a National Stock Number (NSN)
- .b National Item Identification Number (NIIN)
- .c National Codification Bureau (NCB)
- .d Cognizance symbol (COG)
- .e Material Control Code (MCC)
- .f Special Material Identification Code (SMIC)

301 SUPPLY BASICS (CONT'D)

Questions

- 301.2.5 .g Special Material Content Code (SMCC) A B D
- .h Shelf life code (SLC)
- .i Shelf life action code (SLAC)
- .j Controlled Item Identification Code (CIIC)
- .k Acquisition Advice Code (AAC)
- .l Remain In Place code (RIP)
- .m Manufacturer's code/Commercial and Government Entity (CAGE)
- .n Alternate NSN (National Stock Number)
- .o Alternate Part number (P/N)

(Signature and Date)

- .6 Conduct a global search for material availability on the items Listed below A B D
- .a Identify availability of supply system stock
- .b Identify availability at other activities
- .c Identify commercial availability

(Signature and Date)

- .7 Perform Issue Processing proficiency to include the following: A B C D
- .a Perform five issues to include ensuring setting Inventory Flag "B" or "Pic-Tic code B" for Not in Stock (NIS) items
- .b Annotate issue document
- .c Show in R-Supply Stock Item Table where Inventory Flag "B" is shown.

(Signature and Date)

- .8 Perform receiving of incoming material to include segregating stock from DTO, MVO DTO and DTO received from the supply system, Aviation Supply Support Division's material from General Stores Division's material and hazardous material from non-hazardous material. A B C D

(Signature and Date)

301 SUPPLY BASICS (CONT'D)

Questions

301.2.9 Show proficiency in special material handling to include the following:

A B C D

Review receipt documents and identify a:

.a DLR

(Signature and Date)

.b AVDLR

(Signature and Date)

.c CASREP

(Signature and Date)

.d NMCS/PMCS

(Signature and Date)

.e Broad Arrow

(Signature and Date)

.f Q-COSAL

(Signature and Date)

.g Level 1

(Signature and Date)

.h Classified item

(Signature and Date)

301 SUPPLY BASICS (CONT'D)

Questions
A B C D

301.2.9 .i PMO ISIS and the advantages for utilization

(Signature and Date)

.j Medical

(Signature and Date)

.k Shelf life

(Signature and Date)

.l MAMS/TBI

(Signature and Date)

.m Refrigerated

(Signature and Date)

.n Pilferable

(Signature and Date)

.10 Distribute the above incoming items to the correct point of contact A B C D

(Signature and Date)

.11 Submit a Supply Discrepancy Report: A B C D

(Signature and Date)

.12 Show proficiency with Receipt in Process (RIP) to include: A B C D

- .a Segregate material for distribution
- .b RIP thirty receipts with IBS
- .c Create dummy receipts

301 SUPPLY BASICS (CONT'D)

Questions

301.2.12 .d Show processed RIP (X72) in RSupply CTL

A B C D

(Signature and Date)

.13 Show proficiency with receipt processing to include:

A B C D

- .a Perform Stow Processing with IBS (If applicable) for thirty receipts including dummy receipts and gain and loss in shipments
- .b Annotate stowed receipt
- .c Show processed receipt (X71) in RSupply CTL and ART

(Signature and Date)

.14 File the following documents in proper sequence:

A B C D

- .a 10 stock stow documents

(Signature and Date)

- .b 10 DTO receipt documents

(Signature and Date)

- .c 10 issue documents

(Signature and Date)

.15 Perform Location Audit with IBS for thirty locations:

A B C D

(Signature and Date)

.16 Perform Manual Location Audit

A B C D

(Signature and Date)

.17 Perform Inventory Processing with IBS for thirty line items

A B C D

(Signature and Date)

WATCHSTATION 301

301 SUPPLY BASICS (CONT'D)

Questions

301.2.18 Perform Manual Inventory A B C D

(Signature and Date)

.19 Show proficiency in shelf-life management to include the following: A B C D

- .a Assign appropriate Local Management Codes in RSupply to items with shelf-life code
- .b Pull expired type 1 shelf-life items to process for offload
- .c Pull expired type 2 shelf-life and process for possible extension
- .d Ensure pulled expired shelf-life has been expended from the Stock Item Table in RSupply.
- .e Adjust Local Management Codes as required

(Signature and Date)

.20 Perform storeroom action required as directed by the Change Notice report A B C D

(Signature and Date)

.21 Screen and process material in accordance with the Defective Material Summary (DMS): A B C D

(Signature and Date)

.22 Perform procedures for using Electro-Static Discharge equipment for ESD sensitive material A B C D

(Signature and Date)

301 SUPPLY BASICS (CONT'D)

Questions

301.2.23 Identify the procedures for accepting a NRFI part: A B C D

- .a Verify part number being turned in against part ordered
- .b Ensure part is properly packaged and protected
- .c Verify part number and serial number against OPNAV 4790/2K (Automated AWR) or OPNAV 4790/60
- .d Obtain a proof of turn-in document with legible signature for the NRFI part

(Signature and Date)

.24 Prepare applicable Shipping Document, pack, log and ship five items. A B C D

(Signature and Date)

.25 Secure and account for Personal Effects A B C D

(Signature and Date)

.26 Process and record the issue of material to others on a sub-custody basis: A B C D

(Signature and Date)

.27 Complete sight inventory of material issued to others on a sub-custody basis: A B C D

(Signature and Date)

.28 Process and record the return of material to others on a sub-custody basis A B C D

(Signature and Date)

301 SUPPLY BASICS (CONT'D)

Questions

- 301.2.29 Account for organizational clothing by performing the following: A B C D
- .a Issue
 - .b Record return
 - .c Reconcile not returned material

(Signature and Date)

- .30 Demonstrate proficiency with tool kit management by performing the following: A B C D
- .a Build up tool kit based on Table of Allowance (TOA)
 - .b Issue tool kit to battalion
 - .c Post off-line sub-custody
 - .d Process returned kits

(Signature and Date)

- .31 Establish a continuing service to include: A B C D
- .a Build obligation in SNAP II/R-Supply/ASKIT
 - .b Prepare DD1149 to request service
 - .c Create folder to hold corresponding paper work
 - .d Screen incoming invoices and SFOEDL posting and determine if additional funds are required and post the additional obligation (X78)
 - .e Post monthly receipt to local log and in SNAP II/R-Supply
 - .f Make financial adjustments in SNAP/R-Supply/ASKIT
 - .g Prepare DD1149 for amendment purposes

(Signature and Date)

- .32 Establish an Open Purchase requirement to include: A B C D
- .a Screen requested item to ensure it does not have a stock number available from supply system
 - .b Screen mandatory sources using DOD EMALL and GSA Advantage websites
 - .c Prepare purchase request form used by command , i.e., DD1149, 1250-2, 1348-6 or local request form) to request material
 - .d Create folder to hold corresponding paper work
 - .e Create purchase card log to ensure adequate accountability and timely receipt of material

WATCHSTATION 301

301 SUPPLY BASICS (CONT'D)

Questions

301.2.32 .f Post receipt of material in R-Supply/ASKIT and file folder in completed file A B C D

(Signature and Date)

Completed .2 area comprises 97% 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. Satisfactorily perform or simulate this infrequent task.

Questions

301.3.1 Check the storeroom location(s) for on hand quantity as listed in the Levels Part 10 report: A B C

(Signature and Date)

COMPLETED .3 AREA COMPRISES 3% OF WATCHSTATION.

301.4 ABNORMAL CONDITIONS – None to be discussed.

301.5 EMERGENCIES – None to be discussed.

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)

302 REQUISITIONING

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 LS REQUISITIONING (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

302 REQUISITIONING

Estimated completion time: 30 days

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: RECOMMENDED

Logistics Specialist "A" School A-551-0169

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 62% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 28% of Watchstation
(Qualifier and Date)

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 coordination is required
- D. What means of communications are used
- E. Satisfactorily perform this task.

Questions

302.2.1 Provide Supply data pieces to process CASREP

(Signature and Date)

A B C D E

WATCHSTATION 302

302 REQUISITIONING (CONT'D)

Questions

- | | | |
|---------|---|-----------|
| 302.2.2 | Submit ANORS requisition | A B C D E |
| | _____ | |
| | (Signature and Date) | |
| .3 | Submit NORS requisition | A B C D E |
| | _____ | |
| | (Signature and Date) | |
| .4 | Submit NMCS/PMCS/ BROAD ARROW requisition | A B C D E |
| | _____ | |
| | (Signature and Date) | |
| .5 | Process manual and automated DTO requisition | A B C D E |
| | _____ | |
| | (Signature and Date) | |
| .6 | Process manual and automated stock requisition | A B C D E |
| | _____ | |
| | (Signature and Date) | |
| .7 | Process requisition with part number | A B C D E |
| | _____ | |
| | (Signature and Date) | |
| .8 | Screen and process requisition through Free-Issue sources | A B C D E |
| | _____ | |
| | (Signature and Date) | |
| .9 | Produce Reorder Review for stock | A B C D E |
| | _____ | |
| | (Signature and Date) | |

WATCHSTATION 302

302 REQUISITIONING (CONT'D)

Questions

302.2.10 Produce Initial Outfitting Reorder for stock A B C D E

(Signature and Date)

.11 Produce stock reorder utilizing specific Local Management Code A B C D E

(Signature and Date)

.12 Process a bearer walk-thru A B C D E

(Signature and Date)

COMPLETED .2 AREA COMPRISES 80% 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. Satisfactorily perform or simulate this infrequent task

Questions

.1 Process AVCAL/REAVCAL/CAVCAL reorder A B C

(Signature and Date)

.2 Process material requisition / receipt of PUSH Material Utilizing not-from-due procedures A B C

(Signature and Date)

.3 Maintain Offline-Requisition Log A B C D E

(Signature and Date)

WATCHSTATION 302

302 REQUISITIONING (CONT'D)

Questions

.4 Process manual onboard walk-thru when system is down A B C D E

(Signature and Date)

COMPLETED .3 AREA COMPRISES 15% OF WATCHSTATION

302.4 ABNORMAL CONDITIONS – None to be discussed.

302.5 EMERGENCIES

For the emergencies listed below:

- A. What immediate action is required
- B. How does this emergency affect other operations/equipment/watchstations
- C. What follow-up action is required
- D. Satisfactorily perform or simulate the immediate action for this emergency.

Questions

302.5.1 Process emergency parts break-out. A B C D

(Signature and Date)

COMPLETED .5 AREA COMPRISES 5% OF WATCHSTATION.

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 REQUISITION MAINTENANCE

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 REQUISITION MAINTENANCE (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

303 REQUISITION MAINTENANCE

Estimated completion time: 30 days

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: SUPPLY BASICS

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:

.a 301 Supply Basics

Completed _____ 33% of Watchstation
(Qualifier and Date)

.b 302 Requisitioning

Completed _____ 12% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

.a 102 Supply Basics

Completed _____ 20% of Watchstation
(Qualifier and Date)

.b 103 Requisitioning

Completed _____ 6% of Watchstation
(Qualifier and Date)

.c 104 Requisition Maintenance

Completed _____ 13% of Watchstation
(Qualifier and Date)

303 REQUISITION MAINTENANCE (CONT'D)

.4 SYSTEMS FROM THIS PQS:

.a 201 Supply Basics

Completed _____ 16% of Watchstation
(Qualifier and Date)

303.2 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

303.2.1 Process Incoming/Outgoing status A B C

(Signature and Date)

.2 Process Status-Exception Listing / Suspense Listing A B C

(Signature and Date)

.3 Run and Process various status listings in accordance with Run Schedule A B C

(Signature and Date)

.4 Conduct causative research for requisition processing A B C

(Signature and Date)

.5 Generate SAMMA/SAL/SIMARS A B C

(Signature and Date)

.6 Generate follow ups/cancellations/modifiers A B C

(Signature and Date)

WATCHSTATION 303

303 REQUISITION MAINTENANCE (CONT'D)

Questions

303.2.7 Generate Internal MOV report A B C

(Signature and Date)

.8 Perform internal MOV Processing for 1 Division to include the following: A B C

- .a Submission of AC1 for closed JCN
- .b Follow-up status on required material
- .c Generate dummy receipts to acknowledge receipt of material

(Signature and Date)

.9 Perform MOV receipt processing for one division A B C

(Signature and Date)

.10 Generate and Release MOV follow up/cancellation for one division A B C

(Signature and Date)

.11 Validate and Process an External MOV report for a AN_, AP_, BMVSGA A B C

(Signature and Date)

.12 File completed MOVs A B C

(Signature and Date)

COMPLETED .2 AREA COMPRISES 92% OF WATCHSTATION.

303 REQUISITION MAINTENANCE (CONT'D)

303.3 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. Satisfactorily perform or simulate this infrequent task.

Questions

- .1 Generate and release cancellation follow up and requisition modifier A B C

(Signature and Date)

COMPLETED .3 AREA COMPRISES 8% OF WATCHSTATION.

303.4 ABNORMAL CONDITIONS – None to be discussed.

303.5 EMERGENCIES – 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

(Signature and Date)

304 INVENTORY MANAGEMENT

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 LS INVENTORY MANAGEMENT (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 304

304 INVENTORY MANAGEMENT

Estimated completion time: 30 days

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:

Logistics Specialist "A" School A-551-1014 (Recommended)

Completed _____
(Qualifier and Date)

R-Supply Force Technical Specialist NEC 2828 A-551-0028 (Recommended)

Completed _____
(Qualifier and Date)

R-Supply Unit Technical Specialist NEC 2829 A-551-0029 (Recommended)

Completed _____
(Qualifier and Date)

IBS Workshop (Recommended)

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 48% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 28% of Watchstation
(Qualifier and Date)

WATCHSTATION 304

304 INVENTORY MANAGEMENT

304.1 .4 SYSTEMS FROM THIS PQS:

201 Supply Basics

Completed _____ 24% of Watchstation
(Qualifier and Date)

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 means of communications are used
- E. What parameters/operating limits must be monitored
- F. Satisfactorily perform this task.

Questions

- | | | |
|----|---|-------------|
| .1 | Schedule, conduct & post manual location audit | A B C D E F |
| | _____ | |
| | (Signature and Date) | |
| .2 | Schedule, conduct & post location audit utilizing IBS | A B C D E F |
| | _____ | |
| | (Signature and Date) | |
| .3 | Schedule, conduct & post inventory utilizing IBS | A B C D E F |
| | _____ | |
| | (Signature and Date) | |
| .4 | Generate applicable IBS inventory management reports | A B C D E F |
| | _____ | |
| | (Signature and Date) | |
| .5 | Schedule, conduct & post manual inventory | A B C D E F |
| | _____ | |
| | (Signature and Date) | |

WATCHSTATION 304

304 INVENTORY MANAGEMENT

Questions

- 304.2.6 Schedule, conduct & post spot inventory utilizing IBS

(Signature and Date) A B C D E F
- .7 Schedule, conduct & post manual spot inventory

(Signature and Date) A B C D E F
- .8 Clear inventory flag

(Signature and Date) A B C D E F
- .9 Complete causative research on the following using current inventory results: A B C D E F
- .a Loss by Inventory (LBI)
.b Gain by Inventory (GBI)

(Signature and Date)
- .10 Complete Financial Liability Investigation of Property Loss, DD Form 200 for the following using current inventory results: A B C D E F
- .a Loss by Inventory (LBI)
.b Gain by Inventory (GBI)

(Signature and Date)
- .11 Post inventory adjustments to property records for the following using completed DD Form 200: A B C D E F
- .a Loss by Inventory (LBI)
.b Gain by Inventory (GBI)

(Signature and Date)
- .12 Generate & post DRMO offload items A B C D E F

(Signature and Date)

WATCHSTATION 304

304 INVENTORY MANAGEMENT

Questions

304.2.13 Generate & post MTIS items A B C D E F

(Signature and Date)

.14 Generate & post OSO/End-Use Transfer material A B C D E F

(Signature and Date)

.15 Assign Local Management Code for Shelf-Life materials A B C D E F

(Signature and Date)

.16 Conduct monthly shelf-life review A B C D E F

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

304.3 INFREQUENT TASKS – None to be discussed.

304.4 ABNORMAL CONDITIONS – None to be discussed.

304.5 EMERGENCIES – None to be discussed.

304.6 WATCHES – None.

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

304.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43244-1A

305 HAZMAT MANAGER

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 HAZMAT MANAGER (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

305 HAZMAT OPERATIONS

Estimated completion time: 30 Days

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:

Hazardous Material Control and Management NEC9595 CIN A- 322-2600 (Recommended)

Completed _____ (Qualifier and Date)

Consolidated Hazardous Material Reutilization and Inventory Management Program CHRIMP Course: CSS-CHM (Recommended)

Completed _____ (Qualifier and Date)

HICSWIN COURSE (RECOMMENDED)

Completed _____ (Qualifier and Date)

Transportation of Hazardous Material, CIN: A-822-0012 (Recommended)

Completed _____ (Qualifier and Date)

.2 PQS QUALIFICATIONS:

WATCHSTATIONS FROM THIS PQS:

.a 301 Supply Basics

Completed _____ 48% of Watchstation (Qualifier and Date)

305 HAZMAT OPERATIONS (CONT'D)

Fundamentals From This PQS:

305.2 .b 102 Supply Basics

Completed _____ 28% of Watchstation
(Qualifier and Date)

SYSTEMS FROM THIS PQS:

.c 201 Supply Basic Systems

Completed _____ 24% of Watchstation
(Qualifier and Date)

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. Satisfactorily perform this task.

