

Navy Advancement Center

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

Advancement Handbook for 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 SK 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.

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Part 1

Advancement Handbook for SK3

Advancement Handbook for SK3

<p>General SK <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>Process Maintenance Action Forms (MAF)</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall how to:</p> <ul style="list-style-type: none"> • Conduct the following at organizational level: <ul style="list-style-type: none"> – Material Control, processes and annotate VIDS/MAF (OPNAV 4790/60) when ordering weapon systems maintenance material requirements via NALCOMIS. • Conduct the following at intermediate level: <ul style="list-style-type: none"> – Document Control Unit (DCU), properly mark VIDS/MAF (OPNAV 4790/60) to enable AIMD Production Control to set work load priorities, as required. – Awaiting Parts Unit (AWP), identify and process VIDS/MAF (OPNAV 4790/60) required block entries before transmitting to Supply Response Section (SRS). – Supply Screening Unit (SSU), match and verify pertinent information on VIDS/MAF (OPNAV 4790/60) to ascertain material condition on AVDLR component for disposition.
<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), <i>Naval Aviation Maintenance Program (NAMF)</i>, Volume I, Chapters 12 and 18 • NALCOMIS Desk Top Users Guide
<p><i>Exam Expectations.</i> These are subject areas you should know to help you</p>	<p>MAF processing actions is a basic building block of knowledge for the SK rating in aviation maintenance/material management.</p>

answer exam questions correctly:	You can expect questions about data block entries for requisition documents; the situation in which a particular MAF should be used and distributed.
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