

SUPPLY PETTY OFFICER QUALIFICATION SHEET

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated section of the Personnel Qualification Standard (PQS). Only specified supervisors may sign completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified REPAIR PARTS/SUPPLY PETTY OFFICER.

RECOMMENDED _____ DATE _____
(SUPERVISOR)

RECOMMENDED _____ DATE _____
(DIVISION OFFICER)

RECOMMENDED _____ DATE _____
(DEPARTMENT HEAD)

QUALIFIED _____ DATE _____
(COMMANDING OFFICER OR
DESIGNATED REPRESENTATIVE)

SERVICE RECORD
ENTRY _____ DATE _____
(PERSONNEL OFFICER)

NAVDIVESALVTRACENINST 4235.1E
11 August 1994

302 WATCHSTATION - REPAIR PARTS/SUPPLY PETTY OFFICER
ESTIMATED COMPLETION TIME; 3 MONTHS BEFORE STARTING
YOUR ASSIGNED TASKS, COMPLETE THE FOLLOWING;

302.1 PQS QUALIFICATIONS;

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING
PQS ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR
ASSIGNED TASKS BUT MUST BE COMPLETED PRIOR TO FINAL
WATCHSTATION QUALIFICATION.

302.2 TASKS. FOR THE TASKS LISTED BELOW:

302.2.1 FILL OUT THE FOLLOWING;

A. NAVSUP FORM 1250-1

(SIGNATURE) (DATE)

B. DD FORM 1348-6 (non standard requisition)

(SIGNATURE) (DATE)

C. DD FORM 1348-1 (mandatory turn in)

(SIGNATURE) (DATE)

D. NAVCOMPT FORM 2155 (optar log)

(SIGNATURE) (DATE)

E. NAVSUP 1314 (SERVMART) SHOPPING LIST

(SIGNATURE) (DATE)

F. DD FORM 200 (SURVEY REPORT)

(SIGNATURE) (DATE)

302.2.2 REVIEW AND EXTRACT INFORMATION FROM THE FOLLOWING
PUBLICATIONS/MICROFICHE/COMPUTER TERMINAL-FRONT.

A. MANAGEMENT LIST-NAVY (ML-N) ON MICROFICHE

(SIGNATURE) (DATE)

B. CONSOLIDATED MASTER CROSS REFERENCE ITEM LIST
(MCR 1 and 2) (FED LOG)

(SIGNATURE) (DATE)

C. MASTER REPAIRABLE ITEM LIST (MRIL) (FROM FED LOG)

(SIGNATURE) (DATE)

D. HAZARDOUS MATERIAL INFORMATION SYSTEM (HMIS)
IN THE SUPPLY DEPARTMENT OFFICE

(SIGNATURE) (DATE)

E. COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CATALOGING
FED LOG

(SIGNATURE) (DATE)

F. IDENTIFICATION LIST (IL)

(SIGNATURE) (DATE)

G. AFLOAT SHOPPING GUIDE (ASG)

(SIGNATURE) (DATE)

H. NAVSUP 409 (MILSTRIP/MILSTRAP DESK GUIDE) IDENTIFY
THIS PUBLICATION AND CONTENTS

(SIGNATURE) (DATE)

I. COORDINATED SHIPBOARD ALLOWANCE LIST (COSAL)

(SIGNATURE) (DATE)

J. SKETCHES AND BLUEPRINTS TO AID IN MATERIAL IDENTIFICATION

(SIGNATURE) (DATE)

302.2.3 LOCATE SUPPLY WAREHOUSE

(SIGNATURE) (DATE)

302.2.4 DETERMINE STATUS OF OUTSTANDING REQUISITIONS AND UNDERSTAND STATUS SHEET

(SIGNATURE) (DATE)

302.2.5 RECEIVE/VERIFY CONTROLLED MATERIAL

(SIGNATURE) (DATE)

302.2.6 RECEIPT OF MATERIAL

(SIGNATURE) (DATE)

302.2.7 PROPERLY UTILIZE BLANKET PURCHASE AGREEMENT (BPA)

(SIGNATURE) (DATE)

302.2.8 IDENTIFY UNITS OF ISSUE

(SIGNATURE) (DATE)

302.2.9 PROPERLY UTILIZE TRAINING EQUIPMENT REPAIR PARTS SUPPLY SYSTEM (TERPSS)

(SIGNATURE) (DATE)

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THIS AREA SET ASIDE FOR NOTES BY SUPPLY PETTY OFFICER TRAINEES

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(A) WHAT ARE THE PROBABLE CAUSES?

(B) WHAT OTHER DISCREPANCIES MAY ARISE IF THIS IS NOT CORRECTED?

(C) PERFORM OR SIMULATE THE CORRECTIVE ACTION FOR THIS DISCREPANCY IAW APPLICABLE INSTRUCTIONS.

302.2.10 PROPERLY IDENTIFY AND HANDLE HAZARDOUS MATERIAL

(SIGNATURE) (DATE)

COMPLETION OF .2 AREA COMPRISES 54% or 54 PTS OF QUALIFICATION.

302.3 DISCREPANCIES THAT COULD LEAD TO SYSTEM DEGRADATION

302.3.1 INCORRECT APL/AEL

(SIGNATURE) (DATE)

302.3.2 INCORRECT PART NUMBER/STOCK NUMBER

(SIGNATURE) (DATE)

302.3.3 INCORRECT EIC

(SIGNATURE) (DATE)

302.3.4 IMPROPER HANDLING OF CONTROLLED MATERIAL

(SIGNATURE) (DATE)

302.3.5 IMPROPER HANDLING OF HAZARDOUS MATERIAL

(SIGNATURE) (DATE)

302.3.6 IMPROPER ACCOUNTING FOR MATERIAL

(SIGNATURE) (DATE)

302.3.7 FAILURE TO TURN IN EXCESS SPARE PARTS

(SIGNATURE) (DATE)

302.3.8 FAILURE TO PROCESS MANDATORY TURN-IN (MTR)/DEPOT LEVEL
REPAIRABLE (DLR)

(SIGNATURE) (DATE)

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THIS AREA SET ASIDE FOR NOTES BY SUPPLY PETTY OFFICER TRAINEES

NAVDIVESALVTRACENINST 4235.1E
11 August 1994

302.3.9 IMPROPER UNIT OF ISSUE (U/I) - WHAT COULD THIS LEAD TO?

(SIGNATURE)

(DATE)

COMPLETION OF .3 AREA COMPRISES 40 PTS/40% OF QUALIFI-
CATION.

302.4 WATCHES - NONE.

302.5 EXAMINATION (OPTIONAL, EXCEPT AS REQUIRED BY TYCOM
ISIC, ETC.)

302.5.1 EXAMINATION PASS A WRITTEN EXAMINATION

(SIGNATURE)

(DATE)