Questions

305.2.1	Print a Material Safety Data Sheet (MSDS)	A C
	(Signature and Date)	
.2	Stow five different types of Hazmat (including 1 gas cylinder)	A B C
	(Signature and Date)	
.3	Inspect five items for Shelf-Life	A B C
	(Signature and Date)	
.4	Conduct an inventory of two Hazmat lockers/locations	A B C
	(Signature and Date)	

305 HAZMAT OPERATIONS (CONT'D)

Questions

305.2.5 Operate the Solid Waste Processor, plastic waste processor and can crusher where applicable while wearing PPE A B C

(Signature and Date)

.6 Cross a MIL-SPEC to a NSN A B C

(Signature and Date)

.7 Cross a SPMIG number to a NSN A B C

(Signature and Date)

.8 Generate a list of issued Hazmat from HICSWIN A B C

(Signature and Date)

.9 Generate one hazardous material issue using HICSWIN A B C

(Signature and Date)

.10 Transfer a hazardous material to a secondary container A B C

(Signature and Date)

.11 Receive hazardous material in HICSWIN A B C

(Signature and Date)

.12 Generate a SHML Feedback Report A B C

(Signature and Date)

.13 Verify hazardous material against the SHML A B C

(Signature and Date)

WATCHSTATION 305

305 HAZMAT OPERATIONS (CONT'D)

Questions

305.2.14 Inspect a 7-Day HAZMAT Locker A B C

(Signature and Date)

.15 Verify authorized users of HAZMAT in HICSWIN A B C

(Signature and Date)

.16 Locate all Damage Control Equipment in HAZMINCEN spaces A C

(Signature and Date)

.17 Verify PPE is available for issue with HAZMAT A B C

(Signature and Date)

.18 Place a re-order for hazardous material using Supply System A B C

(Signature and Date)

.19 Turn in used HAZMAT for disposal A B C

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

305.3 INFREQUENT TASKS – None to be discussed.

305.4 ABNORMAL CONDITIONS – None to be discussed.

305.5 EMERGENCIES – None to be discussed.

305.6 WATCHES – None.

305 HAZMAT OPERATIONS (CONT'D)

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 SHIPPING AND RECEIVING MANAGEMENT

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 SHIPPING AND RECEIVING MANAGEMENT (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

306 SHIPPING AND RECEIVING MANAGEMENT

Estimated completion time: 6 months

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.

.1 SCHOOLS:

Logistics Specialists "A" School A-551-1014 (RECOMMENDED)

Completed _____
(Qualifier and Date)

Other Qualifications:

.2 Successfully complete required Material Handling Equipment qualifications.

(Signature and Date)

.3 WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 48% of Watchstation
(Qualifier and Date)

.4 FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 28% of Watchstation
(Qualifier and Date)

.5 SYSTEMS FROM THIS PQS:

201 Supply Basics

Completed _____ 24% of Watchstation
(Qualifier and Date)

306 SHIPPING AND RECEIVING MANAGEMENT

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. Satisfactorily perform this task.

Questions

.1	Coordinate crane operations	A B C D E
----	-----------------------------	-----------

(Signature and Date)

.2	Assemble members of crane crew	A B C E
----	--------------------------------	---------

(Signature and Date)

.3	Obtain appropriate material handling equipment in preparation for stores receipt	A B C E
----	--	---------

(Signature and Date)

.4	Maintain inventory of PPE and foul-weather gear	A C E
----	---	-------

(Signature and Date)

.5	Observe conveyor operations	A B C D E
----	-----------------------------	-----------

(Signature and Date)

.6	Ensure segregation of material is conducted	A B C D E
----	---	-----------

(Signature and Date)

.7	Observe turn-over of material to appropriate personnel	A B C E
----	--	---------

(Signature and Date)

WATCHSTATION 306

306 SHIPPING AND RECEIVING MANAGEMENT (CONT'D)

Questions

306.2.8 Maintain proper security for pilferable items A B C E

(Signature and Date)

.9 Fill out the following receipt documents: A B E

- .a Requisition and Invoice/Shipping Document, DD Form 1149
- .b Dummy receipt, DD Form 1348-1
- .c Issue Release/Receipt Document, DD Form 1348-1A
- .d Order for Supplies or Services, DD Form 1155
- .e Non-NSN Requisition, NAVSUP Form 1250-2
- .f Government Bill of Lading, SF 1103

(Signature and Date)

.10 Fill out the following shipping documents: A B E

- .a Requisition and Invoice/Shipping Document, DD Form 1149
- .b Issue Release/Receipt Document, DD Form 1348-1A
- .c Government Bill of Lading, SF 1103
- .d Transportation Control and Movement Document, DD Form 1384

(Signature and Date)

.11 Perform a trans-shipment A B C E

(Signature and Date)

.12 Conduct emergent shipment A B C E

(Signature and Date)

WATCHSTATION 306

306 SHIPPING AND RECEIVING MANAGEMENT (CONT'D)

Questions

- 306.2.13 Conduct shipment of special material: A B C D E
- .a Hazmat
 - .b Q-COSAL
 - .c Nuclear water chemical
 - .d Fuel
 - .e Ammunition
 - .f Narcotics
 - .g Gas Cylinders
 - .h Repairables

(Signature and Date)

- .14 Process material transfers to include: A B C E
- .a DRMO (Defense Reutilization and Marketing Office)
 - .b OSO (Other Supply Officer)
 - .c End-Use
 - .d MTIS (Material turned into store)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 80% OF WATCHSTATION.

306.3 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. Satisfactorily perform this task.

- .1 Coordinate the shipment of a major offload A B C D E

(Signature and Date)

WATCHSTATION 306

306 SHIPPING AND RECEIVING MANAGEMENT (CONT'D)

Questions

306.3.2 Coordinate the shipment of personal effects A B C D E

(Signature and Date)

.3 Conduct a material cross-deck A B C D E

(Signature and Date)

COMPLETED .3 AREA COMPRISES 20% OF WATCHSTATION.

306.4 ABNORMAL CONDITIONS – None to be discussed.

306.5 EMERGENCIES – None to be discussed.

306.6 WATCHES – None.

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

.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

FINAL QUALIFICATION

NAVEDTRA 43244-1A

307 FINANCIAL MANAGEMENT

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 FINANCIAL MANAGEMENT (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

307 FINANCIAL MANAGEMENT

Estimated completion time: 60 Days

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: SUPPLY BASICS

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: NONE

.2 WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 48% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 28% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS:

201 Supply Basics

Completed _____ 24% of Watchstation
(Qualifier and Date)

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. Satisfactorily perform this task.

WATCHSTATION 307

307 FINANCIAL MANAGEMENT (CONT'D)

Questions

307.2.1	Construct a Line of Accounting	A B C
	_____ (Signature and Date)	
.2	Post an OPTAR Grant	A B C
	_____ (Signature and Date)	
.3	Process an augment change to current allocations	A B C
	_____ (Signature and Date)	
.4	Post SFOEDL differences	A B C
	_____ (Signature and Date)	
.5	Perform a monthly SFOEDL reconciliation	A B C
	_____ (Signature and Date)	
.6	Process an UOL	A B C
	_____ (Signature and Date)	
.7	Generate a trial Transmittal Listing (TL)	A B C
	_____ (Signature and Date)	
.8	Generate a live Transmittal Listing (TL)	A B C
	_____ (Signature and Date)	
.9	Generate a trial Budget Optar Report (BOR)	A B C
	_____ (Signature and Date)	

WATCHSTATION 307

307 FINANCIAL MANAGEMENT (CONT'D)

Questions
A B C

307.2.10 Generate a live Budget OPTAR Report (BOR)

(Signature and Date)

.11 Perform end of month close-out A B C

(Signature and Date)

.12 Reconcile and post applicable fuel purchases/issues A B C

(Signature and Date)

.13 Process a daily TIR A B C

(Signature and Date)

.14 Complete a periodic reconciliation of continuing services A B C

(Signature and Date)

.15 Generate an augment/unfunded request A B C

(Signature and Date)

.16 Conduct a financial table audit A B C

(Signature and Date)

.17 Conduct a divisional budget/obligation reconciliation A B C

(Signature and Date)

.18 Reconcile port services with husbanding agent and complete financial processing A B C

(Signature and Date)

WATCHSTATION 307

307 FINANCIAL MANAGEMENT (CONT'D)

COMPLETED .2 AREA COMPRISES 98% OF WATCHSTATION.

307.3 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. Satisfactorily perform or simulate this infrequent task.

Questions

.1 Perform end of year close-out

A B C

(Signature and Date)

COMPLETED .3 AREA COMPRISES 2% OF WATCHSTATION.

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)

308 CONFIGURATION MANAGEMENT

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 CONFIGURATION MANAGEMENT (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

308 CONFIGURATION MANAGEMENT

Estimated completion time: 30 Days

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: SUPPLY BASICS

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.

308.1.1 SCHOOLS: NONE

.2 WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 48% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 28% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS:

201 Supply Basics

Completed _____ 24% of Watchstation
(Qualifier and Date)

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. Satisfactorily perform applicable tasks IAW automated PMS/MDS.
- D. Satisfactorily perform this task.

308 CONFIGURATION MANAGEMENT (CONT'D)

Questions

- 308.2.1 Perform the following:
 - .a Order parts listed in COSAL/TOA A B C D

(Signature and Date)
 - .b Order parts not listed in COSAL/TOA A B C D

(Signature and Date)
 - .c Order non-maintenance related parts A B C D

(Signature and Date)
 - .d Generate an entry in COSAL Maintenance Log A B D

(Signature and Date)
 - .e Execute work candidate history (OMMS-NG) A B C D

(Signature and Date)
- .2 Fill out or complete the following:
 - .a Fleet COSAL FBR (NAVSUP 1371) A B C D

(Signature and Date)
 - .b ACR (NAVSUP 1220-2) A B D

(Signature and Date)
 - .c ASI Checklist A B D

(Signature and Date)

308 CONFIGURATION MANAGEMENT (CONT'D)

		<u>Questions</u>
308.2.2	.d PMS FBR (OPNAV 4790/2B) <hr/> <p>(Signature and Date)</p>	A B D
	.e Configuration Change Form (OPNAV 4790/CK) <hr/> <p>(Signature and Date)</p>	A B D
	.f Reactor Plant Configuration Change Request <hr/> <p>(Signature and Date)</p>	A B D
	.g Supplemental Form (OPNAV 4790/2L) <hr/> <p>(Signature and Date)</p>	A B D
.3	Review and extract information for the following using publications, CD-ROM, and websites:	
	.a COSAL/TOA <hr/> <p>(Signature and Date)</p>	A B C D
	.b Equipment drawings and schematics (ATIS) <hr/> <p>(Signature and Date)</p>	A B D
	.c Standard PMS Materials Identification Guide (SPMIG) <hr/> <p>(Signature and Date)</p>	A B D
	.d Maintenance Requirement Card (MRC) <hr/> <p>(Signature and Date)</p>	A B D

308 CONFIGURATION MANAGEMENT (CONT'D)

Questions

308.2.3 .e COSAL Use & Maintenance Manual (NAVICPINST 4441.170) A B D

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

308.3 INFREQUENT TASKS – None to be discussed.

308.4 ABNORMAL CONDITIONS – None to be discussed.

308.5 EMERGENCIES – None to be discussed.

308.6 WATCHES – None.

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

308.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

309 AVIATION SUPERVISOR MANAGEMENT

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 AVIATION SUPERVISOR MANAGEMENT (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

309 AVIATION SUPERVISOR MANAGEMENT

Estimated completion time: 6 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:

R-Supply Force Level Technician Specialist, A-551-0029 (Recommended)

Completed _____
(Qualifier and Date)

Aviation Supply System Specialist NALCOMIS Optimized, C-551-2019 (Recommended)

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 33% of Watchstation
(Qualifier and Date)

310 DLR-AVDLR Management

Completed _____ 11% of Watchstation

.3 FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 20% of Watchstation
(Qualifier and Date)

111 DLR-AVDLR Management

Completed _____ 20% of Watchstation
(Qualifier and Date)

WATCHSTATION 309

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

309.1 .4 SYSTEMS FROM THIS PQS:

201 Supply Basics

Completed _____ 16% of Watchstation
(Qualifier and Date)

309.2 TASKS

For the tasks listed below:

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

Questions
A C

.1 Process items in the following NALCOMIS mailboxes:

.a ISSIP

(Signature and Date)

.b INPRO

(Signature and Date)

.c NC

(Signature and Date)

.d NIS

(Signature and Date)

.e OFFTR

(Signature and Date)

.f OFVAL

(Signature and Date)

WATCHSTATION 309

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

Questions

A C

309.2.1 .g OFFMP

(Signature and Date)

.h OFFAR

(Signature and Date)

.i DTOROB

(Signature and Date)

.j STKROB

(Signature and Date)

.k Completed Repair Action List

(Signature and Date)

.l AMSU Ind Discrepancy List

(Signature and Date)

.m Material Contingency List

(Signature and Date)

.n Requisition Action List

(Signature and Date)

.2 Process a requisition using Manual Downtime procedures

A B C

(Signature and Date)

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

Questions

309.2.3 Back-fit the above requisition using Contingency Back-fit Processing A B C

(Signature and Date)

.4 Perform technical research on three not carried requirements A C

(Signature and Date)

.5 Provide and locate in applicable IPB's the following for five Items: A C

- .a Reference
- .b SM&R code
- .c Units per assembly
- .d Next higher assembly
- .e Usable on code

(Signature and Date)

.6 Provide the following SM&R Code breakdown for five NIIN's: A C

- .a Source
- .b Remove and Replace
- .c Repair
- .d Condemn

(Signature and Date)

.7 Provide the local and combined repair capability utilizing the following for five repairable requisitions: A C

- .a NALCOMIS
- .b ICRL
- .c Combined ICRL

(Signature and Date)

WATCHSTATION 309

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

Questions

- 309.2.8 Cross- reference the project codes on two requisitions to the applicable MESM A B C
- _____
- (Signature and Date)
- .9 Research and provide the Family Group code for the required NIIN's on five repairable requisitions A C
- _____
- (Signature and Date)
- .10 Utilizing NAVSUP Weapon Systems Support website provide the relationship code for five alternate/member NIIN's and compare to the primary NIIN A B C
- _____
- (Signature and Date)
- .11 Establish Master Record File (MRF) for three NIIN's A B C
- _____
- (Signature and Date)
- .12 Process a warehouse refusal A B C
- _____
- (Signature and Date)
- .13 Process a customer refusal A B C
- _____
- (Signature and Date)
- .14 Generate and perform one daily NMCS/PMCS/Broadarrow validation with each squadron/AIMD/FRC work center A B C
- _____
- (Signature and Date)

WATCHSTATION 309

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

Questions

- 309.2.15 Utilizing the above validation verify information between R-Supply and NALCOMIS A B C
-
- (Signature and Date)
- .16 Process, expedite and provide logistics plan for two NMCS/PMCS/Broadarrow off-ship requisitions A B C
-
- (Signature and Date)
- .17 Complete a daily material rescreen of outstanding off-ship NMCS/PMCS/Broadarrow requisitions A B C
-
- (Signature and Date)
- .18 Identify upcoming phase or maintenance material requirements utilizing a squadron monthly maintenance plan A C
-
- (Signature and Date)
- .19 Prepare, and brief the supply portion of the Aircraft Material Condition Report (AMCR) to include the following: A C
- .a Logistics Summary
 - .b Aircraft Status
 - .c Significant/Maintenance Support Problems
 - .d Powerplant/Dynamic Component Pool Status
 - .e Mission Systems Pool
 - .f Replenishment/Retrograde Information
-
- (Signature and Date)
- .20 Prepare required message for fly off requirements A B C
-
- (Signature and Date)

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

Questions

309.2.21 Process ROB and POD of five off-station NMCS/PMCS/Broadarrow requisitions A B C

(Signature and Date)

.22 Process ROB and POD of three off-station Payback requisitions A B C

(Signature and Date)

.23 Process three Bureau Serial Number (BUNO) swaps in NALCOMIS A C

(Signature and Date)

.24 Input two part number requisitions through One Touch Part Number Input A C

(Signature and Date)

.25 Process one of each of the following: A B C

.a Induction of NRFI asset

(Signature and Date)

.b Inter-IMA/Service return (repair and return program)

(Signature and Date)

.c RFI DIFM Return of stock asset

(Signature and Date)

.d BCM DIFM Return of stock asset

(Signature and Date)

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

Questions

A B C

309.2 .26 .e RFI Return of an EXREP

(Signature and Date)

.f BCM Return of an EXREP

(Signature and Date)

.g Issue Select

(Signature and Date)

.h Turn In of IOU

(Signature and Date)

.i EI Exhibit

(Signature and Date)

.j QDR Exhibit

(Signature and Date)

.27 Validate current IOU listing

A B C

(Signature and Date)

.28 Validate current EXREP listing

A B C

(Signature and Date)

.29 Process two AVDLR BCM's through ERMS

A B C

(Signature and Date)

WATCHSTATION 309

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

Questions

309.2.30 Package five AVDLR BCM's for shipment A B C

(Signature and Date)

.31 Reconcile the below listed ERMS reports: A B C

- .a Automated Shipping Document
- .b Proof of Delivery
- .c Proof of Shipment

(Signature and Date)

.32 Validate current AWP Gear in shop (GIS) A C

(Signature and Date)

.32 Complete weekly AWP component validation A B C

(Signature and Date)

.33 Process each of the following: A B C

- .a Induct component in the AWP locker

(Signature and Date)

- .b Receive the final outstanding piece part to a repair component in AWP status

(Signature and Date)

- .c Return an AWP asset to the AIMD/FRC work center for repair

(Signature and Date)

WATCHSTATION 309

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

Questions

309.2.33 .d BCM-4 A B C

(Signature and Date)

.e Rescreen issue a consumable part

(Signature and Date)

.f Rescreen issue a repairable part

(Signature and Date)

.34 Validate the AWP Repair Parts Status Report for unsatisfactory supply status requiring action A B C

(Signature and Date)

.35 Process an AWP Proposed Candidates for Transpose and Cannibalization Report A B C

(Signature and Date)

.36 Prepare, and brief the supply portion of the Aviation Support Management Report (ASMR) A B C

(Signature and Date)

.37 Process Critical Level Status Report and brief action on daily pool critical items A B C

(Signature and Date)

.38 Perform the monthly NALCOMIS/R-SUPPLY Data Reconciliation A B C

(Signature and Date)

WATCHSTATION 309

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

Questions

309.2.39 Validate NALCOMIS/R-Supply interface Reports A B C

(Signature and Date)

.40 Process the sub-custody of two aviation items A B C

(Signature and Date)

.41 Process two crossdeck requirements as directed by the TYCOM A B C

(Signature and Date)

.42 Validate five items contained in pre-expended bins against established criteria (Shore activities only) A B C

(Signature and Date)

.43 Review pre-expended bin stock records quarterly (Shore activities only) A B C

(Signature and Date)

COMPLETED .2 AREA COMPRISES 98% OF WATCHSTATION.

