



**NONRESIDENT
TRAINING
COURSE**



August 1996

Aviation Storekeeper 1 & C

NAVEDTRA 14015

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.

COMMANDING OFFICER
NETPDTC
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

07 Sep 99

ERRATA #1

Specific Instructions and Errata for
TRAMAN

AVIATION STOREKEEPER 1&C

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc.

2. Textbook

Make the following changes:

<u>Page</u>	<u>col</u>	<u>Para</u>	<u>Line</u>	<u>Change</u>
1-12	2	3	4	After the words, OCCSTDs Manual, add "and the AK Advancement Handbook".
1-12	2	4	Last	Add the NETPDTC Website address, www.cnet.navy.mil/netpdtc
2-13	2	3	13	Delete the words "chapter 6 of" and change the last two lines to read: "...can be found in Afloat Supply Procedures, NAVSUP P-485, Vol I."
2-13	2	4	6	Delete "chapter 4 of" and substitute the word "the", so the beginning of the sentence reads: "Refer to the NAVSUP P-485, Vol I for...".
2-15	1	3	8	Delete the words "chapter 1, paragraph 1118-4c of"
3-10	1	3	8	Delete "P-437, chapter 2", add the words "P-485, volume III."
3-11	1	2	18	Delete "P-437" and add "P-485, volume III".
3-11	1	2	Last	Delete the entire last sentence beginning with " Refer to..." and
3-13	2	1	11	Delete "Automated SNAP I Supply Procedures, Volume I, Logistics

<u>Page</u>	<u>col</u>	<u>Para</u>	<u>Line</u>	<u>Change</u>
				and Inventory Management, NAVSUP P-567, and". At the end of the sentence, delete the period and after the words NAVSUP P-485, add ", volume I."
3-24	1	7	3	Delete "P-567" and replace with "P-485, volume I".
3-25	2	last	5	Delete "P-567, chapter 6" and replace with "P-485, volume I,".
4-3	1	2	10, 11	Delete "Appendix 17, part C of NAVSUP P-347" and replace with "NAVSUP P-485, volume II".
5-4	1	4	3	Delete "P-567" and replace with "P-485, volume I".
5-18	1	4	5	Delete "Automated SNAP I Supply Procedures, NAVSUP P-567, and". After NAVSUP P-485, add "volume I."
5-18	2	4	3	Delete "P-567", replace with "P-485."
5-21	2	1	2, 3	Delete "and NAVSUP P-567". After NAVSUP P-485, add "volume II."
5-22	1	2	2, 3	Delete "NAVSUP P-567". After NAVSUP P-485 add "Volume II."
6-12	1	6	9	Delete "P-437, chapter 5," and replace with "NAVSUP P-485, volume II,".
6-12	2	2	10	Delete "P-567, volume 2" and replace with " NAVSUP P-485, volume I,".
6-13	2	1	9, 10	Delete "appendix 5 of NAVSUP P-567" and replace with "NAVSUP P-485."
6-14	1	1	6	Delete "P-567, volume 2" and replace with "P-485, volume I."
6-14	1	5	Last	Delete "volume 2 of NAVSUP P-567" and replace with "volume I of NAVSUP P-485."
7-12	2	4	4, 5	Delete the words "chapter 19".

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.

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.

*1996 Edition Prepared by
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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.”

CONTENTS

CHAPTER	Page
1. Administration and Customer Service	1-1
2. Storage and Material Handling	2-1
3. Material Receipts and Expenditures	3-1
4. Aviation Material Management	4-1
5. Inventory Management	5-1
6. Financial Management	6-1
7. Automated Supply Support	7-1
APPENDIX	
I. Glossary	I-1
II. Acronyms	II-1
III. References Used to Develop this TRAMAN	III-1
INDEX	INDEX-1

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. 2145
DSN: 922-1001, Ext. 2145
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC (CODE 313)
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 (CODE N331)
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 11 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

COURSE OBJECTIVES

In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following subjects: Administration and Customer Service; Storage and Material Handling; Material Receipts and Expenditures; Aviation Material Management; Inventory Management; Financial Management; and Automated Supply Support.

Student Comments

Course Title: Aviation Storekeeper 1 &C

NAVEDTRA: 14015 **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

ADMINISTRATION AND CUSTOMER SERVICE

This training manual is designed to help the Aviation Storekeeper (AK) second class to meet the professional occupational standards for advancement to first class and chief Aviation Storekeeper. These occupational standards are listed in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068.

As you advance in grade, your responsibilities also increase. You will be assigned to supervise a greater number of personnel in larger organizations within your division, department, or command. You also will be responsible for managing more supply spaces and the personnel assigned to work in them.

This chapter contains information about the assignments and responsibilities of the AK supervisor. It also includes the basic knowledge and skills the supervisor should possess to help perform these increased duties and responsibilities. It covers some of the management techniques and personnel training requirements needed to provide the best customer service.

THE AK SUPERVISOR

The Aviation Storekeeper is responsible for the receipt, identification, stowage, and expenditure of aviation material. The AK is also responsible for performing memorandum financial accounting pertaining to aircraft maintenance and flight operations. The AK also provides services in support of aircraft maintenance, including pickup and delivery of material, preparation of supply documents, technical research, and determination of sources of supply.

In most cases, the AK1 is assigned to supervise junior AKs in the supply department, aviation squadrons, or aircraft maintenance shops.

The AKC can expect to have a wide variety of duty assignments. These assignments include unit or section supervisor, division chief, or supply chief. You may be assigned to a billet that involves only a small portion of the duties covered by the AK rating, or where your duties are concerned with other areas of supply support. This, however, does not relieve you of the responsibility of keeping abreast of the changing conditions and

instructions pertaining to all duties of the AK rating, AKs must be qualified in all phases of the rating so they can be assigned to billets where they are most needed

TYPES OF ASSIGNMENTS

The AK may be assigned to the following areas.

Naval Air Stations

The billet for AK supervisors vary according to the size, mission, and number of personnel assigned to the particular naval air station. The AK may fill a billet in Aviation Support Divisions/Supply Support Centers (ASDs/SSCs). Other divisions of the supply department the AK supervisor may be assigned to are:

- Control Division
- Technical Division
- Inventory Division
- Material Division

At overseas air stations or facilities, the AK supervisor will probably be given more responsibilities than at a CONUS air station because there are usually fewer civilian supervisory personnel.

Aircraft Carriers and Amphibious Assault Ships

The number of AKs assigned to a ship depends upon the size and mission of the ship. For example, an aircraft carrier may have from 40 to 60 personnel assigned to aviation supply duties, headed by two or more AKCs. Unless local conditions dictate otherwise, most AKs are assigned to the aviation support division (ASD). The AK allowance for an aircraft carrier is partially supplemented by the temporary additional duty (TAD) assigned squadron AKs when air wings are embarked. These TAD AKs are normally assigned to the ASD using the Naval Aviation Maintenance Program (NAMP) operating procedures as outlined in OPNAVINST 4790.2.