



**NONRESIDENT
TRAINING
COURSE**



February 1992

Storekeeper 1 & C

NAVEDTRA 14241

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.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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: Administration; COSAL; funding and accounting; afloat reports; procurement; receipts and expenditure; storage afloat and ashore; inventory management; shipping; and automated supply procedures.

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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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 N313
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 divided into two units evaluated at 14 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Unit 1: 9 points: assignments 1 through 6
Unit 2: 5 points: assignments 7 through 9

Student Comments

Course Title: Storekeeper 1 & C

NAVEDTRA: 14241 **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

As you advance in rate, you will assume more administrative responsibilities with your position. As a Second Class Storekeeper, your duties usually are confined to the management of the storeroom personnel, but as a First Class Storekeeper (SK1) or Chief Storekeeper (SKC) your responsibilities may include the whole supply department.

The job of an SK1 or SKC is not best described as “taking over.” Rather this job requires additional education and effort on your part to obtain a more complete understanding of the Storekeeper rating. This understanding includes the various types of functions that the supply department performs in fulfilling both its mission and that of the ship. You also need to have the ability to organize, plan work flow, and assign personnel.

This chapter discusses some of the administrative duties and responsibilities that are assigned to an SK1 or SKC. The topics that are covered are various publications, how to prepare correspondence, the filing system, personnel management, security of supply spaces, and the various types of inspection.

This manual cannot provide an easy answer to every storekeeping problem that you may face. General principles rather than specific procedures are emphasized. As a competent leader and supervisor, you will be required to maintain a good set of publications.

PUBLICATIONS

The Navy has many different types of publications. There are publications that cover just about every type of situation you will find. As a Storekeeper, you will use certain types.

TYPES OF PUBLICATIONS

There are basically two types of publications, regulatory and procedural. Regulatory

publications such as *U.S. Navy Regulations, 1973*, and *Navy Department General Orders* are applicable to all persons in the Navy and lay down broad, general rules that specify what must be done and what can or cannot be done. Procedural publications contain information pertaining to specific situations and the method of handling them, guidelines to be followed, and information that is necessary to perform your duties properly.

The number of publications required in your office is determined by several factors. First, certain publications designated by the Naval Supply Systems Command (NAVSUP) are distributed automatically with the quantity and range of publications determined by whether or not the ship has a Supply Corps officer assigned. The second factor is the size of the ship. A small ship may conduct all supply functions in one office, under the direct supervision of the supply officer, and will need only one set of publications. Larger ships may have separate offices, each under the supervision of an assistant supply officer, that are responsible for certain functions within the supply department. In this case, additional copies of certain publications would be required.

The *NAVSUP Manual*, Publication 485, paragraph 1190, requires that an accurate, up-to-date list be maintained of all official publications on board. This list must include the name of each publication, the number of copies on board, and the location of each copy. This list may be used to advantage by providing space to record changes as they are received and to make sure all publication holders receive copies of applicable changes.

You may be responsible for custody and maintenance of the publications used in your office. Although you will probably assign the job of making changes to a subordinate, you do have certain related responsibilities that should not

be delegated. Therefore, you should do the following:

- Briefly review the changes and inform the supply officer of any significant changes in procedures. (The change cover sheet normally identifies significant procedural changes.)

- Ensure prompt distribution of changes to appropriate publication holders.

- Take necessary steps to procure changes when automatic distribution or sufficient copies are not received.

- Be sure the subordinate who is making changes to a publication is aware of the importance of making them promptly and correctly. Because of your rate and experience, you have the added responsibility for instructing and supervising subordinates in the use and maintenance of publications. This may be accomplished by a combination of methods.

- Include various publications in the formal training program.

- Provide opportunities for practical use of the publications rather than supplying all the answers yourself.

- Give individual on-the-job instruction to subordinates in using and maintaining publications.

DEPARTMENT OF THE NAVY PUBLICATIONS

Standard Organization and Regulations of the U.S. Navy (SORM), OPNAVINST 3120.32, gives regulations and guidance governing the conduct of all members of the U.S. Navy.

Regulations

The material in OPNAVINST3120.32 that is printed in italicized type is regulatory. These regulations apply to each member of the U.S. Navy individually and will not be further implemented.

Guidance

The material in this instruction that is printed in plain type is for guidance of commanders,

commanding officers, and officers in charge. This material may be further implemented by subordinate commanders as considered necessary or appropriate,

The *NAVSUP Manual*, volume I, contains a list of publications pertaining to supply operations and provides instructions for procuring them. These publications are generally procedural in nature and, with few exceptions, are automatically distributed to ships and stations requiring them.

TYPE COMMANDER PUBLICATIONS

Some procedures, such as OPTAR accounting, are issued Navywide in the form of broad guidelines that authorize the type commanders (TYCOMs) to establish specific procedures for the ships and activities under their command. This is necessary because the types and missions of ships and activities differ greatly among the various TYCOMs. These publications must conform to basic guidelines established by the Department of the Navy.

LOCAL PUBLICATIONS

Every ship or station has its own organization manual, and every shipboard department has its own manual, which is normally a segment of the ship's organizational and regulations manual.

Ship's Organization and Regulations Manual

The ship's organization and regulations manual is issued by the commanding officer according to OPNAVINST 3120.32 to outline the duties and responsibilities of heads of departments and division officers and the various emergency bills applicable to the ship. It also provides the framework within which the functions and responsibilities of the departments must be organized so that all hands are working together in support of the ship's mission.

Supply Department Organization Manual

The supply department organization manual is produced by the supply officer and approved by the commanding officer according to OPNAVINST 3120.32.

A supply department organization manual may vary in length from a few pages to a thick volume. It provides a comprehensive outline of