309.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this task
- B. What are the reasons for each step
- C. Satisfactorily perform or simulate this infrequent task.

Questions

.1 Research justifications for an allowance increase of a repairable part to include the following information in preparation for the REAVCAL conference: A B C

WATCHSTATION 309

309 AVIATION SUPERVISOR MANAGEMENT (CONT'D)

- 309.3.1 .a Frequency of demand
- .b Turn- around time
- .c IMA repair capability
- .d RFI and BCM ratio

(Signature and Date)

Completed .3 area comprises 2% of watchstation.

309.4 ABNORMAL CONDITIONS – NONE TO BE DISCUSSED.

309.5 EMERGENCIES – NONE TO BE DISCUSSED.

309.6 WATCHES – NONE.

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

.1 Examinations Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43244-1A

310 DLR-AVDLR MANAGEMENT

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 DLR-AVDLR MANAGEMENT (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 310

310 DLR-AVDLR MANAGEMENT

Estimated completion time: 30 Days

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.

.1 SCHOOLS:

Logistics Specialists “A” School, A-551-1014 (RECOMMENDED)

Completed _____
(Qualifier and Date)

RSupply Force Level Technician Specialist A-551-0029 (RECOMMENDED)

Completed _____
(Qualifier and Date)

RSupply Unit Level Technician Specialist (RECOMMENDED)

Completed _____
(Qualifier and Date)

Aviation Supply System specialist NALCOMIS Optimized C-551-2019 (Recommended)

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 48% of Watchstation
(Qualifier and Date)

310 DLR-AVDLR MANAGEMENT (CONT'D)

310.1 .3 FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 28% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS:

201 Supply Basics

Completed _____ 24% of Watchstation
(Qualifier and Date)

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. Satisfactorily perform this task.

Questions
A B C

- .1 Location audit for twenty-five AVDLRs/DLR's and reconcile any discovered discrepancies

(Signature and Date)

- .2 Inventory twenty-five AVDLRs/DLRs and reconcile any discovered discrepancies

A B C

(Signature and Date)

- .3 Inspect ten items in the DLR/AVDLR storeroom and evaluate the wrapping/packaging, stow condition, tags, etc

A B C

(Signature and Date)

- .4 Perform a crossdeck of a repairable item from receipt of directive to providing shipping information to the receiving activity

A B C

(Signature and Date)

WATCHSTATION 310

310 DLR-AVDLR MANAGEMENT (CONT'D)

		<u>Questions</u>
310.2.5	Collect supporting evidence and submit an ACR-F for an AVDLR _____ (Signature and Date)	A B C
.6	Collect supporting evidence and submit an ACR-F for a DLR _____ (Signature and Date)	A B C
.7	Complete the processing of a "F" condition AVDLR stock item to include: .a Verify combined ICRL .b Induct to AIMD for test and check .c Send to Repair and Return _____ (Signature and Date)	A B C
.8	Complete all required steps (to include reorder) for a stock AVDLR/DLR deemed Lost in Shipment _____ (Signature and Date)	A B C
.9	Issue a DLR/AVDLR with a remain in place carcass to include: .a Verify if item is legitimate remain in place via FEDLOG/ CRIPL .b Ensure an approved local Delayed Turn-in form is filed in tickler .c Receive carcass after issue is completed .d Issue document is annotated and signed as required .e Log books are signed _____ (Signature and Date)	A B C
.10	Review the NALCOMIS Due from Organization Unit (IOU) list and take required actions (applicable to aviation units only) _____ (Signature and Date)	A B C

310 DLR-AVDLR MANAGEMENT (CONT'D)

Questions

310.2.11 Review the RSupply Overdue Carcass Turn-ins report and take required actions A B C

(Signature and Date)

.12 Perform a BCM-D action A B C

(Signature and Date)

.13 Research and provide disposition for three overdue carcass's for AVDLRS and DLRs appearing on the Carcass Tracking Financial Summary to include: A B C

- .a ERMS Web Site
- .b NALCOMIS DDSN Inquiry Screen
- .c DCU BCM Log
- .d TARP Log Book
- .e BC2 Source file
- .f AMSU/JASU/AIMD/FRC Work Center Log books
- .g Squadron NRFI Turn-In Log book
- .h Surface Retro Log books
- .i MDU Retro Log
- .j NALCOMIS Repairable Transaction Ledger
- .k NALCOMIS MAF
- .l SAA DBAG file
- .m PMU MILSTRIP Referral Log
- .n NALCOMIS NIIN List
- .o Reordered items
- .p SDR File
- .q Cancellation status (AE1/BQ/RX)
- .r Carcass Unmatched List
- .s AIMD/FRC Work Center/Surface Work Centers
- .t Duplicate Issue Log book
- .u Issue/Receipt Log books/POD file
- .v RSupply Transaction Ledger
- .w MTIS
- .x Frustrated bins
- .z Open POS in ERMS
- .aa ATAC Frustrated bins
- .ab ATAC Absorption materiel

310 DLR-AVDLR MANAGEMENT (CONT'D)

Questions

- 310.2.13 .ac EI/QDR folder A B C
.ad NAVSUP Weapon Systems Support IM
.ae Confidential folder
.af OTS and Weblink
.ag DRMS
.ah DIFM OW Management Code
.ai DCU Reject Logbook
.aj RIP file
.ak Unmatched Receipt List

(Signature and Date)

- .14 Prepare an AVDLR/DLR carcass for turn in to include: A B C
- .a Utilize ERMS to screen part number, print out 1348-1A, manifest, post proof of shipments
 - .b Package the part per the P700/ERMS
 - .c Verify NRFI tag and VIDS/MAF for AVDLR carcass and NRFI tag and 4790/2k (or AWR) for Surface DLR carcass
 - .d Enclose the SRC, EHR, ASR, Logbook, or other history documents if required

(Signature and Date)

- .15 Process a classified carcass for turn-in to include: A B C
- .a Identify the designated overhaul point
 - .b Unique wrapping requirements
 - .c Method of shipment if overseas/CONUS
 - .d Signature and tally Record, DD form 1907
 - .e Special handling Data/Certification, DD Form 1387-2
 - .f Bill of lading
 - .g Report of shipment message

(Signature and Date)

WATCHSTATION 310

310 DLR-AVDLR MANAGEMENT (CONT'D)

Questions

- 310.2.16 Process a AVDLR for Repair and Return to include: A B C
- .a Determine utilizing the SM&R code what level of repair components requires
 - .b Determine which activity the component should be sent to for repair utilizing the combined ICRL
 - .c Request cancellation of outstanding bit pieces
 - .d Process R&R transaction in NALCOMIS
 - .e Process R&R transaction in ERMS
 - .f Ensure SRC, EHR, and ASR cards and/or log books if applicable accompanies part
 - .g Package components per P-700 guidance
 - .h Coordinate incoming shipment of R&R components with repair activity

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

- 310.3 INFREQUENT TASKS – None to be discussed.
- 310.4 ABNORMAL CONDITIONS – None to be discussed.
- 310.5 EMERGENCIES – None to be discussed.
- 310.6 WATCHES – None.
- 310.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)
- .1 EXAMINATIONS Pass a written examination

(Signature and Date)

- .2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43244-1A

311 MATERIAL CONTROL CLERK

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 MATERIAL CONTROL CLERK (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

311 MATERIAL CONTROL CLERK

Estimated completion time: 30 Days

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.

.1 SCHOOLS:

Naval Aviation Material Control Management Course – Optimized,
E-555-0051 (RECOMMENDED)

Completed _____
(Qualifier and Date)

Financial Management for Naval Aviation Operating Target Accounting,
E-555-0018 (RECOMMENDED)

Completed _____
(Qualifier and Date)

Support Equipment Asset Manager Course,
E-555-0026 (REQUIRED FOR IMRL MANAGER)

Completed _____
(Qualifier and Date)

WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 35% of Watchstation
(Qualifier and Date)

FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 21% of Watchstation
(Qualifier and Date)

112 Material Control Clerk

Completed _____ 26% of Watchstation
(Qualifier and Date)

WATCHSTATION 311

311 MATERIAL CONTROL CLERK (CONT'D)

SYSTEMS FROM THIS PQS:

201 Supply Basics

Completed _____ 18% of Watchstation
(Qualifier and Date)

311.2 TASKS

For the tasks listed below:

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

Questions

- | | | |
|----|--|-------|
| .1 | Order a consumable item using NALCOMIS | A B C |
| | _____ | |
| | (Signature and Date) | |
| .2 | Order a repairable component using NALCOMIS | A B C |
| | _____ | |
| | (Signature and Date) | |
| .3 | Receive a consumable item using NALCOMIS | A B C |
| | _____ | |
| | (Signature and Date) | |
| .4 | Receive a repairable component using NALCOMIS | A B C |
| | _____ | |
| | (Signature and Date) | |
| .5 | Process an incorrect item / component received from supply | A B C |
| | _____ | |
| | (Signature and Date) | |
| .6 | Turn-in a defective / NRFI component to supply | A B C |
| | _____ | |
| | (Signature and Date) | |

WATCHSTATION 311

311 MATERIAL CONTROL CLERK (CONT'D)

Questions

- 311.2.7 Perform the following in ASKIT A B C
- a. Input a requisition
 - b. Update requisition status
 - c. Complete a requisition
 - d. Print outstanding requisition list
 - e. Print completed requisition list
-
- (Signature and Date)
- .8 Prepare a Transmittal Listing (TL) using ASKIT A B C
-
- (Signature and Date)
- .9 Prepare a Budget Optar Report (BOR) using ASKIT A B C
-
- (Signature and Date)
- .10 Process a Summary Filled Order / Expenditure Difference List (SFOEDL) A B C
-
- (Signature and Date)
- .11 Process an Unfilled Order List (UOL) A B C
-
- (Signature and Date)
- .12 Perform a Back-up process in ASKIT A B C
-
- (Signature and Date)
- .13 Assemble a flight packet A B C
-
- (Signature and Date)

WATCHSTATION 311

311 MATERIAL CONTROL CLERK (CONT'D)

Questions

- 311.2.14 Conduct an inventory of one flight packet A B C
-
- (Signature and Date)
- .15 Issue a tool container using a Controlled Equipage Custody Record, NAVSUP Form 306 A B C
-
- (Signature and Date)
- .16 Prepare a Tool Container Shortage List A B C
-
- (Signature and Date)
- .17 Conduct a beginning and end of shift inventory of all tools and tool containers for one work center A B C
-
- (Signature and Date)
- .18 Process a Missing / Broken / Worn Tool Report A B C
-
- (Signature and Date)
- .19 Dispose of a broken / worn tool A B C
-
- (Signature and Date)
- .20 Prepare a transaction report using a Support Equipment Transaction Report, OPNAV 4790/64 A B C
-
- (Signature and Date)
- .21 Prepare a transaction report using LAMS A B C
-
- (Signature and Date)

WATCHSTATION 311

311 MATERIAL CONTROL CLERK (CONT'D)

Questions

311.2.22	Process an IMRL Cumulative Allowance Supplement <hr/> (Signature and Date)	A B C
.23	Process an IMRL Main Body <hr/> (Signature and Date)	A B C
.24	Process an IMRL Activity Inventory Record <hr/> (Signature and Date)	A B C
.25	Process an IMRL Active Transaction Report <hr/> (Signature and Date)	A B C
.26	Request a disposition instruction for excess IMRL items <hr/> (Signature and Date)	A B C
.27	Request a replacement for deficit IMRL items <hr/> (Signature and Date)	A B C
.28	Update the Asset Management Subsystem in NALCOMIS <hr/> (Signature and Date)	A B C

COMPLETED .2 AREA COMPRISES 78% OF WATCHSTATION.

311.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this task
- B. What are the reasons for each step
- C. Satisfactorily perform or simulate this infrequent task.

WATCHSTATION 311

311 MATERIAL CONTROL CLERK (CONT'D)

Questions

- 311.3.1 Order a phase maintenance kit A B C
-
- (Signature and Date)
- .2 Order a technical directive kit A B C
-
- (Signature and Date)
- .3 Inventory an aircraft using an Aircraft Inventory Record. A B C
-
- (Signature and Date)
- .4 Demonstrate a semiannual inventory of all tools and tool containers for one work center A B C
-
- (Signature and Date)
5. Prepare a TCM Change / Deviation Request (O-Level) or Tool Container Change Request (I-Level) A B C
-
- (Signature and Date)
- .6. Conduct an annual inventory of all IMRL items for one work center A B C
-
- (Signature and Date)
- .7 Prepare an IMRL Revision Request, NAVAIR 13650/1 A B C
-
- (Signature and Date)
- COMPLETED .3 AREA COMPRISES 22% OF WATCHSTATION.
- 311.4 ABNORMAL CONDITIONS – None to be discussed.
- 311.5 EMERGENCIES – None to be discussed.

WATCHSTATION 311

311 MATERIAL CONTROL CLERK (CONT'D)

311.6 WATCHES – None.

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

.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

312 VEHICLE MAINTENANCE

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 VEHICLE MAINTENANCE (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 312

312 VEHICLE MANAGEMENT

Estimated completion time: 30 Days

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.

.2 WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 48% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

102 Supply Basics

Completed _____ 28% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS:

201 Supply Basics

Completed _____ 24% of Watchstation
(Qualifier and Date)

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 control/coordination is required
- D. Satisfactorily perform this task.

WATCHSTATION 312

312 VEHICLE MANAGEMENT

		<u>Questions</u>
312.2	.1 Establish communications between all program participants, DON Consolidated Card Program Management Division (CCPMD) and the bank	A B C D
	<hr style="width: 30%; margin-left: 0;"/> (Signature and Date)	
	.2 Establish and document local policy on use of the Government fleet credit card	A B C D
	<hr style="width: 30%; margin-left: 0;"/> (Signature and Date)	
	.3 Identify the points of contact for the account and provide to Card Program Manager (CPM) as changes occur	A B C D
	<hr style="width: 30%; margin-left: 0;"/> (Signature and Date)	
	.4. Complete the role based training and keep certificates on file	A B C D
	<hr style="width: 30%; margin-left: 0;"/> (Signature and Date)	
312.3	<u>INFREQUENT TASKS</u> – None to be discussed.	
312.4	<u>ABNORMAL CONDITIONS</u> – None to be discussed.	
312.5	<u>EMERGENCIES</u> – None to be discussed.	
312.6	<u>WATCHES</u> – None.	
312.7	<u>EXAMINATIONS</u> (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)	
	.1 EXAMINATIONS	Pass a written examination
	<hr style="width: 30%; margin-left: 0;"/> (Signature and Date)	
	.2 EXAMINATIONS	Pass an oral examination board
	<hr style="width: 30%; margin-left: 0;"/> (Signature and Date)	

313 AUTOMATED MILITARY POSTAL SERVICE

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 AUTOMATED MILITARY POSTAL SERVICE (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 313

313 AUTOMATED MILITARY POSTAL SERVICE (AMPS)

Estimated completion time: 14 Days

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: NONE

OTHER QUALIFICATIONS:

.2 [AMPS ACCOUNT REQUEST](#)

Completed _____
(Qualifier and Date)

Review and discuss the ergonomic safety hazards

Completed _____
(Qualifier and Date)

Complete the Computer Workstation Checklist

Completed _____
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

115 Automated Military Postal Service (AMPS)

Completed _____ 100% of Watchstation
(Qualifier and Date)

WATCHSTATION 313

313 AUTOMATED MILITARY POSTAL SERVICE (AMPS) (CONT'D)

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. State Frequency
- D. Satisfactorily perform this task.

