

Navy Advancement Center

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

Advancement Handbook for Aviation Storekeeper

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the AK rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

Prepared by
Navy Advancement Center Department,
Naval Education and Training Professional
Development and Technology Center

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Part 1

Advancement Handbook for AK3

Advancement Handbook for AK3

<p>General AK <i>Skill Area</i></p>	<p>Technical Administration</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Make and verify Maintenance Action Form (MAF) entries</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able recall how to read and insert information and codes into the following data blocks:</p> <ul style="list-style-type: none"> • (H-Z) Failed/Required Material • A08 through A19 • A22 through A39 • A48 through A60 • B08 through D17 • E08 through E52 • G08 through G48 • Local Use, Reference, Discrepancy, Corrective Action, Pilot/Initiator, MODEX, PRI, Turn-in Document, System/Reason and MCN
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • OPNAVINST 4790.2 (series), Volume I, Chapters 12 and 18 • OPNAVINST 4790.2 (series), Volume III, Chapter 6 • NALCOMIS Desk Top Users Guide
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You should know how to read and interpret the blocks of a MAF (automated and OPNAV Form 4790/60), including what publication you should refer to for correct code entries; who should insert data in each block; what data you should enter as a supply technician; and how to screen MAFs for completeness, including retrograde turn-in MAFs.</p>