



**NONRESIDENT
TRAINING
COURSE**



April 1996

Storekeeper 3 & 2

NAVEDTRA 14242

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

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COMMANDING OFFICER
NETPDTC
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PENSACOLA FL 32509-5237

15 May 2002

ERRATA #2

Specific Instructions and Errata for
Nonresident Training Course

STOREKEEPER 3 & 2
NAVEDTRA 14242

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which do not affect your ability to answer the question.
2. Delete the following questions from the respective assignments and leave the corresponding space blank on the answer keys:

1-27
1-55
2-53
3-34

3.

<u>Question</u>	<u>Change</u>
7-43 & 7-44	Change the word "pelletized" to read "palletized."

4. In all instances in this NRTC, including any graphics, make the following changes:

CHANGE
Training Manuals (NAVEDTRA)
Ships Parts Control Center (SPCC)
Report of Discrepancy (ROD)
Aged Unfilled Order Listing (AOL)

TO READ
Nonresident Training Course (NRTC)
Navy Inventory Control Point, Mechanicsburg (NAVCIP)
Supply Discrepancy Report (SDR)
Unfilled Order Listing (UOL)

5. Delete the following pages. They will be revised at a later date.

Page number to be deleted

2-4
2-5
2-6
2-8
2-9
2-10
2-11
3-1
3-2
3-3

Page number to be deleted

3-4
3-5
3-6
3-7
3-8
3-9
3-10
4-2
7-7
7-8

6. Make the following changes:

Chap	Page	Col	Para	Line	Change	To read
2	2-1	2	1	11	Defense Business Operating Funds (DBOF)	Navy Working Capital Fund (NWCF)
2	2-1	2	1	12	Navy Food Service Program	Navy Ration Law
2	2-1	2	1	19	Afloat Supply Procedures NAVSUP 485, Chapter 1	P-Afloat Supply, NAVSUP P-485, VOL 1, Chapter 1
2	2-1	2	3			A complete list of Navy Inventory managers is contained in NAVSUP P-485, VOL II, Appendix 18
2	2-2	1	4	9	Three	Two
2	2-2	1	4	19	Fleet customers can use the Servmarts on a walk-in basis and buy material with a money value only document. SERVMART stock is usually limited to only	FISCs also contract out to provide Servmarts that function as retail outlets. Fleet customers can use the Servmarts on a walk-in basis or have material delivered. An IMPAC card is

Chap	Page	Col	Para	Line	Change	To read
					high usage consumable items.	required to purchase material from Servmart. An on-line shopping tool through the internet provides a standardized global means for procuring Servmart material.
2	2-2	2	1	3 4 7 9	FISC Charleston FISC Guam FISC Oakland FISC Pensacola	Delete all
2	2-2	2	2	9	Supply operations assistance program (SOAP)	Integrated Logistics Overhaul (ILO)
2	2-3	1	2	12	“Chapter 1 of the NAVSUP P-485”	“Chapter 1 of NAVSUP P-485, VOL II”
2	2-3	2	2	3	The enlisted dining facility	General mess
2	2-3	2	2	19	(b) EAM/ADP	CPO mess
2	2-7	2	2	8	INAS	Delete
2	2-7	2	2	9		NAVSUP P-485, VOL 1
4	4-11	1	2	9	OPNAVINST 5510.1C	SECNAVINST 5510.36
7	7-6	2	2,3,4,5,6			Delete
7	7-9	1	1,2,3			Delete
7	7-9	2	1,2			Delete

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following subjects: mission, organization, and functions of the Navy Supply System; supply procedures afloat and ashore; classification and identification of material; COSAL; procurement; material receipt, custody, and stowage; inventory management; expenditures; accounting classifications; afloat accounting and reporting; automated supply; maintenance and material management systems; material handling equipment; and packing, marking, and shipping material.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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SKCS Jonathan L. Smith*

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PROFESSIONAL DEVELOPMENT
AND TECHNOLOGY CENTER

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Sailor's Creed

“I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.”

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INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n313.products@cnet.navy.mil
Phone: Comm: (850) 452-1001, Ext. 2167
DSN: 922-1001, Ext. 2167
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N314
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 12 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: Storekeeper 3 & 2

NAVEDTRA: 14242 **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

<p>Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
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NETPDTC 1550/41 (Rev 4-00)

CHAPTER 1

THE NAVY STOREKEEPER

This training manual has been prepared for members of the Regular Navy and Naval Reserve in the Storekeeper rating who are preparing for advancement to Storekeeper 3rd and 2nd class. The Advancement Handbook for your rating contains detailed information about the Navy Advancement System, a bibliography for advancement study, Personnel Advancement Requirements (PARS), and PARS administration procedures.

This manual has been organized to give you a systematic understanding of your job. Study the subject matter of this manual carefully. It will not only help you toward advancement, but expand your knowledge of supply department operations. This knowledge will enable you to become a more proficient Storekeeper, and the Navy will profit from the skills of a proficient craftsman.

Your contribution to the Navy depends upon your willingness and ability to accept increasing responsibilities as you advance in rate. When you assume the duties of an SK3 or 2, you begin to accept responsibilities for the work of others. As you advance in your career, you accept responsibilities in military matters as well as the occupational requirements of the Storekeeper rating.