Questions

.1 Log into AMPS (2 times)

A B D

(Signature and Date)

(Signature and Date)

.2 Complete tasks listed in the following tabs:

MPO Information

A B C D

.a View and update Military Post Office (MPO) profile

(Signature and Date)

.b Submit MPO profile update request

(Signature and Date)

Transportation

.c Process and print AV-7's (2 times)

A B C D

(Signature and Date)

(Signature and Date)

.d Submit Postal Net Alert (PNA)

A B C D

(Signature and Date)

WATCHSTATION 313

313 AUTOMATED MILITARY POSTAL SERVICE (AMPS) (CONT'D)

	<u>Questions</u>
313.2.2 .e Input Product Tracking System (PTS) data using Scanner (2 times)	A B C D

(Signature and Date)	

(Signature and Date)	
.f Input Product Tracking System (PTS) data manually (2 times)	A B C D

(Signature and Date)	

(Signature and Date)	
Finance	
.g Register postage meter	A B C D

(Signature and Date)	
.h Submit no business report (2 times)	A B C D

(Signature and Date)	

(Signature and Date)	
.i Complete online Daily Financial Report, PS Form 1412 (3 times)	A B C D

(Signature and Date)	

(Signature and Date)	

(Signature and Date)	

WATCHSTATION 313

313 AUTOMATED MILITARY POSTAL SERVICE (AMPS) (CONT'D)

Questions

313.2.2 .j Complete Daily Financial Report, PS Form 1412 (3 times) A B C D

(Signature and Date)

(Signature and Date)

(Signature and Date)

Equipment / Supplies

.k Submit order for GSA supplies A B D

(Signature and Date)

.l Submit request for tags and labels (PS Form 1957 C/D) A B D

(Signature and Date)

.m Submit request for slide labels (PS Form 1578-B) A B D

(Signature and Date)

Postal Information

.n Conduct IRT system updates A B D

(Signature and Date)

Voting

.o Complete voting training A B C D

(Signature and Date)

WATCHSTATION 313

313 AUTOMATED MILITARY POSTAL SERVICE (AMPS) (CONT'D)

313.2.2 .p Explain how to enter voting data A B C D

(Signature and Date)

Completed .2 area comprises 100% of watchstation.

313.3 INFREQUENT TASKS – None to be discussed.

313.4 ABNORMAL CONDITIONS – None to be discussed.

313.5 EMERGENCIES – None to be discussed.

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)

314 DECK OPERATIONS

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 DECK OPERATIONS (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

314 DECK OPERATIONS

Estimated completion time: 60 Days

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: 114, 119, 120, 122.

314.1 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.

314.1.1 SCHOOLS:

DON ORM ALL NAVY APPLICATIONS AND INTEGRATIONS (NKO E-LEARNING)

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

313 Automated Military Postal System (AMPS)

Completed _____ 23% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

114 Mail Orderly Program

Completed _____ 7% of Watchstation
(Qualifier and Date)

115 Automated Military Postal Service (AMPS)

Completed _____ 8% of Watchstation
(Qualifier and Date)

117 Deck Operations

Completed _____ 27% of Watchstation
(Qualifier and Date)

119 Directory Services

Completed _____ 13% of Watchstation
(Qualifier and Date)

WATCHSTATION 314

314 DECK OPERATIONS (CONT'D)

120 Registered Mail Clerk

Completed _____ 15% of Watchstation
(Qualifier and Date)

122 Postal Supply Clerk

Completed _____ 9% of Watchstation
(Qualifier and Date)

.4 Systems From This PQS:

203 Deck Operations

Completed _____ 4% of Watchstation
(Qualifier and Date)

314.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure
- B. What are the reasons for each step
- C. What is the retention period for the required form
- D. Satisfactorily perform this task.

Questions

.1 Prepare and Sign Designation or Termination of Military Postal Clerk, DD Form 2257 A B C D

(Signature and Date)

.2 Prepare and Sign Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly, DD Form 285 A B C D

(Signature and Date)

.3 Prepare and Sign Offenses Against the Mail Statement, OPNAV 5112/2 A B C D

(Signature and Date)

314 DECK OPERATIONS (CONT'D)

Questions

- 314.2.4 Discuss bi-weekly Postal Bulletin applicable pull-out sections A B C D

(Signature and Date)
- .5 Locate USPS publications online A B D

(Signature and Date)
- .6 Collect mail from assigned mail collection boxes A B D

(Signature and Date)
- .7 Verify mail collected from mail collection boxes is eligible for mailing A B D

(Signature and Date)
- .8 Cancel all mailable articles that are collected from mail collection boxes and other sources. A B D

(Signature and Date)
- .9 Conduct safety or security walk through of facility to identify any concerns A B D

(Signature and Date)
- .10 Sort non-accountable mail according to tenant command, department or division A B D

(Signature and Date)
- .11 Prepare Firm Delivery Receipt for Accountable and Bulk Delivery Mail, PS Form 3883 for all Official Accountable Mail A B C D

(Signature and Date)

WATCHSTATION 314

314 DECK OPERATIONS (CONT'D)

Questions

- 314.2.12 Process all Return Receipts, PS Form 3811/PS Form 28
65 and place in outgoing mail

(Signature and Date)
- .13 Prepare all mail for mail call pickup (e.g. tenant command,
department, division)

(Signature and Date)
- .14 Verify validity of Mail Orderly cards DD Form 285, and
Identification to ensure only authorized personnel are picking
up the mail

(Signature and Date)
- .15 Verify incoming and outgoing flight and truck schedules for
receiving and dispatching mail

(Signature and Date)
- .16 Verify and account for incoming mail using OPNAV 5110/9

(Signature and Date)
- .17 Verify and account for incoming mail using Transportation
Control and Movement Document, DD Form 1384

(Signature and Date)
- .18 Verify and account for incoming mail using AV-7, PS
Form 2942-A

(Signature and Date)
- .19 Annotate weight and piece counts for incoming mail log sheets

(Signature and Date)

WATCHSTATION 314

314 DECK OPERATIONS (CONT'D)

Questions

- 314.2.20 Submit all mail log sheets and incoming manifests to the section leader/deck supervisor A B C D

(Signature and Date)

- .21 Collect MTE (empty equipment) and prepare for return to the USPS A B D

(Signature and Date)

- .22 Return or forward mail with insufficient postage to customers for additional postage A B D

(Signature and Date)

- .23 Return Official Mail found in collection boxes to the originator A B D

(Signature and Date)

- .24 Prepare and attach Slide/Strip labels and Flight Tags/Labels to all outgoing Trays, Tubs, Pouches and Outside Piece Mail A B D

(Signature and Date)

- .25 Prepare Mail Manifest, OPNAV 5110/9 A B D

(Signature and Date)

- .26 Prepare Transportation and Control Movement Document, DD Form 1384 to dispatch of mail A B D

(Signature and Date)

- .27 Prepare AV-7, PS Form 2942-A in AMPS to dispatch mail A B D

(Signature and Date)

314 DECK OPERATIONS (CONT'D)

Questions

- 314.2.28 Scan all Accountable Mail and upload into AMPS

(Signature and Date) A B D

- .29 Enter all Accountable Mail manually into AMPS A B D

(Signature and Date)

- .30 Scan all MIDAS/GBS Flight tags and upload into AMPS A B D

(Signature and Date)

- .31 Enter all MIDAS/GBS Flight tags manually into AMPS A B D

(Signature and Date)

- .32 Pick up mail from local facilities (e.g. Airport, Local Post Office) A B D

(Signature and Date)

- .33 Dispatch mail to local facilities (e.g. Airport, Local Post Office) A B D

(Signature and Date)

- .34 Inspect incoming mail for suspicious traits and report all irregularities IAW SOP A B D

(Signature and Date)

- .35 Prepare Balloting Material for dispatch A B D

(Signature and Date)

- .36 Record Balloting Material data for submission in AMPS A B D

(Signature and Date)

WATCHSTATION 314

314 DECK OPERATIONS (CONT'D)

Questions

314.2.37 Repair, rewrap, reseal and endorse damaged articles in the mail A B D

(Signature and Date)

.38 Conduct end of day inspection of facility for mail not processed A B D

(Signature and Date)

.39 Prepare dockside delivery shipments for dispatch A B D

(Signature and Date)

.40 Prepare Ship and Mobile Unit mail for dispatch according to routing guidance A B D

(Signature and Date)

COMPLETED .2 AREA COMPRISES 98% OF WATCHSTATION.

314.3 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 conditions require this infrequent task
- D. Satisfactorily perform or simulate this infrequent task.

Questions

314.3.1 Contact Security Department for a High Value Shipment escort A B C D

(Signature and Date)

COMPLETED .3 AREA COMPRISES 2% OF WATCHSTATION.

314.4 ABNORMAL CONDITIONS – NONE TO BE DISCUSSED

314.5 EMERGENCIES – NONE TO BE DISCUSSED.

314.6 WATCHES

WATCHSTATION 314

314 DECK OPERATIONS (CONT'D)

314.6.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

Prepare and Conduct Mail Call (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .6 AREA COMPRISES 7% OF WATCHSTATION.

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

314.7.1 Examinations Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

315 DIRECTORY SERVICES

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 DIRECTORY SERVICES (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

315 DIRECTORY SERVICES

Estimated completion time: 14 Days

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

315.1 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.

315.1.1 Schools: None

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

119 Directory Services

Completed _____ 100% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS: NONE

315.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure
- B. What are the reasons for each step
- C. What follow-up action is required
- D. Satisfactorily perform this task.

Questions

315.2.1 Prepare notice of Change of Address, OPNAV 5110/5

A B C D

(Signature and Date)

.2 Input OPNAV 5110/5 data into Navy Postal Directory System

A D

(Signature and Date)

315 DIRECTORY SERVICES (CONT'D)

Questions

- 315.2.3 Purge OPNAV 5110/5 Cards/Electronic database A B C D

(Signature and Date)

- .4 Look up undeliverable as addressed mail to determine final disposition (i.e. OPNAV 5110/5, Navy Postal Directory System, Alpha Roster, prospective gains/losses) A B D

(Signature and Date)

- .5 Apply command directory service stamp to all mail receiving directory service A B D

(Signature and Date)

- .6 Forward Ordinary undeliverable as addressed mail to members who have transferred, separated or retired A B D

(Signature and Date)

- .7 Prepare/Forward Accountable undeliverable as addressed mail to members who have transferred, separated or retired, utilizing PS Form 3849 annotating disposition (2 times) A B C D

(Signature and Date)

(Signature and Date)

- .8 Return to Sender all Ordinary Mail as applicable for those individuals who do not have a forwarding address A B D

(Signature and Date)

315 DIRECTORY SERVICES (CONT'D)

Questions

315.2.9 Prepare/Return to sender all Accountable mail as applicable for those individuals who do not have a forwarding address, utilizing PS Form 3849 annotating disposition (2 times) A B C D

(Signature and Date)

(Signature and Date)

.10 Properly dispose of all undeliverable as addressed Pre-Sorted standard, Bulk Rate and Non Profit Organization mail A B D

(Signature and Date)

.11 Prepare Notice of Undeliverable Periodical, PS Form 3579 (2 times) A B C D

(Signature and Date)

(Signature and Date)

.12 Prepare EP 1865D envelope and determine applicable postage for all 3579's, send to one Publisher per day (2 times) A B D

(Signature and Date)

(Signature and Date)

.13 Annotate the sending of 3579 endorsements on Change of Address, OPNAV 5110/5 and Navy Postal Directory System (2 times) A B C D

(Signature and Date)

(Signature and Date)

WATCHSTATION 315

315 LS DIRECTORY SERVICES (CONT'D)

Questions

315.2.14 Disburse or dispose of undeliverable periodicals A B D

(Signature and Date)

.15 Apply endorsements for Hold Mail A B D

(Signature and Date)

.16 Apply endorsements for mail being forwarded or returned to sender A B D

(Signature and Date)

.17 Forward all undeliverable mail without a return address to the appropriate Mail Recovery Center (MRC) A B D

(Signature and Date)

COMPLETED .2 AREA COMPRISES 96% OF WATCHSTATION.

315.3 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 follow-up action is required
- D. What conditions require this infrequent task
- E. Satisfactorily perform or simulate this infrequent task.

315.3.1 Endorse Absentee Ballot material and record required information in AMPS A B C D E

(Signature and Date)

COMPLETED .3 AREA COMPRISES 4% OF WATCHSTATION.

315.4 ABNORMAL CONDITIONS – None to be discussed.

315.5 EMERGENCIES – None to be discussed.

315 DIRECTORY SERVICES (CONT'D)

315.6 WATCHES – None.

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

315.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

316 REGISTERED MAIL CLERK

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 REGISTERED MAIL CLERK (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

316 REGISTERED MAIL CLERK

Estimated completion time: 45 Days

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: 315.

316.1 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.

316.1 .1 SCHOOLS: NONE

.2 WATCHSTATIONS FROM THIS PQS:

313 Automated Military Postal Service (AMPS)

Completed _____ 35% of Watchstation
(Qualifier and Date)

315 Directory Services

Completed _____ 31% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

115 Automated Military Postal Service (AMPS)

Completed _____ 11% of Watchstation
(Qualifier and Date)

120 Registered Mail Clerk

Completed _____ 23% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS: NONE

316 REGISTERED MAIL CLERK (CONT'D)

316.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure
- B. What are the reasons for each step
- C. What follow-up actions are required
- D. What QA/Witness requirements are in place
- E. Satisfactorily perform this task.

Questions

- | | | |
|----|---|-----------|
| .1 | Verify items on-hands from previous Registered Mail-Balance and Inventory, DD Form 2261 | A B C D E |
| | (Signature and Date) | |
| .2 | Sign and verify Firm Mailing Book for Accountable Mail, PS Form 3877 | A B D E |
| | (Signature and Date) | |
| .3 | Identify and prepare PS Form 3806 | A B E |
| | (Signature and Date) | |
| .4 | Prepare manifold registry dispatch book, PS Form 3854 (3 times) | A B C D E |
| | (Signature and Date) | |
| | (Signature and Date) | |
| | (Signature and Date) | |

WATCHSTATION 316

316 REGISTERED MAIL CLERK (CONT'D)

Questions

316.2.5 Prepare Firm Delivery Receipt, PS Form 3883 (3 times) A B E

(Signature and Date)

(Signature and Date)

(Signature and Date)

.6 Prepare Notice of Delivery, PS Form 3849 (3 times) A B E

(Signature and Date)

(Signature and Date)

(Signature and Date)

.7 Prepare Mail Manifest, OPNAV 5110/9 for dispatch A B C D E

(Signature and Date)

.8 Prepare Transportation Control Movement Document (TCMD), DD Form 1384 for dispatch A B C D E

(Signature and Date)

.9 Prepare AV-7, PS Form 2942-A for dispatch A B C D E

(Signature and Date)

.10 Inspect integrity of mail transportation equipment for defects A B C D E

(Signature and Date)

WATCHSTATION 316

316 REGISTERED MAIL CLERK (CONT'D)

Questions
A B C D E

316.2.11 Open and verify contents of a registered mail pouch

(Signature and Date)

.12 Verify contents and close registered mail pouch

A B C D E

(Signature and Date)

.13 Prepare Registered Mail-Balance and Inventory Sheet, DD form 2261 (3 times)

A B C D E

(Signature and Date)

(Signature and Date)

(Signature and Date)

.14 Endorse Registry Entry Log, PS Form 1625; Tin Band seal, O-817 for entry and exiting registered mail cage

A B E

(Signature and Date)

COMPLETED .2 AREA COMPRISES 82% OF WATCHSTATION.

316.3 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 follow-up actions are required
- D. What QA/witness requirements are required
- E. What conditions require this infrequent task
- F. Satisfactorily perform or simulate this infrequent task.

Questions

.1 Procedures for Registered Mail irregularities

A B C E F

(Signature and Date)

WATCHSTATION 316

316 LS REGISTERED MAIL CLERK (CONT'D)

Questions

316.3.2 Prepare and return Registered Mail Coupon, PS Form 3854 A B C D E F

(Signature and Date)

COMPLETED .3 AREA COMPRISES 8% OF WATCHSTATION.

316.4 ABNORMAL CONDITIONS – None to be discussed.

316.5 EMERGENCIES – None to be discussed.

316.6 WATCHES

316.6.1 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:
QUESTIONS

Registered Mail Clerk (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .6 AREA COMPRISES 10% OF WATCHSTATION.

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

316.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

317 MAIL ORDERLY

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 MAIL ORDERLY (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

317 MAIL ORDERLY

Estimated completion time: 14 Days

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

317.1 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.

317.1.1 SCHOOLS: NONE

OTHER QUALIFICATIONS:

Service Record review as described in DoD 4525.6M Chapter 15 and OPNAV 5112.6D, Ch. 3

Completed _____
(Qualifier and Date)

.2 PQS QUALIFICATIONS: NONE

.3 WATCHSTATIONS FROM THIS PQS: NONE

.4 FUNDAMENTALS FROM THIS PQS:

114 Mail Orderly Program

Completed _____ 100% of Watchstation
(Qualifier and Date)

.5 SYSTEMS FROM THIS PQS: NONE

317.2 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/security precautions must be observed
- D. Satisfactorily perform this task.

