



# NONRESIDENT TRAINING COURSE

September 1991



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# Aviation Storekeeper 2

NAVEDTRA 14016

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

19 Jan 01

ERRATA # 1

Specific Instructions and Errata for  
TRAMAN

AVIATION STOREKEEPER SECOND CLASS (AK2)

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which do not affect technical content or readability.

2. Make the following changes wherever seen.

a. The Aviation Supply Office (ASO) Philadelphia has been renamed the Navy Inventory Control Point (NAVICP)-Philadelphia. Ships' Parts Control Center (SPCC)-Mechanicsburg has been renamed NAVICP-Mechanicsburg. Change ASO to read NAVICP-Phil and change SPCC to read NAVICP-MECH.

b. The Fleet Accounting and Disbursement Center (FAADC) has been renamed the Defense Accounting Office (DAO). Offices still remain in San Diego and Norfolk. Change FAADC to read DAO.

c. Naval Supply Centers/Naval Supply Depots (NSCs/NSDs) have been renamed Fleet Industrial Supply Centers (FISCs). Change NSC/NSD to read FISC.

d. Delete all reference to NAVSUP P-567. Substitute reference to NAVSUP P-485, volume I.

e. Delete all reference to NAVSUP P-560 (SUPARS). Substitute reference to NAVSUPINST 4200.85 (SAP).

f. Delete all reference to the NAVSUP P-437, *Supply Appendices*. Substitute reference to the NAVSUP P-485, volume II. The appendix numbers referred to in the text may have changed. To assure correct appendix numbers, refer to the P-485 index.

g. Delete all reference to NAVSUP P-437, *Supply Ashore*. Substitute reference to NAVSUP P-485, volume III.

### 3. TRAMAN,

Make the following changes:

| <u>Page</u>                | <u>Col</u>    | <u>Para</u> | <u>Line</u> | <u>Change</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
|----------------------------|---------------|-------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|----------------|---------------|--------------------------|-----------|---------------------------|-----------|---------------------------|-----------|----------------------------|-----------|
| 1-7                        | 1             | 2           | 6&7         | Delete “OPNAVINST 5510.1.” Replace with SECNAVINST 5510.36.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
| 1-11                       | 2             | 1           | -           | Between paragraphs 1 & 2, insert the following:<br>“NOTE: On 01 October 1991, the procedures for determining capitalization of assets were revised. The list below shows the threshold dollar value changes and the dates after which they apply. Material previously capitalized under the old threshold will remain plant property until it has served its useful life and has been deleted from plant account records. For more information, refer to the NAVCOMPT Manual, Volume III, paragraph 036200. This publication is available online at <a href="http://www.fma.hq.navy.mil">www.fma.hq.navy.mil</a> .” |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
|                            |               |             |             | <table><tr><th><u>Amount</u></th><th><u>Date</u></th></tr><tr><td>\$5,000 and up</td><td>Before Oct 91</td></tr><tr><td>From \$5,000 to \$15,000</td><td>01 Oct 91</td></tr><tr><td>From \$15,000 to \$25,000</td><td>01 Oct 93</td></tr><tr><td>From \$25,000 to \$50,000</td><td>01 Oct 94</td></tr><tr><td>From \$50,000 to \$100,000</td><td>01 Oct 95</td></tr></table>                                                                                                                                                                                                                                        | <u>Amount</u> | <u>Date</u> | \$5,000 and up | Before Oct 91 | From \$5,000 to \$15,000 | 01 Oct 91 | From \$15,000 to \$25,000 | 01 Oct 93 | From \$25,000 to \$50,000 | 01 Oct 94 | From \$50,000 to \$100,000 | 01 Oct 95 |
| <u>Amount</u>              | <u>Date</u>   |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
| \$5,000 and up             | Before Oct 91 |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
| From \$5,000 to \$15,000   | 01 Oct 91     |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
| From \$15,000 to \$25,000  | 01 Oct 93     |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
| From \$25,000 to \$50,000  | 01 Oct 94     |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
| From \$50,000 to \$100,000 | 01 Oct 95     |             |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
| 1-12                       | 1             | 5           | 2           | Delete “annually.” Replace with “once every two years, on odd numbered years (i.e., 1999, 2001, 2003, 2005...etc.).”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
| 1-14                       | 1             | 2           | 9&10        | Delete “in microfiche format.” Replace with “available on the HMC&M CD-ROM (DOD 6050.5/5R).”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |             |                |               |                          |           |                           |           |                           |           |                            |           |
| 1-14                       | 2             | 1           | 6&7         | Delete “Distribution of the LIRSH is controlled by FMSO.” Replace with “The LIRSH is available on FED-LOG.”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |             |                |               |                          |           |                           |           |                           |           |                            |           |