Your responsibilities for military leadership are about the same as those of petty officers in other ratings since every petty officer is a military member as well as a technical specialist. Your responsibilities for technical leadership are special to your rating and directly related to your work as an SK. The operation and maintenance of a ship's supply department requires teamwork. It requires a special kind of leadership ability that can be developed only by personnel who have a high degree of technical competence and a deep sense of personal responsibility. Strive to improve your leadership ability and technical knowledge through study, observation, and practical application.

STOREKEEPER RATING

The Storekeeper rating is a GENERAL RATING; there are no service ratings. Storekeepers order, receive, inspect, stow, preserve, package, ship, and issue

materials. They also account for Navy-owned material (equipage, repair parts, consumables, and subsistence items); prepare forms, correspondence, and reports; maintain records and files; and operate office equipment.

To qualify for Storekeeper 3rd class, you must have acquired a broad general knowledge of the supply department functions, as a whole, and a detailed knowledge of those functions that you will be required to perform.

You will be expected to know how the supply department is organized and be able to assume supply office duties which include (to some degree) all of the above responsibilities.

To advance to Storekeeper second class, you must know more about the operation of the supply department, and be able to perform more complicated duties than you did when qualifying for advancement to third class.

By this time you will have to know how to prepare and maintain ship's records required to account for supplies and equipage funds assigned to forces afloat, and obligation reports to type commanders. You will have to know how to determine routine requirements for general stores, equipage, and repair parts. You must also be able to supervise others in receiving, handling, and stowing material. You should know the regulations pertaining to storage and processing shipments of personal effects.

STOREKEEPER JOBS

Organization charts can be misleading, for they show each job as a separate and distinct responsibility. This is seldom the case. It is difficult to separate the areas covered by supply since, with the exception of ship's store and foodservice, they are interrelated, and each area is directly affected by actions in all the other areas. Usually the responsibilities of a Storekeeper encompass parts of more than one area. The following job titles are used throughout the text to describe a specific function within the Storekeeper rating and do not necessarily refer to job titles used on your ship.

- OPTAR Records Storekeeper

- Receiving Storekeeper
- Storeroom Storekeeper
- Stock Records Storekeeper
- Office Storekeeper
- Issueroom Storekeeper
- Requisitioning/Purchase Storekeeper
- Receipt Control Storekeeper
- Technical Librarian

While all of these jobs are normally performed on all ships, the degree of specialization within a supply department is dictated by its size.

You will be able to do a better job if you develop an awareness of how your particular job fits into the overall responsibility of the supply department. In this way, you will not see yourself as performing an insignificant, unimportant drudgery, but rather that each function contributes to the general effectiveness of the department.

Neatness and legibility of records should not be overlooked in the rush to complete a job. Remember, someone else may have to use the records in performing the job, and a number incorrectly read will probably result in an incorrect report.

Morale is a word having a great deal of significant in the Navy. You, as a Storekeeper, can contribute much toward the morale of your ship by giving courteous, tactful service to personnel of all departments.

Afloat billets for SK3 and SK2 may include anyone or more of the areas discussed in this book and maybe located aboard any ship in the Navy. Shore duty billets are usually more specialized, but generally will be similar to afloat jobs.

THE STOREKEEPER'S CAREER DEVELOPMENT

Career development, is a process that provides the technical, administrative, and leadership skills needed for a career in the supply field. To help you plan your career development, the Navy provides a specialist called a Career Counselor, an Advancement Handbook for the Storekeeper rating and nonresident training materials found in Publication NAVEDTRA 12061, *Catalog of Nonresident Training Courses*. Any serious considerations for planning a career in supply requires that you investigate these sources. As a first step in your

investigation, see the person responsible for the administration of the supply department's training programs.

The primary source for enlisted career development has been the Navy's formal school programs. While the importance of this type of training cannot be overemphasized, it should not be viewed as a cure-all approach to your career development. To effectively meet the real world responsibilities of your rating, the development of high quality performance requires that your career development be designed to provide a timely mixture of formal training and practical experience. These topics, and others, you will want to discuss in detail with those involved with assisting you in planning your career objectives. Career development is not purely automatic; it requires your personal attention and participation.

TRAINING MANUALS

Training Manuals (TRAMANs) (such as this one) are prepared for most enlisted ratings. A TRAMAN gives information that is directly related to the occupational standards of ONE rating.

TRAMANS are revised to keep them up to date technically. The revision of a TRAMAN is identified by a letter following the NAVEDTRA number. You can tell whether any particular copy of a TRAMAN is the latest edition by checking the NAVEDTRA number and the letter following this number in the most recent edition of *Catalog of Nonresident Training Courses*, NAVEDTRA 12061. (NAVEDTR4 12061 is actually a catalog that lists all current training manuals and courses; you will find this catalog useful in planning your study program.)

Each time a TRAMAN is revised, it conforms with the official publications and directives on which it is based; but during the life of any edition, discrepancies between the TRAMAN and the official sources are almost certain to arise because of changes to the latter which are issued in the interim. In the performance of your duties, you should always refer to the appropriate official publication or directive. If the official source is listed in NAVEDTRA 12052, the Naval Education and Training Program Management Support Activity (NETPMSA) uses it as a source of questions in preparing the fleetwide examinations for advancement. In case of a discrepancy between any publications listed in NAVEDTRA 12052 for a given rate, the examination writers will use the most recent material.