WATCHSTATION 317

317 MAIL ORDERLY (CONT'D)

Questions

317.2.1 Conduct and document initial and annual Mail Orderly training A B C D

(Signature and Date)

.2 Prepare OFFENSES AGAINST THE MAIL AND MAIL ORDERLY DESIGNATION FORM, OPNAV 5112/1 (2 times) A B D

(Signature and Date)

(Signature and Date)

.3 Prepare Unit Mail Clerk/Orderly Designation Log, DD Form 2260 (2 times) A B D

(Signature and Date)

(Signature and Date)

.4 Prepare Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly, DD Form 285 A B C D

(Signature and Date)

(Signature and Date)

.5 Deliver mail for unit/division mail as prescribed or announced (2 times) A B D

(Signature and Date)

(Signature and Date)

WATCHSTATION 317

317 MAIL ORDERLY (CONT'D)

Questions

317.2.6 Safeguard mail privacy information (2 times)

A B D

(Signature and Date)

(Signature and Date)

Completed .2 area comprises 100% of watchstation.

317.3 INFREQUENT TASKS – None to be discussed.

317.4 ABNORMAL CONDITIONS – None to be discussed.

317.5 EMERGENCIES – None to be discussed.

317.6 WATCHES – None.

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

317.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

318 MAIL ROUTING

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 MAIL ROUTING (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

318 MAIL ROUTING

Estimated completion time: 30 Days

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

318.1 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 Schools:

NONE

(Qualifier and Date)

.2 Watchstations From This PQS:

314 Deck Operations

Completed _____ 86% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

123 Mail Routing

Completed _____ 13% of Watchstation
(Qualifier and Date)

318 MAIL ROUTING (CONT'D)

318.2 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 means of communications are used
- E. Satisfactorily perform this task.

Question

.1	Draft, submit and update Mail Routing Instruction (2 times)	A B C D E

	(Signature and Date)	

	(Signature and Date)	
.2	Verify correct message PLADS utilizing DVPS	A B E

	(Signature and Date)	
.3	Coordinate routing with Embarked Units and Ships in Company	A B C D E

	(Signature and Date)	
.4	Coordinate MSC routing to deliver Mail	A B C E

	(Signature and Date)	
.5	Coordinate Commercial shipments to deliver mail	A B C E

	(Signature and Date)	
.6	Submit Mail Routing Board changes to Route Mail for all affected units	A B C D E

	(Signature and Date)	

WATCHSTATION 318

318 MAIL ROUTING (CONT'D)

Question

318.2.7 Analyze and determine Mail Cut off dates depending on transportation means used A B C E

(Signature and Date)

.8 Draft and Submit Mail Changes via Confidential message A B C D E

(Signature and Date)

.9 Draft and Submit Mail Staging message via Non Classified traffic A B C D E

(Signature and Date)

.10 Determine split routing requirements based on ports of delivery (e.g., high volumes, customs restrictions) A B C D E

(Signature and Date)

.11 Review Mail Dispatch notices to ensure timely dispatch of all retrograde mail A B C D E

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

318.3 INFREQUENT TASKS - NONE

318.4 ABNORMAL CONDITIONS – None to be discussed.

318.5 EMERGENCIES – None to be discussed. - None

318.6 WATCHES – None.

318 MAIL ROUTING (CONT'D)

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

.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43244-1A

319 OFFICIAL MAIL CLERK

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 OFFICIAL MAIL CLERK (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

319 OFFICIAL MAIL CLERK

Estimated completion time: 30 Days

NOTE: THE FOLLOWING WATCHSTATIONS REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: 114, 116, 119, 120.

319.1 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.

319.1.1 Schools: NONE

.2 FUNDAMENTALS FROM THIS PQS:

114 Mail Orderly Program

Completed _____ 11% of Watchstation
(Qualifier and Date)

116 Postal Finance

Completed _____ 28% of Watchstation
(Qualifier and Date)

119 Directory Services

Completed _____ 22% of Watchstation
(Qualifier and Date)

120 Official Mail Clerk

Completed _____ 25% of Watchstation
(Qualifier and Date)

121 Official Mail Clerk

Completed _____ 14% of Watchstation
(Qualifier and Date)

.3 SYSTEMS FROM THIS PQS: NONE

319 OFFICIAL MAIL CLERK (CONT'D)

319.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure
- B. What are the reasons for each step
- C. What follow-up actions are required
- D. What QA functions are in place
- E. Satisfactorily perform this task.

Questions

.1	Check proper designations of all Official mail customers	A B D E
----	--	---------

(Signature and Date)

.2	Accept Official Mail for Mailing from the customer (3 times)	A B E
----	--	-------

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3	Verify that personal items are not being sent as official mail by asking the customer the contents of the mail	A B E
----	--	-------

(Signature and Date)

.4	Check Mail for proper address hygiene (3 times)	A B E
----	---	-------

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 319

319 OFFICIAL MAIL CLERK (CONT'D)

Questions

319.2.5 Apply proper endorsements for classes of mail accepted (2 times) A B E

(Signature and Date)

(Signature and Date)

.6 Apply proper endorsements for Clinical Specimens and other hazardous/biological items (e.g. Urinalysis, Fuel Samples) A B E

(Signature and Date)

.7 Verify and Sign for outgoing Official Accountable Mail, PS Form 3877 (2 times) A B E

(Signature and Date)

(Signature and Date)

.8 Fill out and use Internal Receipt , DD Form 2825 for return receipt purposes A B E

(Signature and Date)

.9 Use Meter Machine to apply postage at the lowest possible cost (2 times) A B E

(Signature and Date)

(Signature and Date)

.10 Sort and consolidate mail (2 times) A B E

(Signature and Date)

(Signature and Date)

WATCHSTATION 319

319 OFFICIAL MAIL CLERK (CONT'D)

Questions

319.2.11 Prepare and submit reimbursable postage usage report to the Regional Mail Manager A B C D E

(Signature and Date)

.12 Prepare internal reports for submission to the OMM A B E

(Signature and Date)

.13 Secure postage meter and accountable items at the end of the business day A B E

(Signature and Date)

COMPLETED .2 AREA COMPRISES 81% OF WATCHSTATION.

319.3 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 follow-up actions are required
- D. What QA/inspection requirements are there
- E. What conditions require this infrequent task
- F. Satisfactorily perform or simulate this infrequent task.

Questions

.1 Maintain key log for all accountable items (e.g., Meter codes, keys, safe combinations) A B D E F

(Signature and Date)

.2 Add postage to meter machine using postage by phone procedures A B C E

(Signature and Date)

WATCHSTATION 319

319 OFFICIAL MAIL CLERK (CONT'D)

Questions

319.2.3 Order meter machine supplies A B C E

(Signature and Date)

.4 Process refund for spoiled postage meter tape A B C E

(Signature and Date)

.5 Maintain maintenance log on all metering equipment A B E

(Signature and Date)

COMPLETED .3 AREA COMPRISES 19% OF WATCHSTATION.

319.4 ABNORMAL CONDITIONS – None to be discussed.

319.5 EMERGENCIES – None to be discussed.

319.6 WATCHES – None.

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

319.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43244-1A

320 POSTAL SUPPLY CLERK

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 POSTAL SUPPLY CLERK (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 320

320 POSTAL SUPPLY CLERK

Estimated completion time: 30 Days

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

320.1 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.

320.1.1 SCHOOLS: NONE

.2 WATCHSTATIONS FROM THIS PQS:

313 Automated Military Postal Service (AMPS)

Completed _____ 74% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

122 LS Postal Supply Clerk

Completed _____ 26% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS: NONE

320.2 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

.1 Prepare and submit Supply Requisition, PS Form 7380

A B C

(Signature and Date)

WATCHSTATION 320

320 POSTAL SUPPLY CLERK (CONT'D)

Questions

- 320.2.2 Prepare and submit Requisition for Supplies, Services or Equipment, PS Form 7381 A B C

(Signature and Date)

- .3 Prepare and submit Requisition for Rubber and Steel Hand Canceling Stamps, PS Form 1567 A B C

(Signature and Date)

- .4 Submit USPS Military Label and Tag Request, PS Form 1957 C/D in AMPS A B C

(Signature and Date)

- .5 Submit order for GSA items in AMPS A B C

(Signature and Date)

- .6 Submit order via TTOES A B C

(Signature and Date)

- .7 Submit order for Priority/Express mailers (e.g., boxes, envelopes) A B C

(Signature and Date)

- .8 Submit order for IRT/Meter supplies A B C

(Signature and Date)

- .9 Record all Item information along with orders, receipts, issued items and all inventory remarks on Supply Record, PS Form 1586 A B C

(Signature and Date)

WATCHSTATION 320

320 POSTAL SUPPLY CLERK (CONT'D)

Questions

320.2.10 Review Postal Bulletins for new /obsolete forms

A B C

(Signature and Date)

COMPLETED .2 AREA COMPRISES 67% OF WATCHSTATION.

320.3 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 conditions require this infrequent task
- D. Satisfactorily perform or simulate this infrequent task.

Questions

.1 Inventory postal supplies to ensure accuracy of item counts and annotate results on Supply Record, PS Form 1586

A B C D

(Signature and Date)

.2 Update Minimum/Maximum levels for supplies on Supply Record, PS Form 1586

A B C D

(Signature and Date)

.3 Inventory postal supplies to ensure accuracy of item counts and annotate results on Supply Record, PS Form 1586

A B C D

(Signature and Date)

.4 Properly dispose of obsolete forms/supplies

A B C D

(Signature and Date)

WATCHSTATION 320

320 POSTAL SUPPLY CLERK (CONT'D)

Questions

320.3.5 Receive/Return and inventory Postal Pack Up Kit (P-PUK) from Fleet/Regional Mail Center prior to Deployment

A B C D

(Signature and Date)

COMPLETED .3 AREA COMPRISES 33% OF WATCHSTATION.

320.4 ABNORMAL CONDITIONS – None to be discussed.

320.5 EMERGENCIES – None to be discussed.

320.6 WATCHES – None.

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

320.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43244-1A

321 POSTAL PETTY OFFICER

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 POSTAL PETTY OFFICER (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

321 POSTAL PETTY OFFICER

Estimated completion time: 60 Days

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: 114, 115, 116, 119, 120, 121, 122, 123, 125.

321.1 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 SCHOOLS:

Postal Petty Officer (A-554-0026) (Required)

Completed _____
(Qualifier and Date)

DON ORM ALL NAVY APPLICATIONS AND INTEGRATIONS (NKO E-LEARNING)

Completed _____
(Qualifier and Date)

OTHER QUALIFICATIONS:

Meets qualifications listed in OPNAVINST 5112.6 Chapter 3 Section 302

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

Completed _____ 5% of Watchstation
(Qualifier and Date)

114 Mail Orderly Program

Completed _____ 4% of Watchstation
(Qualifier and Date)

115 AMPS

Completed _____ 5% of Watchstation
(Qualifier and Date)

WATCHSTATION 321

321 POSTAL PETTY OFFICER (CONT'D)

- 116 Postal Finance
Completed _____ 12% of Watchstation
(Qualifier and Date)

- 119 Directory Services
Completed _____ 9% of Watchstation
(Qualifier and Date)

- 120 Registered Mail Clerk
Completed _____ 11% of Watchstation
(Qualifier and Date)

- 121 Official Mail Clerk
Completed _____ 6% of Watchstation
(Qualifier and Date)

- 122 Postal Supply Clerk
Completed _____ 6% of Watchstation
(Qualifier and Date)

- 123 Mail Routing
Completed _____ 4% of Watchstation
(Qualifier and Date)

- 124 Postal Petty Officer
Completed _____ 27% of Watchstation
(Qualifier and Date)

- 125 COPE
Completed _____ 9% of Watchstation
(Qualifier and Date)

- SYSTEMS FROM THIS PQS:
204 Postal Petty Officer
Completed _____ 2% of Watchstation
(Qualifier and Date)

WATCHSTATION 321

321 POSTAL PETTY OFFICER (CONT'D)

Questions

321.2 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.

- .1 Prepare Designation of Military Postal Clerk, DD form 2257 (Designation/termination MPC-FPC-COPE-PF0) A B C

(Signature and Date)

- .2 Prepare Termination of Military Postal Clerk, DD form 2257 for MPC (Designation/termination MPC-FPC-MPC-PF0) A B C

(Signature and Date)

- .3 Prepare Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly, DD form 285 A B C

(Signature and Date)

- .4 Prepare Offense Against the Mails Statement, OPNAV 5112/1 A B C

(Signature and Date)

- .5 Prepare the following classes of Domestic Mail and Endorsements: A B C

- .a First Class / Priority

(Signature and Date)

- .b Package Services

(Signature and Date)

321 POSTAL PETTY OFFICER (CONT'D)**Questions**

- 321.2.6 Update postal publications using bi-weekly Postal Bulletins and USPS.com A B C
-
- (Signature and Date)
- .7 Prepare military mail utilizing the APO/FPO listing and identify restrictions A B C
-
- (Signature and Date)
- .8 Calculate the fees for the following classes of mail using USPS Zone Chart and Notice 123 Ratefold: A B C
- .a First Class / Priority
-
- (Signature and Date)
- .b Package Services
-
- (Signature and Date)
- .9 Prepare the following Special Services and Endorsements: A B C
- .a Receipt for Certified Mail, PS form 3800
-
- (Signature and Date)
- .b Receipt for Domestic Insured Parcel \$200 and Under, PS form 3813
-
- (Signature and Date)
- .c Insured Mail Receipt for Domestic Insured Parcel Over \$200, PS form 3813P
-
- (Signature and Date)

WATCHSTATION 321

321 POSTAL PETTY OFFICER (CONT'D)

Questions

- 321.2.9 .d Receipt for Registered Mail, Label 200 and PS form 3806 A B C
- _____
(Signature and Date)
- .e Domestic Return Receipt, PS form 3811
- _____
(Signature and Date)
- .f Restricted Delivery
- _____
(Signature and Date)
- .g Delivery Confirmation, PS form 152
- _____
(Signature and Date)
- .10 Apply the 20 pound rule and other surcharges and discounts A B C
- _____
(Signature and Date)
- .11 Prepare Customs Declaration Form, PS form 2976 A B C
- _____
(Signature and Date)
- .12 Prepare Customs Declaration/Dispatch Note, PS form 2976a, A B C
- _____
(Signature and Date)
- .13 Prepare the following classes of International Mail and Endorsements A B C
- .a First Class International
- _____
(Signature and Date)

WATCHSTATION 321

321 POSTAL PETTY OFFICER (CONT'D)

Questions

321.2.13 .b Priority Mail International

A B C

(Signature and Date)

.14 Locate the following sections/chapters of the IMM:

A B C

.a Individual Country Listings

(Signature and Date)

.b Identify Country Prohibitions/Restrictions/Observations

(Signature and Date)

.c Special Drawing Rights

(Signature and Date)

.d Envelope addressing and packaging requirements

(Signature and Date)

.15 Determine Special Services for the following International Mails:

A B C

.a Customs Declaration/Dispatch Note, PS form 2976a

(Signature and Date)

.b Receipt for Registered Mail, Label 200 and PS form 3806

(Signature and Date)

.c International Return Receipt, PS form 2865

(Signature and Date)

WATCHSTATION 321

321 POSTAL PETTY OFFICER WATCHSTATION (CONT'D)

Questions

321.2.16 Setup and demonstrate how to use a postage meter (2 times) A B C

(Signature and Date)

(Signature and Date)

.17 Prepare Application and Voucher for Refund of Postage, Fees and Services, PS form 3533 A B C

(Signature and Date)

.18 Perform NAVY CASH transaction A B C

(Signature and Date)

.19 Verify and submit the Weekly Merchant Sales Summary Report and postage meter registrar report to the servicing PFO A B C

(Signature and Date)

.20 Submit ex-cash remittance check and deposit slip to servicing PFO for non-Navy Cash ships (3 times) A B C

(Signature and Date)

(Signature and Date)

(Signature and Date)

.21 Conduct the following Postage Meter procedures: A B C

.a Refill (add postage)

(Signature and Date)

WATCHSTATION 321

321 POSTAL PETTY OFFICER WATCHSTATION (CONT'D)

Questions

- | | | | |
|----------|----|--|-------|
| 321.2.21 | .b | Inspection

(Signature and Date) | A B C |
| .22 | | Scan accountable mail / GBS labels and upload to AMPS

(Signature and Date) | A B C |
| .23 | | Prepare Firm Delivery Receipt, PS form 3883

(Signature and Date) | A B C |
| .24 | | Prepare Manifold Registry Dispatch Book, PS form 3854

(Signature and Date) | A B C |
| .25 | | Prepare Notice of Delivery, PS form 3849

(Signature and Date) | A B C |
| .26 | | Sign and verify Receipt for Registered Mail, PS form 3806

(Signature and Date) | A B C |
| .27 | | Sign and verify Firm Mailing Book for Accountable Mail,
PS form 3877

(Signature and Date) | A B C |
| .28 | | Open a Registered Mail pouch

(Signature and Date) | A B C |

WATCHSTATION 321

321 POSTAL PETTY OFFICER WATCHSTATION (CONT'D)

Questions

321.2.29 Close a Registered Mail pouch A B C

(Signature and Date)

.30 Prepare Registered Mail-Balance and Inventory, DD form 2261 (3 times) A B C

(Signature and Date)

(Signature and Date)

(Signature and Date)

.31 Verify items on-hand from previous DD form 2261 A B C

(Signature and Date)

.32 Prepare OPNAV 5112/1 and DD Form 285 (2times) A B C

(Signature and Date)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

321.3 INFREQUENT TASKS – None to be discussed.

321.4 ABNORMAL CONDITIONS – None to be discussed.

321.5 EMERGENCIES – None to be discussed.

321.6 WATCHES – None.

WATCHSTATION 321

321 POSTAL PETTY OFFICER WATCHSTATION (CONT'D)

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

321.7.1 EXAMINATIONS (POSTAL ADVISOR) Pass a written examination

(Signature and Date)

.2 EXAMINATIONS (POSTAL ADVISOR) Pass an oral examination board

(Signature and Date)

.3 EXAMINATIONS Pass a written examination

(Signature and Date)

.4 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43244-1A

322 POSTAL FINANCE CLERK

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 LS POSTAL FINANCE CLERK (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

322 POSTAL FINANCE CLERK

Estimated completion time: 45 Days

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

322.1 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.