| <u>Page</u> | <u>Col</u> | <u>Para</u> | <u>Line</u> | <u>Change</u>                                                                                                                                                                                                                 |
|-------------|------------|-------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-14        | 2          | 3           | 8           | After the last sentence. Add: "The ASG is available on the NLL CD-ROM."                                                                                                                                                       |
| 1-15        | 2          | 1           | -           | Delete the entire paragraph "MILSTRIP and MILSTRAP."                                                                                                                                                                          |
| 1-15        | 2          | 3           | 18          | Delete the last sentence. Replace with "The NAVSUP P-485 contains 3 volumes. Volume I contains procedures for Afloat Supply, volume II contains the supply appendices, and volume III contains procedures for supply ashore." |
| 1-16        | 2          | 2           | -           | Delete the entire paragraph "Automated SNAP I Supply Procedures."                                                                                                                                                             |
| 2-14        | 1          | 1           | 7           | The "Aged Unfilled Order List (AOUL)" has been renamed the "Unfilled Order List." Make appropriate changes on this and subsequent pages.                                                                                      |
| 2-14        | 1          | 1           | 10          | The "Unmatched Expenditure Listing" has been cancelled. Delete any reference to this list on this and subsequent pages.                                                                                                       |
| 3-20        | 2          | 3           |             | "DD Form 200- Report of Survey" has been renamed "DD Form 200- Financial Liability Investigation of Property Loss." Make appropriate changes on this and subsequent pages.                                                    |
| 4-4         | 2          | 6           | -           | The Imprest Fund Program has been canceled. Delete the entire paragraph.                                                                                                                                                      |
| 4-5         | -          | -           | -           | The Imprest Fund Program has been canceled. Delete the entire page.                                                                                                                                                           |
| 4-6         | -          | -           | -           | The Imprest Fund Program has been canceled. Delete the entire page, EXCEPT the last paragraph titled Fast Payment.                                                                                                            |
| 5-4         | 1          | 2           |             | At the end of paragraph, add: "If disposition instructions are not received within 30-days, the supply department shall request disposition instructions from the CFA."                                                       |

| <u>Page</u> | <u>Col</u> | <u>Para</u> | <u>Line</u> | <u>Change</u>                                                                                                                                                        |
|-------------|------------|-------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5-6         | Figure 5-1 |             |             | Delete “Stock Locator Unit” from the SSC/ASD organizational chart.                                                                                                   |
| 5-7         | 2          | 2           | 4           | Delete “six.” Replace with “five.”                                                                                                                                   |
| 5-7         | 2          | 2           | 5&6         | Delete “stock locator unit.”                                                                                                                                         |
| 5-9         | 1          | 2           | -           | Delete the heading and all text under the heading “STOCK LOCATOR UNIT.”                                                                                              |
| 5-10        | 2          | 2           | 9           | SSC procedures are now outlined in OPNAVINST 4790.2, volume I. Change reference from “volume III, chapter 14”, to “volume I” on this and all subsequent occurrences. |

## 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.

*1991 Edition Prepared by  
AKCM William J. Dunne*

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PROFESSIONAL DEVELOPMENT  
AND TECHNOLOGY CENTER

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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) 452-1648  
DSN: 922-1648  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC (CODE N313)  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32509-5237

## For enrollment, shipping, grading, or completion letter questions

E-mail: n331@cnet.navy.mil  
Phone: 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 5 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: administration, plant accounts, and publications; financial management of resources; material receipt, custody, and surveys; purchasing; and aviation material management.

## **Student Comments**

**Course Title:** Aviation Storekeeper 2

**NAVEDTRA:** 14016 **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><b>Privacy Act Statement:</b> 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> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

NETPDTC 1550/41 (Rev 4-00)

# CHAPTER 1

## ADMINISTRATION, PLANT ACCOUNT, AND PUBLICATIONS

This training manual (TRAMAN) has been prepared for members of both the Regular Navy and the Naval Reserve in the Aviation Storekeeper (AK) rating who are preparing for advancement to AK second class. It is designed to help the AK meet the occupational standards listed for AK2 in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068.

The nonresident training course (NRTC) that you received with this TRAMAN is part of the training package listed as mandatory for completion in the *Advancement Handbook for Petty Officers*, NAVEDTRA 71475, for advancement to your rating. Study the TRAMAN and complete the NRTC and you will have fulfilled one of the requirements for advancement. All the other requirements for advancement are listed in the *Advancement Handbook for Petty Officers*, so study it well and make the system work for you. Read it now and use it for reference later.

This chapter contains information about naval correspondence; marking, stowing, and destroying classified material; procedures and requirements for plant account and property records; and publications contained in technical libraries.

### ADMINISTRATION

One of your most important tasks as an AK is the preparation of correspondence. You will be expected to produce properly formatted letters with no errors quickly and efficiently.

Within the Navy, you use a standard letter format when corresponding with certain government agencies, especially those within the Department of Defense (DOD). When corresponding to

other persons and to civilian organizations, you prepare letters according to a business format.

### STANDARD LETTERS

Instructions for typing standard letters are contained in the *Navy Correspondence Manual*, SECNAVINST 5216.5. It is important to follow these instructions exactly. Uniformity is essential to an accurate and expeditious flow.

#### Stationery

The first page of a standard letter contains the letterhead (name and address) of the activity printed on bond paper (fig. 1-1). The second and succeeding pages of a letter are typed on plain white bond paper of the same size and quality as the letterhead paper.

#### Copies

Copies of naval correspondence are made on copying machines, if they are available. If not, copies for each Via addressee and Copy to addressee are made on white carbon flimsy. The command file copy is made on yellow carbon flimsy. Other colors of flimsy paper may be used for internal routing, such as a daily read board.

### MULTIPLE-ADDRESS LETTERS

A multiple-address letter is addressed to two or more activities individually identified in the To block or as a group in the Distribution block. It is typed in the usual manner of a standard letter except that the titles are listed in the To block in seniority order.

Each addressee must receive a letterhead copy with a signature. It can be an original copy or a photocopy. See figure 1-2 for an example of a multiple-address letter.