322.1.1 Schools: NONE

.2 WATCHSTATIONS FROM THIS PQS:

313 Automated Military Postal Service (AMPS) 41% of Watchstation
Completed _____
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

115 Automated Military Postal Service (AMPS)
Completed _____ 13% of Watchstation
(Qualifier and Date)

116 Postal Finance Clerk
Completed _____ 19% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS:

202 LS Postal Finance Clerk
Completed _____ 6% of Watchstation
(Qualifier and Date)

203 Deck Operations
Completed _____ 4% of Watchstation
(Qualifier and Date)

322 POSTAL FINANCE CLERK (CONT'D)

322.2 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

322.2.1	Audit initial assigned stamp credit	A B C

	(Signature and Date)	
.2	Receipt for stamp stock	A B C

	(Signature and Date)	
.3	Prepare Stamp Requisition, PS Form 17	A B C

	(Signature and Date)	
.4	Receipt for money orders on Money Order Inventory and Control Record, DD Form 885 (2 times)	A B C

	(Signature and Date)	

	(Signature and Date)	
.5	Verify authenticity of money orders (2 times)	A B C

	(Signature and Date)	

	(Signature and Date)	

WATCHSTATION 322

322 POSTAL FINANCE CLERK (CONT'D)

Questions

- 322.2.6 Validate cashed money orders against stolen money order list in the Postal Bulletin (2 times) A B C

(Signature and Date)

(Signature and Date)
- .7 Process Money Order Inquiry, PS Form 6401 A B C

(Signature and Date)
- .8 Process Funds Transaction Report, PS Form 8105B A B C

(Signature and Date)
- .9 Transfer custody of Money Orders Control Record, DD Form 885 A B C

(Signature and Date)
- .10 Perform Integrated Retail Terminal (IRT) start of day (2 times) A B C

(Signature and Date)

(Signature and Date)
- .11 Verify Opening Balance Account Indicator Code (AIC 840) and Closing Balance (AIC 853) match from previous business day (2 times) A B C

(Signature and Date)

(Signature and Date)

WATCHSTATION 322

322 POSTAL FINANCE CLERK (CONT'D)

Questions

322.2.13 Input blank money orders received in IRT A B C

(Signature and Date)

.14 Generate and verify Money Order Sold on IRT A B C

(Signature and Date)

.15 Prepare Duplicate Key Combination and Password Envelope, PS Form 3977, and Receipt, PS Form 1096 for the following: A B C

.a AMPS Login and password

(Signature and Date)

.b IRT password

(Signature and Date)

.c Postage Meter Keys

(Signature and Date)

.d TRANZ 380 Credit/Debit Card Machine password

(Signature and Date)

.e Safe Combination

(Signature and Date)

.f High-security postal keys

(Signature and Date)

WATCHSTATION 322

322 POSTAL FINANCE CLERK (CONT'D)

Questions

322.2.16 Print preliminary PS Form 1412 (2 times) A B C

(Signature and Date)

(Signature and Date)

.17 Print and sign Daily Financial Report, PS Form 1412 final report (2 times) A B C

(Signature and Date)

(Signature and Date)

.18 Perform postage meter end of day report (2 times) A B C

(Signature and Date)

(Signature and Date)

.19 Process the following classes of domestic mail to include endorsements: A B C

.a Express Mail

(Signature and Date)

.b First/Priority Class Mail

(Signature and Date)

.c Periodicals

(Signature and Date)

322 POSTAL FINANCE CLERK (CONT'D)

Questions

322.2.19 .d Package Services A B C

(Signature and Date)

.e Standard

(Signature and Date)

.20 Process military mail utilizing APO/FPO mailing restrictions A B C

(Signature and Date)

.21 Verify Individual Country Listings in IMM A B C

(Signature and Date)

.22 Process the following classes of international mail to include endorsements: A B C

.a First Class Mail International

(Signature and Date)

.b Priority Mail International

(Signature and Date)

.23 Process the following extra services to include endorsements: A B C

.a Registered Mail domestic/international, LAB 200 and Registered Mail Receipt, PS Form 3806

(Signature and Date)

.b Certified Mail domestic, PS Form 3800

(Signature and Date)

322 POSTAL FINANCE CLERK (CONT'D)

Questions

322.2.23 .c Insured \$200 and Over, PS Form 3813-P

A B C

(Signature and Date)

.d Insured \$200 and Under, PS Form 3813

(Signature and Date)

.e International insured mail

(Signature and Date)

.f Domestic Return Receipt, PS Form 3811

(Signature and Date)

.g International Return Receipt, PS Form 2865

(Signature and Date)

.h Restricted Delivery

(Signature and Date)

.i Delivery Confirmation, PS Form 152

(Signature and Date)

.j Return Receipt for Merchandise, PS Form 3804

(Signature and Date)

.k Certificate of Mailing, PS Form 3817

(Signature and Date)

322 POSTAL FINANCE CLERK (CONT'D)

Questions
A B C

322.2.23 .l Request for Delivery Information, PS Form 3811A

(Signature and Date)

.24 Verify Customs Declarations Forms: A B C

.a Customs-Senders Declaration, PS Form 2976 (2 times)

(Signature and Date)

(Signature and Date)

.b Customs Declaration and Dispatch Note, PS Form 2976A
(2 times)

(Signature and Date)

(Signature and Date)

.25 Validate articles for the following customs endorsements: A B C

.a Returned Personal Effects-Orders Enclosed

(Signature and Date)

.b Unsolicited Gift

(Signature and Date)

.c American Goods Returned

(Signature and Date)

WATCHSTATION 322

322 POSTAL FINANCE CLERK (CONT'D)

Questions

322.2.26 Transfer Registered Mail via Manifold Registry Dispatch A B C
Book, PS Form 3854 to Registered Mail Clerk (2 times)

(Signature and Date)

(Signature and Date)

.27 Prepare Application and Voucher for Refund of Postage, Fees and Services, PS Form 3533 A B C

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

322.3 INFREQUENT TASKS – None to be discussed.

322.4 ABNORMAL CONDITIONS – None to be discussed.

322.5 EMERGENCIES – None to be discussed.

322.6 WATCHES – None.

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

322.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

323 CUSTODIAN OF POSTAL EFFECTS

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 CUSTODIAN OF POSTAL EFFECTS (COPE) (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

323 CUSTODIAN OF POSTAL EFFECTS

Estimated completion time: 45 Days

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

323.1 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.

323.1.1 SCHOOLS:

PPO Course (for Shipboard MPCs) A-554-0026

Completed _____
(Qualifier and Date)

.2 WATCHSTATIONS FROM THIS PQS:

321 Postal Petty Officer (for Shipboard MPC's)

Completed _____ 42% of Watchstation
(Qualifier and Date)

322 Postal Finance Clerk

Completed _____ 61% of Watchstation
(Qualifier and Date)

323.1.3 FUNDAMENTALS FROM THIS PQS:

125 LS COPE

Completed _____ 11% of Watchstation
(Qualifier and Date)

323 CUSTODIAN OF POSTAL EFFECTS (CONT'D)

323.2 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

- | | | |
|----|---|-------|
| .1 | Prepare Designation or Termination of Military Postal Clerk, DD Form 2257 for COPE
(Designation/termination MPC-FPC-MPC-PFO) | A B C |
| | (Signature and Date) | |
| .2 | Prepare Designation or Termination of Military Postal Clerk, DD Form 2257 for MPC
(Designation /termination MPC-FPC-MPC-PFO) | A B C |
| | (Signature and Date) | |
| .3 | Prepare Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly, DD Form 285 | A B C |
| | (Signature and Date) | |
| .4 | Prepare Offense Against the Mails Statement, OPNAV 5112/2 | A B C |
| | (Signature and Date) | |
| .5 | Prepare and verify Equipment and Supplies Record, PS Form 1590 | A B C |
| | (Signature and Date) | |

323 CUSTODIAN OF POSTAL EFFECTS (CONT'D)

		<u>Questions</u>
323.2.6	Return accountable equipment on PS Form 1590 to the appropriate accountable Postmaster	A B C
	_____ (Signature and Date)	
.7	Prepare, verify and submit Stamp Requisition, PS Form 17 to SDO	A B C
	_____ (Signature and Date)	
.8	Process and verify Stamp Requisition, PS Form 17 from SDO	A B C
	_____ (Signature and Date)	
.9	Process and verify Stamp Requisition, PS Form 17 from finance clerk	A B C
	_____ (Signature and Date)	
.10	Prepare and submit return Stamp Requisition, PS Form 17 to SDO	A B C
	_____ (Signature and Date)	
.11	Demonstrate close out procedures of the IRT	A B C
	_____ (Signature and Date)	
.12	Demonstrate ability to verify report TRANZ 380 (Debit and Credit Card machine)	A B C
	_____ (Signature and Date)	
.13	Demonstrate ability to troubleshoot PVI machine	A B C
	_____ (Signature and Date)	

WATCHSTATION 323
323 CUSTODIAN OF POSTAL EFFECTS (CONT'D)

Questions

- | | | |
|----------|---|-------|
| 323.2.14 | Demonstrate ability to input serial number PVI onto AMPS | A B C |
| | (Signature and Date) | |
| .15 | Prepare, verify and submit Stamp Requisition for ordering Money Orders, PS Form 17 to SDO | A B C |
| | (Signature and Date) | |
| .16 | Process and verify Money Order serial numbers on Stamp Requisition, PS Form 17 from SDO | A B C |
| | (Signature and Date) | |
| .17 | Process and verify Money Order Requisition, PS Form 17 from MPC | A B C |
| | (Signature and Date) | |
| .18 | Create and maintain master DD Form 885 log for each money order series | A B C |
| | (Signature and Date) | |
| .19 | Verify, process and consolidate daily business reports | A B C |
| | (Signature and Date) | |
| .20 | Verify money order transaction business | A B C |
| | (Signature and Date) | |
| .21 | Input cashed money orders into AMPS | A B C |
| | (Signature and Date) | |

323 CUSTODIAN OF POSTAL EFFECTS (CONT'D)

Questions

323.2.22 Conduct audits on clerks A B C

(Signature and Date)

COMPLETED .2 AREA COMPRISES 81% OF WATCHSTATION.

323.3 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. Satisfactorily perform or simulate this infrequent task.

Questions

.1 Demonstrate how to update IRT using USPS update disk A B C

(Signature and Date)

.2 Demonstrate how to update USPS and DOD publications A B C

(Signature and Date)

.3 Prepare Duplicate Key Envelopes, PS Form 3977 for Change of COPE A B C

(Signature and Date)

.4 Prepare Key, Combinations and Password receipt, PS 1096 A B C

(Signature and Date)

.5 Update IRT disks for revaluation of stamp stock A B C

(Signature and Date)

COMPLETED .3 AREA COMPRISES 19% OF WATCHSTATION.

323 CUSTODIAN OF POSTAL EFFECTS (CONT'D)

323.4 ABNORMAL CONDITIONS – None to be discussed.

323.5 EMERGENCIES – IRT DISK CRASHES.

For the emergencies listed below:

- A. What immediate action is required
- B. What operating limitations are imposed
- C. What other emergencies or malfunctions may occur if immediate action is not taken
- D. Satisfactorily perform or simulate the immediate action for this emergency.

Questions

.1 Discuss how to properly rebuild Clerks or Supervisors disk A B C D

(Signature and Date)

COMPLETED .5 AREA COMPRISES 2% OF WATCHSTATION.

323.6 WATCHES

.1 STAND THE FOLLOWING WATCHES UNDER INSTRUCTION:

Conduct final closeout of Daily financial business (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.2 STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

Conduct Opening day financial procedures (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 323

323 CUSTODIAN OF POSTAL EFFECTS (CONT'D)

COMPLETED .6 AREA COMPRISES 8% OF WATCHSTATION.

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

.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

324 SECTION LEADER/DECK SUPERVISOR

NAME _____ RATE/RANK _____

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

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

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified SECTION LEADER/DECK SUPERVISOR (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

324 SECTION LEADER/DECK SUPERVISOR

Estimated completion time: 30 Days

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

324.1 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 SCHOOLS: NONE

.2 WATCHSTATIONS FROM THIS PQS:

314 Deck Operations

Completed _____ 38% of Watchstation
(Qualifier and Date)

315 Directory Services

Completed _____ 20% of Watchstation
(Qualifier and Date)

316 Registered Mail Clerk

Completed _____ 23% of Watchstation
(Qualifier and Date)

317 Mail Orderly Program

Completed _____ 10% of Watchstation
(Qualifier and Date)

.2 FUNDAMENTALS FROM THIS PQS:

126 Section Leader/Deck Supervisor

Completed _____ 9% of Watchstation
(Qualifier and Date)

324 SECTION LEADER/DECK SUPERVISOR (CONT'D)

324.3 SYSTEMS FROM THIS PQS: NONE

324.2 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

- | | | |
|----|--|-------|
| .1 | Check flight board/truck schedule and mail on hand | A B C |
| | _____ | |
| | (Signature and Date) | |
| .2 | Receive passdown information from deck supervisor and offgoing section leader | A B C |
| | _____ | |
| | (Signature and Date) | |
| .3 | Assign daily watch stations | A B C |
| | _____ | |
| | (Signature and Date) | |
| .4 | Conduct QA checks on PSC section | A B C |
| | _____ | |
| | (Signature and Date) | |
| .5 | Validate registered mail section and Registered Mail-Balance and Inventory, DD Form 2261 | A B C |
| | _____ | |
| | (Signature and Date) | |
| .6 | Open and secure building | A B C |
| | _____ | |
| | (Signature and Date) | |

WATCHSTATION 324

324 SECTION LEADER/DECK SUPERVISOR (CONT'D)

Questions
A B C

324.2.7 Purge postal files after retention periods have expired

(Signature and Date)

.8 Review procedures for Suspicious package response and perform practice exercise for response to both suspicious bomb articles and suspicious CBR articles

A B C

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

324.3 INFREQUENT TASKS – None to be discussed.

324.4 ABNORMAL CONDITIONS – None to be discussed.

324.5 EMERGENCIES – NONE

324.6 WATCHES

324.6.1 Stand the following watches under qualified supervision:

Section Leader Duties (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .6 AREA COMPRISES 5% OF WATCHSTATION.

WATCHSTATION 324

324 SECTION LEADER/DECK SUPERVISOR (CONT'D)

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

324.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 43244-1A

325 POSTAL OFFICER/OPERATIONS CHIEF

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 OPERATIONS CHIEF (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 325

325 POSTAL OFFICER/OPERATIONS CHIEF

Estimated completion time: 30 Days

NOTE: THE FOLLOWING WATCHSTATIONS SHALL BE COMPLETED AS REQUIRED

325.1 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.
E-7 AND ABOVE**

.1 SCHOOLS: NONE

.2 WATCHSTATIONS FROM THIS PQS:

324 Section Leader/Deck Supervisor

Completed _____ 17% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

127 Postal Officer/Operations Chief

Completed _____ 72% of Watchstation
(Qualifier and Date)

WATCHSTATION 325

325 POSTAL OFFICER/OPERATIONS CHIEF (CONT'D)

325.1 .4 Receive formal postal audit training prior to designation as postal audit board member

Completed _____ 11% of Watchstation
(Qualifier and Date)

325.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure
- B. What are the reasons for each step
- C. What QA Checks are associated
- D. What outside POC's are applicable
- E. Satisfactorily perform this task.

Questions

.1 Inspect outgoing mail to ensure compliance with routing guidance A B C D E

(Signature and Date)

.2 Check outgoing mail to ensure proper endorsements and applicable postage has been applied A B C D E

(Signature and Date)

.3 Check directory mail to ensure timely service is being rendered A B C D E

(Signature and Date)

.4 Check directory hold mail to ensure that mail on hold has proper reason to be on hold and that 15 day limits are being adhered to A B C D E

(Signature and Date)

.5 Check trash cans to ensure that only appropriate mail is being discarded after directory service has been rendered A B C D E

(Signature and Date)

WATCHSTATION 325

325 POSTAL OFFICER/OPERATIONS CHIEF (CONT'D)

Questions

- 325.2.6 Check working mail area to verify that up to date routing guidance is being used A B C D E

(Signature and Date)

- .7 Review mail on-hand reports A B C D E

(Signature and Date)

- .8 Notify Mail Routing Authority of routing discrepancies A B C D E

(Signature and Date)

- .9 Check accountable mail to verify second and third notices are being sent and returns are being made A B C D E

(Signature and Date)

- .10 Check mail receptacles to verify that accumulation is not reaching 30 days or more A B C D E

(Signature and Date)

- .11 Check Mail call sheets to ensure that only authorized mail orderlies are picking up and signing for mail A B C D E

(Signature and Date)

- .12 Verify Registered Mail Balance Sheets, DD Form 2261 A B C D E

(Signature and Date)

- .13 Check all on hand registered mail A B C D E

(Signature and Date)

WATCHSTATION 325

325 POSTAL OFFICER/OPERATIONS CHIEF (CONT'D)

Questions

- 325.2.14 Verify Mail on Hand Report A B C D E

(Signature and Date)

- .15 Verify claims and related documents A B C D E

(Signature and Date)

- .16 Verify submission of PNA's for transportation discrepancies (routing, dispatches, airline handling, delays) A B C D E

(Signature and Date)

- .17 Verify and submit Registry Irregularity Reports, DD Form 2273, PS Form 3826 A B C D E

(Signature and Date)

- .18 Verify and submit Postal Offenses for all reportable offenses A B C D E

(Signature and Date)

- .19 Verify submission of mail rifling/damaged reports A B C D E

(Signature and Date)

- .20 Verify updated flight /truck schedules are posted A B C D E

(Signature and Date)

- .21 Inspect mail collection boxes A B C D E

(Signature and Date)

WATCHSTATION 325

325 POSTAL OFFICER/OPERATIONS CHIEF (CONT'D)

Questions

- 325.2.21 Conduct post office daily/weekly inspections A B C
- _____
(Signature and Date)
- .22 Prepare MRI and receive acknowledgement of receipt from JMPA A B C
- _____
(Signature and Date)
- .23 Review and sign daily/weekly PS form 1412's A B C
- _____
(Signature and Date)
- .24 Review incoming postal messages A B C
- _____
(Signature and Date)
- .25 Input, update and validate CMP A B C
- _____
(Signature and Date)
- .26 Log into AMPS to review MATTIS data to identify routing deficiencies verify PTS input A B C
- _____
(Signature and Date)

COMPLETED .2 AREA COMPRISES 70% OF WATCHSTATION.

325.3 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. Satisfactorily perform or simulate this infrequent task.

WATCHSTATION 325

325 POSTAL OFFICER/OPERATIONS CHIEF (CONT'D)

Questions

- 325.3.1 Conduct service record review for prospective LSs as MPC's A B C

(Signature and Date)

- .2 Review and update SOP annually A B C

(Signature and Date)

- .3 Maintain duplicate keys inside envelopes (PS form 3977), envelopes must be stored inside a secure container A B C

(Signature and Date)

- .4 Conduct monthly audits with finance clerk/cope A B C

(Signature and Date)

- .5 Demonstrate how to conduct mail operations during unrep, vertrep and conrep for registered and ordinary mail A B C

(Signature and Date)

- .6 Develop action plan to correct discrepancies from PAV inspections A B C

(Signature and Date)

- .7 Draft and submit After Action Report after port visits A B C

(Signature and Date)

COMPLETED .3 AREA COMPRISES 19% OF WATCHSTATION.

WATCHSTATION 325

325 POSTAL OFFICER/OPERATIONS CHIEF (CONT'D)

325.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received
- B. What immediate action is required
- C. Satisfactorily perform or simulate the corrective/immediate action for this abnormal condition.

Questions

.1 Demonstrate how to identify and report postal offenses A B C

(Signature and Date)

.2 Submit Postal Offense via Message/AMPS A B C

(Signature and date)

.3 Update status on postal offenses every 30 days until resolved A B C

(Signature and date)

Completed .4 area comprises 8% of watchstation.

325.5 EMERGENCIES

For the emergencies listed below:

- A. What immediate action is required
- B. What operating limitations are imposed
- C. What other emergencies or malfunctions may occur if immediate action is not taken
- D. Satisfactorily perform or simulate the immediate action for this emergency.

.1 Demonstrate knowledge of procedures for emergency destruction A B C D

(Signature and Date)

COMPLETED .5 AREA COMPRISES 3% OF WATCHSTATION.

325.6 WATCHES – None.

WATCHSTATION 325

325 POSTAL OFFICER/OPERATIONS CHIEF (CONT'D)

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

325.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

FINAL QUALIFICATION

NAVEDTRA 3244-2

326 POSTAL ASSISTANCE ADVISOR/POSTAL FINANCE OFFICER

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 POSTAL ASSISTANCE ADVISOR/POSTAL FINANCE OFFICER (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 326

326 POSTAL ASSISTANCE ADVISOR/POSTAL FINANCE OFFICER

Estimated completion time: 75 Days

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

326.1 PREREQUISITES

E-7 AND ABOVE

.1 SCHOOLS: NONE

.2 WATCHSTATIONS FROM THIS PQS:

321 Postal Petty Officer

Completed _____ 41% of Watchstation
(Qualifier and Date)

323 Custodian of Postal Effects

Completed _____ 21% of Watchstation
(Qualifier and Date)

325 Postal Officer/Operations Chief

Completed _____ 28% of Watchstation
(Qualifier and Date)

.3 Fundamentals From This PQS:

128 LS Postal Assistance Advisor/Postal Finance Officer

Completed _____ 10% of Watchstation
(Qualifier and Date)

WATCHSTATION 326

326 POSTAL ASSISTANCE ADVISOR/POSTAL FINANCE OFFICER (CONT'D)

326.2 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

- .1 Maintain designation files for current COPE's, APPO's
And Postal Officers A B C

(Signature and Date)
- .2 Assist PPO's on ships/shore stations A B C

(Signature and Date)
- .3 Provide amplifying guidance and direction for policy changes A B C

(Signature and Date)
- .4 Provide postal P-PUK kit for deploying ships A B C

(Signature and Date)
- .5 Receive postal P-PUK kit from returning ships A B C

(Signature and Date)
- .6 Verify and issue accountable equipment to appropriate units A B C

(Signature and Date)
- .7 Provide training and issue postage meter machines A B C

(Signature and Date)

WATCHSTATION 326

326 POSTAL ASSISTANCE ADVISOR/POSTAL FINANCE OFFICER (CONT'D)
Questions

- 326.2.8 Receive postage meter machines from returning units A B C

(Signature and Date)

- .9 Receive, verify and enter PS form 1412, associated A B C
paperwork and deactivate account upon return from deployment

(Signature and Date)

- .10 Review monthly registered mail balance sheets A B C

(Signature and Date)

- .11 Review quarterly command mail orderly system binders A B C
and logs

(Signature and Date)

- .12 Provide Pre-Deployment brief to deploying units A B C

(Signature and Date)

- .13 Resolve expense discrepancy reports with USPS A B C

(Signature and Date)

- .14 Provide guidance on submission of Postal Offense reports A B C

(Signature and Date)

WATCHSTATION 326

326 POSTAL ASSISTANCE ADVISOR/POSTAL FINANCE OFFICER (CONT'D)

Questions

- 326.2.15 Process requests for new user logins in AMPS A B C

(Signature and Date)
- .16 Provide guidance on proper use and navigation of AMPS A B C

(Signature and Date)
- .17 Verify PTS and MATTIS Submissions for applicable units A B C

(Signature and Date)
- .18 Review and Verify Quarterly Audit Reports A B C

(Signature and Date)
- .19 Prepare and submit Quarterly Audit Critique sheets A B C

(Signature and Date)
- .20 Submit required reports to Fleet Postal Officer A B C

(Signature and Date)

Completed .2 area comprises 77% of watchstation.

- 326.3 INFREQUENT TASKS NONE
- 326.4 ABNORMAL CONDITIONS – NONE TO BE DISCUSSED
- 326.5 EMERGENCIES – NONE TO BE DISCUSSED

WATCHSTATION 326

326 POSTAL ASSISTANCE ADVISOR/POSTAL FINANCE OFFICER (CONT'D)

326.5.1 Stand the following watches under instruction:

Conduct SMC Inspection/LTT Assist Visit and Debrief (3 times)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.2 Stand the following watches under qualified supervision:

Instruct PO Course (3 times)

(Signature and Date)

(Signature and Date)

(Signature)

COMPLETED .5 AREA COMPRISES 23% OF WATCHSTATION.

326.6 WATCHES - NONE

326.7 EXAMS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC)

.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

327 LEADING LOGISTICS SPECIALIST

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 LEADING LOGISTICS SPECIALIST (NAVEDTRA 43244-1A).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR)

Estimated completion time: 6 Months

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

327.1 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.

327.1.1 SCHOOLS:

Logistics Specialists "A" School A-551-1014 (RECOMMENDED)

Completed _____
(Qualifier and Date)

RSupply Force Level Technician Specialist A-551-0029 (RECOMMENDED)

Completed _____
(Qualifier and Date)

RSupply Unit Level Technician Specialist A-551-0026 (RECOMMENDED)

Completed _____
(Qualifier and Date)

Aviation Supply System Specialist NALCOMIS Optimized C-551-2019 (RECOMMENDED)

Completed _____
(Qualifier and Date)

RSupply Unit Level Stock Control Supervisor A-551-0028 (RECOMMENDED)

Completed _____
(Qualifier and Date)

Stock Control Supervisor Force Level RSupply A-551-0027 (Recommended)

Completed _____
(Qualifier and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

NALCOMIS Optimized intermediate Maintenance Activity (OIMA) Supply Application Administrator (SAA) C-555-0050 (RECOMMENDED)

Completed _____
(Qualifier and Date)

Joint Aviation Supply and Maintenance Material Management (JASMMM) A-8B-0020 (RECOMMENDED)

Completed _____
(Qualifier and Date)

Hazardous Material Control and Management Technician A-322-2600 (RECOMMENDED)

Completed _____
(Qualifier and Date)

OTHER QUALIFICATIONS:

327.2.1 WATCHSTATIONS FROM THIS PQS:

301 Supply Basics

Completed _____ 9% of Watchstation
(Qualifier and Date)

302 Requisitioning

Completed _____ 3% of Watchstation
(Qualifier and Date)

303 Requisition Maintenance

Completed _____ 2% of Watchstation
(Qualifier and Date)

304 Inventory Management

Completed _____ 2% of Watchstation
(Qualifier and Date)

305 HAZMAT Manager

Completed _____ 4% of Watchstation
(Qualifier and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

306 Shipping and Receiving Management

Completed _____ 4% of Watchstation
(Qualifier and Date)

307 Financial Management

Completed _____ 4% of Watchstation
(Qualifier and Date)

308 Configuration Management

Completed _____ 4% of Watchstation
(Qualifier and Date)

309 Aviation Supervisor Management

Completed _____ 12% of Watchstation
(Qualifier and Date)

310 DLR-AVDLR Management

Completed _____ 3% of Watchstation
(Qualifier and Date)

311 Material Control Clerk

Completed _____ 6% of Watchstation
(Qualifier and Date)

312 Vehicle Management

Completed _____ 1% of Watchstation
(Qualifier and Date)

.3 FUNDAMENTALS FROM THIS PQS:

103 Requisitioning

Completed _____ 2% of Watchstation
(Qualifier and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

104 Requisition Maintenance
Completed _____ 3% of Watchstation
(Qualifier and Date)

105 Inventory Management
Completed _____ 4% of Watchstation
(Qualifier and Date)

107 Shipping and Receiving Management
Completed _____ 3% of Watchstation
(Qualifier and Date)

108 Financial Management
Completed _____ 4% of Watchstation
(Qualifier and Date)

109 Configuration Management
Completed _____ 2% of Watchstation
(Qualifier and Date)

110 Aviation Supervisor Management
Completed _____ 9% of Watchstation
(Qualifier and Date)

130 Leading Logistics Specialist
Completed _____ 14% of Watchstation
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS:

201 Supply Basics
Completed _____ 5% of Watchstation
(Qualifier and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

327.2 TASKS

For the tasks listed below:

- A. What are the steps of this procedure
- B. What are the reasons for each step
- C. What is the impact or probable cause of this function
- D. What safety precautions must be observed
- E. Satisfactorily perform this task.

Questions

.1 Inspect the material condition of assigned spaces, secure for sea conditions, and ensure the planned maintenance for equipment as listed on the CCOL has been completed. A B C D E

(Signature and Date)

.2 Verify that the required storeroom key check-out and check-in procedures are followed: A B C E

(Signature and Date)

.3 Supervise the segregating and turn-over/delivery of material. A B C E

(Signature and Date)

.4 Verify Receipt/ Custody/ Stowage of Special Material A B C D E

.a Classified

(Signature and Date)

.b MAMS/ TBI

(Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

327.2.4 .c Q-COSAL / 2SX1 A B C D E

(Signature and Date)

.d Weapons

(Signature and Date)

.e Personal Gear Issue

(Signature and Date)

.5 Supervise shipping and receiving operations to include document preparation, packing, maintaining log books, and shipping of material A B C E

(Signature and Date)

.6 Verify the security and accountability of Personal Effects A B C E

(Signature and Date)

.7 Verify preparation of NAVSUP Form 29 and DD Form 1149 for Shipment of Personal Effects A B C E

(Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

327.2.8 Audit Receipt In Process (RIP) to include: A B C E

- .a Run ADHOC to ensure all required material is RIP'd (excluding E, D, & G series)
- .b Ensure IBS parameters are set properly
- .c Review IBS Receipt in Process (RIP) management reports and ensure that RIPs without stows are promptly researched and reconciled.
- .d Analyze the cause for delayed stows and missing parts

(Signature and Date)

.9 Review IBS receipt processing procedures to include: A B C E

- .a Review management reports and ensure that all error reports and suspended transactions are promptly resolved.
- .b Analyze cause of suspended transactions and ensure receipts are properly reconciled, e.g., duplicate shipments, lost in shipments

(Signature and Date)

.10 Supervise manual receipt processing procedures A B C E

(Signature and Date)

.11 Verify that completed receipts were posted in RSupply/NALCOMIS and filed correctly A B C E

(Signature and Date)

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

- 327.2.12 Supervise the shelf-life management to include the following: A B C E
- .a Assigning the appropriate Local Management Codes in RSupply to items with shelf-life code
 - .b Run ADHOC/MSSLL to identify shelf-life items with a shelf-life code and no LMC assigned
 - .c Run ADHOC/MSSLL to identify expired shelf-life
 - .d Drawing from stock and offloading expired type1 shelf-life items
 - .e Drawing from stock expired type 2 shelf-life and processing for Possible extension
 - .f Expending the drawn expired shelf-life from the Stock Item Table in RSupply

(Signature and Date)

- .13 Supervise the monthly downloading of the Defective Material Summary (DMS) from the website, the screening and the processing of material in accordance with the DMS A B C E

(Signature and Date)

- .14 Manage the sub-custody process to include: A B C E
- .a Recording the issue of sub-custody material to others
 - .b Ensuring signatures and dates are not outdated
 - .c Performing a sight inventory of sub-custody material issued to others
 - .d Processing and recording the return of sub-custody material to others

(Signature and Date)

- .15 Verify the accountability of organizational clothing by reviewing the following: A B C E
- .a The issuing of organizational clothing
 - .b Recording return of organizational clothing
 - .c Reconciling not returned organizational clothing
 - .d Managing disposition of turn-in clothing

(Signature and Date)

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

327.2.16 Supervise tool kit processes to include the following: A B C E

- .a The build up tool kits based on Table of Allowance (TOA)
- .b Issuing tool kits to battalions
- .c Posting off-line sub-custody
- .d Returning to supply

(Signature and Date)

.17 Evaluate a monthly Location Audit results, supervise the corrections, and analyze the cause of discrepancies A B C E

(Signature and Date)

.18 Evaluate a monthly inventory result and analyze the cause of discrepancies A B C E

(Signature and Date)

.19 Supervise the causative research, posting, and paperwork required to correct the discovered inventory discrepancies: A B C E

- .a Loss by Inventory (LBI)
- .b Gain by Inventory (GBI)
- .c Financial Liability Investigation of Property Loss, DD Form 200

(Signature and Date)

.20 Audit issue processing procedures to include: A B C E

- .a Review Issue Pending File (IPF) and analyze causes for delayed issues and missing issue documents
- .b Verify spot inventories performed and the appropriate transactions posted for aged outstanding issues
- .c Identify and reconcile improperly posted issue reversals

(Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

- 327.2.21 Verify posting and filing of completed Issue Documents A B C E
-
- (Signature and Date)
- .22 Run ADHOC of outstanding Inventory Flag "B" for Not in Stock (NIS) items and supervise its proper processing: A B C E
- .a Ensure spot inventory cards are properly prepared
 - .b Ensure that spot inventories are properly completed
 - .c If material not found, ensure causative research and inventory adjustments are performed to reconcile RSupply and storeroom quantity on hand
-
- (Signature and Date)
- .23 For Not in Stock (NIS) items, supervise its proper processing: A B C E
- .a Ensure spot inventory cards are properly prepared
 - .b Ensure that spot inventories are properly completed
 - .c If material not found, ensure causative research and inventory adjustment is performed to reconcile RSupply and storeroom quantity on hand
-
- (Signature and Date)
- .24 Supervise Change Notice processing to include: A B C E
- .a Ensure file is downloaded in all required systems
 - .b Ensure that all the transactions on the error report are researched, corrected and annotated accordingly
 - .c Ensure that all storeroom actions are performed
 - .d Ensure report retention
-
- (Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions
A B C E

327.2.25 Audit the Stock Control Review Listing processing to include:

- .a Ensure receipt of daily reports
- .b Ensure that the items deleted from the Suspense listing are reviewed and annotated
- .c Ensure all NIINs from incoming cancellation status are assigned the appropriate Management Code
- .d Ensure all inventory adjustments are reviewed and annotated
- .e Ensure all high money dollar transactions are reviewed and annotated

(Signature and Date)

.26 Audit an ASI process using the checklist to include: A B C E

- .a Ensure record of each ASI download, i.e., report, print out and local form received from 3MC
- .b Ensure that the error report is worked and researched, corrected and annotated accordingly
- .c Analyze output report and pre and post SAMMA/SALS/SIMARS for changes in stock posture
- .d Ensure that immediate action is taken to eliminate produced RAO
- .e Generate and release NAVSEA requisitions

(Signature and Date)

.27 Evaluate Monthly Readiness Indicators, analyze and suggest strategies to correct deficient areas A B C E

(Signature and Date)

.28 Evaluate stock requisition maintenance to include: A B C E

- .a Outgoing status
- .b Latest status of outstanding requisitions
- .c Number of requisitions greater than seven days without status
- .d Number of requisitions with aged shipping status and no action taken
- .e Spot inventories and inventory adjustments performed for aged status
- .f Dummy receipts prepared by LS for requisitions completed

(Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

- 327.2.29 Evaluate DTO requisition maintenance to include: A B C E
- .a Outgoing status
 - .b Latest status of outstanding requisitions
 - .c Number of requisitions greater than seven days without status
 - .d Number of requisitions with aged shipping status and no action taken
 - .e Number of outstanding requisitions with closed JCN and no AC1 sent
 - .f Action taken from Internal MOVs
 - .g Dummy receipts prepared for requisitions completed with no receipt

(Signature and Date)

- .30 Audit the quarterly external MOV process to ensure required document identifiers are submitted correctly and on time A B C E

(Signature and Date)

- .31 Verify that Supply Discrepancy Reports are submitted for packing and shipping discrepancies, submitted within required timeframes, tracked, follow-ups submitted if no response received, and transaction reconciled if SDR is rejected A B C E

(Signature and Date)

- .32 Audit the monthly RSupply run schedule to ensure that it contains all necessary jobs A B C E

(Signature and Date)

- .33 Audit the monthly NALCOMIS run schedule to ensure that it contains all necessary jobs A B C E

(Signature and Date)

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

327.2.34 Audit the Suspense/Tech Edit Report to ensure that the requirements are worked promptly, correctly and the report the is annotated with corrective action taken A B C E

(Signature and Date)

.35 Audit Stock Item Table (SIT)/Stock Record Card maintenance to include: A B C E

- .a Discrepant conditions on SAMMA/SAL
- .b SIT TYCOM utility
- .c Management Code assigned to records receiving incoming cancellation status
- .d Family Group Code/Substitutes/superseded relationships properly established

(Signature and Date)

.36 Evaluate the Medical Prime Vendor process to include: A B C E

- .a Verify Deliver Order/Call Number Log is maintained for MVO medical prime vendor orders
- .b Verify incoming MVO medical prime vendor material is jointly inspected by a Medical rep and LS for quality and quantity against the electronic confirmation generated when the order was placed
- .c Verify GCPC Card Holder certifies receipts for payment in DOD EMALL for MVO medical prime vendor material within 5 days of receipt of material or credit memo received from PV if discrepancy is discovered

(Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

327.2.37 Audit transfers to other units to ensure transactions are posted in RSupply to include: A B C E

- .a Fund code
- .b Appropriation indicator
- .c TYCOM indicator is built
- .d Logged in the appropriate log book
- .e Filed

(Signature and Date)

.38 Verify 2M Log is being properly maintained A B C E

(Signature and Date)

.39 Audit the monthly financial reporting to include: A B C E

- .a Figures reported on the BOR are correct
- .b BOR column 23, cumulative difference amounts matches the SFOEDL FYTD summary totals
- .c Grants are posted accurately in RSupply
- .d BOR Column 22 matches the TL log

(Signature and Date)

.40 Audit the monthly SFOEDL to include: A B C E

- .a Challenges submitted and follow-ups are sent
- .b Correct challenge codes are used
- .c Research the cause of non obligated SFOEDL charges and suggest procedures to correct the practice
- .d Charges are posted to records within ten days
- .e Verify Medical PV charges that appear on the SFOEDL are validated

(Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

- 327.2.41 Audit the fuel program to include the following: A B C E
- .a DD Form 1149s are prepared in accordance with NAVAL SUPPLY PROCEDURES VOL 1 & 2 for fuel procurement from DLA
 - .b Replenishment At Sea (RAS) inventory adjustments are processed prior to end of the month close out
 - .c DD Form 200 are generated for fuel inventory adjustments
 - .d Fuels issued to squadrons and other external activities are posted
 - .e On-hand-quantity on the Stock Record Card agree with the daily Fuel Report
 - .f Ensure NEURS (Navy Energy Usage Reporting System) message is submitted in accordance with OPNAV 4100.11 (if applicable)

(Signature and Date)

- .42 Supervise the proper use of the Electro-Static Discharge equipment for ESD sensitive material: A B C E

(Signature and Date)

- .43 Identify the procedures for accepting a NRFI part: A B C E
- .a Verify part number being turned in against part ordered
 - .b Ensure part is properly packaged and protected
 - .c Verify part number and serial number against OPNAV 4790/2K or OPNAV 4790/60
 - .d Obtain a proof of turn-in document with legible signature for the NRFI part
 - .e Verify 2M compliance

(Signature and Date)

- .44 Audit CASREP process to include: A B C E
- .a Correct preparation of MILSTRIP message
 - .b Correct entry of supply data on CASREP message
 - .c Requisition is obligated

(Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

327.2.45 Audit the continuing service process to include: A B C E

- .a The folders for proper preparation of the DD1149s to request service and the required corresponding paper work
- .b Incoming invoices and SFOEDL posting to verify that correct obligation amount is posted in RSupply
- .c Monthly bills are posted in RSupply
- .d Verify continuing service log is properly maintained

(Signature and Date)

.46 Audit the Open Purchase process to include: A B C E

- .a The folders for required paperwork
- .b RSupply to ensure required entries are entered
- .c Verify purchase card log is properly maintained

(Signature and Date)

.47 Conduct Monthly Purchase Card Audit /Review / Certification to ensure program compliance A B C E

(Signature and Date)

.48 Supervise Fleet Vehicle/Voyager Program to ensure compliance A B C E

(Signature and Date)

.49 Liaison with husbanding agent for scheduling of ship's Pier-side/ Port Visit requirements A B C E

(Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

		<u>Questions</u>
327.2.50	Track payback requisition for material diversion/ cannibalization	A B C E
	_____ (Signature and Date)	
.51	Supervise crane and conveyer operations	A B C D E
	_____ (Signature and Date)	
.52	Manage safety involved during material movement	A B C D E
	_____ (Signature and Date)	
.53	Ensure appropriate forms are used for shipping materials and verify accuracy	A B C D E
	_____ (Signature and Date)	
.54	Ensure appropriate forms are used for receiving materials and verify accuracy	A B C D E
	_____ (Signature and Date)	
.55	Manage movement of special materials	A B C D E
	_____ (Signature and Date)	
.57	Perform end of month financial processing	A B C E
	_____ (Signature and Date)	
.58	Perform end of fiscal year financial processing	A B C E
	_____ (Signature and Date)	

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

		<u>Questions</u>
327.2.59	Validate accuracy prior to submission of financial reports <hr/> (Signature and Date)	A B C E
.60	Prepare request for additional funding <hr/> (Signature and Date)	A B C E
.61	Manage the AFMP <hr/> (Signature and Date)	A B C E
.62	Verify the preparation and submission of the NEURS report <hr/> (Signature and Date)	A B E
.63	Ensure accurate and timely posting and processing of financial listings <hr/> (Signature and Date)	A B C E
.64	Develop a Phased Replacement Plan/List <hr/> (Signature and Date)	A B E
.65	Review Site data and validation tables for accuracy <hr/> (Signature and Date)	A B C E
.66	Perform daily TIR transmission <hr/> (Signature and Date)	A B C E

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

327.2.67 Perform financial reconciliation of the purchase card A B C E

(Signature and Date)

.68 Perform financial reconciliation of continuing services A B C E

(Signature and Date)

.69 Run, review and submit a Continuous Monitoring Program (CMP) file A B C E

(Signature and Date)

COMPLETED .2 AREA COMPRISES 90% OF WATCHSTATION.

327.3 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. Satisfactorily perform or simulate this infrequent task.

.1 Supervise Level Setting process to include: A B C

- .a Collect the spot inventories for all stock numbers on the Level Setting Summary Report part 10
- .b Examine the Level Setting output report, pre and post SAMMA/SALS/SIMARS for changes in stock posture

(Signature and Date)

.2 Audit the use of Management Codes to ensure that they are reviewed often, used properly and effectively A B C

(Signature and Date)

.3 Demonstrate understanding of the Constants files and their interface with other subsystems A B C

(Signature and Date)

WATCHSTATION 327

327 LEADING LOGISTICS SPECIALIST (SUPERVISOR) (CONT'D)

Questions

327.3.4 Conduct Semi-Annual APC Audit A B C

(Signature and Date)

.5 Prepare & maintain Annual Inventory Schedule A B C

(Signature and Date)

COMPLETED .3 AREA COMPRISES 10% OF WATCHSTATION.

327.4 ABNORMAL CONDITIONS – None to be discussed.

327.5 EMERGENCIES – None to be discussed.

327.6 WATCHES – None.

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

327.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)

QUALIFICATION PROGRESS SUMMARY FOR LOGISTICS SPECIALIST

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.

301 SUPPLY BASICS

Completed _____ Date _____
(Signature)

302 REQUISITIONING

Completed _____ Date _____
(Signature)

303 REQUISITION MAINTENANCE

Completed _____ Date _____
(Signature)

QUALIFICATION PROGRESS SUMMARY FOR
LOGISTICS SPECIALIST (CONT'D)

304 INVENTORY MANAGEMENT

Completed _____ Date _____
(Signature)

305 HAZMAT MANAGER

Completed _____ Date _____
(Signature)

306 SHIPPING AND RECEIVING MANAGEMENT

Completed _____ Date _____
(Signature)

307 FINANCIAL MANAGEMENT

Completed _____ Date _____
(Signature)

308 CONFIGURATION MANAGEMENT

Completed _____ Date _____
(Signature)

309 AVIATION SUPERVISOR MANAGEMENT

Completed _____ Date _____
(Signature)

QUALIFICATION PROGRESS SUMMARY FOR
LOGISTICS SPECIALIST (CONT'D)

310 DLR-AVDLR MANAGEMENT

Completed _____ Date _____
(Signature)

311 MATERIAL CONTROL CLERK

Completed _____ Date _____
(Signature)

312 VEHICLE MANAGEMENT

Completed _____ Date _____
(Signature)

313 AMPS

Completed _____ Date _____
(Signature)

314 DECK OPERATIONS

Completed _____ Date _____
(Signature)

315 DIRECTORY SERVICES

Completed _____ Date _____
(Signature)

QUALIFICATION PROGRESS SUMMARY FOR
LOGISTICS SPECIALIST (CONT'D)

316 REGISTERED MAIL CLERK

Completed _____ Date _____
(Signature)

317 MAIL ORDERLY

Completed _____ Date _____
(Signature)

318 MAIL ROUTING

Completed _____ Date _____
(Signature)

319 OFFICIAL MAIL CLERK

Completed _____ Date _____
(Signature)

320 POSTAL SUPPLY CLERK

Completed _____ Date _____
(Signature)

321 POSTAL PETTY OFFICER

Completed _____ Date _____
(Signature)

QUALIFICATION PROGRESS SUMMARY FOR
LOGISTICS SPECIALIST (CONT'D)

322 POSTAL FINANCE CLERK

Completed _____ Date _____
(Signature)

323 COPE

Completed _____ Date _____
(Signature)

324 SECTION LEADER/DECK SUPERVISOR

Completed _____ Date _____
(Signature)

325 POSTAL OFFICER/OPERATIONS CHIEF

Completed _____ Date _____
(Signature)

326 PAA/PFO

Completed _____ Date _____
(Signature)

327 LEADING LOGISTICS SPECIALIST

Completed _____ Date _____
(Signature)

LIST OF REFERENCES USED IN THIS PQS

8100 Users Guide
AMPS User's Guide (<https://amps.mpsa.mil>)
Applicable JMPA Routing/MPO Guide
ASKITWEB Training Guide (<http://www.askit.caci.com>)
Automated Military Postal Service users guide (<https://amps.mpsa.mil/>)
B700 USER'S MANUAL
COMFIRSTNCDINST 4400.3A Seabee Supply Manual
COMNAVAIRFORINST 4440.2 Supply Operations Manual
COMNAVAIRFORINST 4790.2A, Naval Aviation Maintenance Program
COMNAVSURFORINST 4400.1 Surface Force Supply Procedures
COMNAVSURFORINST 5040
COMNECCINST 4400.1, Supply Operations Manual
DoDI 4525.08, Official Mail Management
DoD 4525.6M, Postal Manual
FEDLOG User's Guide
FEDLOG User Help
HICSWIN User's Guide
<https://amsrr.ffc.navy.mil/AMSRRweb/login.aspx>
<https://applications.ahf.nmci.navy.mil/sdr>
<https://dod-email.dla.mil>
<https://home.cards.citidirect.com>
<https://mri1.navsisa.navy.mil/erms/login.asp>
<https://nicppla11.navsisa.navy.mil/ANSRS>
<https://nicppla11.fmso.navy.mil/WarningDOD/index.aspxlocation=/assetviz/Index.aspx>
<https://nll.ahf.nmci.navy.mil/shml/shmlmain.cfm>
<https://web.salts.navy.mil/ws/>
<http://www.askit.caci.com>
<https://www.atav.navy.mil/fimars/logonpki.htm>
<https://www.navsup.navy.mil/ccpmd>
<https://www.navsup.navy.mil/navicpextranet>
<https://www.onetouch.navy.mil>
Integrated Barcode System User's Guide
International Mail Manual
JOINT INST COMPACFLT/USFF
Local Asset Management System (LAMS) User's Guide
Manufacturer's Guide received with the equipment
Manufacturer's Guide received with the meter
MILPERSMAN 1440-010
MPSA Unysis III IRT User's Guide
MPSA IRT Users Guide
MPSA IRT Users Guide
N900 Electronic scale Guide (<http://www.pitneyworks.com/N900>)NAVSUP Publication 725,
Postal Finance Instruction
NAVAIRINST 13650.1C, Aircraft Maintenance Material Readiness List Program
NALCOMIS User's Guide
NALCOMIS USERS MANUAL
NAVAL SUPPLY PROCEDURES VOL 1 & 2, Afloat Supply Procedures

NAVEDTRA 15004, Logistics Specialist Supply Fundamentals
NAVICPINST 4441.170B COSAL Use and Maintenance Manual
Navy Postal Directory System (Help/Contents menu)
NAVSEAINST 4790.8B Ship's Maintenance and Material (3-M) Manual
NAVSUPINST 4200.98 DON Policies and Procedures for the Operation and Management of the Fleet Card Program
NAVSUPINST 4200.99, DON Policies and Procedures for the Operation and Management of the GCPC
NAVSUP-3013 Financial Management of Resources
NAVSUP P-409, MILSTRIP/MILSTRAP Desk Guide
NAVSUP P-545 Depot Level Repairable Requisitioning, Turn-In and Carcass Tracking Guide
NAVSUP P-484, Supply Afloat Fleet and Field Packaging Procedures
NAVSUP P-485, Vol. 1 – Afloat Supply Procedures
NAVSUP P-573 Storage and Handling of Hazardous Material
NAVSUP P-731 RSupply Force User's Manual
NAVSUP P-732 RSupply Unit User's Guide
NAVSUP Instruction 5119.1, Postal Finance Instruction
NAVSUP Publication 725, Postal Finance Instruction
NAVSUP Publication P-730, Unisys III Operations Handbook
NKO E-Learning, Department of the Navy website (<http://wwwa.navy.mil/portal/home>)
OMMS-NG Organizational Maintenance Management System - Next Generation Guide/System Help Files
OPNAVINST 3500.39B, Operational Risk Management
OPNAVINST 5090.1C Environmental Readiness Program Manual
OPNAV 5100.19E NAVOSH Program Manual for Forces Afloat
OPNAV 5100.28 Hazardous Material Users Guide
OMMS Users Manual
OPNAVINST 5100.23G Navy Safety and Occupational Health (SOH) Program Manual
OPNAVINST 5112.6D, Postal Instruction
OPNAVINST 5218.7B, Official Mail Management Instruction
Optimized NALCOMIS IMA User's Guide
OMMS-NG Organizational Maintenance Management System - Next Generation Guide/System Help Files
Optimized NALCOMIS OMA User's Guide
Organizational Material Management System-New Generation User's Manual
Postal Meter Guide (<http://www.pitneyworks.com/B700>)
Relational Supply Support Procedures User's Manual
STARS-FL User's Guide
Ships COSAL
SURFORINST 4400.1
SORM
TRANZ 380 Users Guide
USPS Administrative Support Manual
USPS Domestic Mail Manual
USPS F-101 HANDBOOK
USPS POM, Postal Operations Manual
USPS Postal Bulletin
USPS PUB 223, Directives and Forms Catalog
USPS Publication 247

PERSONNEL QUALIFICATION STANDARD
Feedback Form for NAVEDTRA 43244-1A

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:
<https://wwwa.nko.navy.mil/>

Remarks/Recommendations (Use additional sheets if necessary):

(FOLD HERE)

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

COMMANDING OFFICER
NETC N7
9549 BAINBRIDGE AVE
NORFOLK, VA 23511

(FOLD HERE)