

**RECORD OF ENLISTED PERFORMANCE QUALIFICATIONS  
STOREKEEPER (SK)**

**INSTRUCTIONS**

Record of Enlisted Performance Qualifications (EPQ) shall be completed in accordance with the Personnel Manual, COMDTINST M1000.6 (series). Personnel are required to demonstrate proficiency in all performance qualifications for the next higher pay grade to be eligible for advancement. The DATE and INITIALS column shall be completed by a designated supervisor (E-5 or above) at least one pay grade higher than the trainee and preferably of the same occupational specialty. Form CG-3303C becomes official documentation to be kept in the member's Personnel Data Record (PDR) denoting eligibility for administration of the rating End of Course Test (EOCT) and, if applicable, participation in a Service Wide Exam competition (SWE). Although demonstration and sign-off of any new EPQ at or below the member's current pay grade is not required, the EPQ will be used to develop SWE questions. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade for their specific rating to facilitate learning of junior personnel.

**Performance Qualifications numbering system: Example 5.A.01**

- The number **5** indicates an E-5 level qualification requirement.
- The letter **A** indicates the subject section within the qualification requirements.
- The sequence number **01** indicates the 1<sup>st</sup> qualification within the subject section.

Rating courses are developed using reference material denoting official policy and/or technical standards. Most reference materials are available online through the Coast Guard Directives System at <http://www.uscg.mil/directives/>. Other reference material may be obtained from the unit's library, TRACEN course writers, CG Institute, or other government sources. A reference material list is located at the end of this document. If any reference material is found to be in contradiction the cited Coast Guard reference shall take precedence.

The Rating Force Master Chief of this occupational specialty is the primary proprietor of these EPQ. The most up to date EPQ revisions are available digitally on the CG Learning Portal at <http://learning.uscg.mil>. EPQ paper copies are also available from the unit's Education Services Officer (ESO) or Career Development Advisor (CDA).

**NOTE:** Performance of SK tasks should be completed in an actual work setting whenever possible but may also be performed under simulated conditions.

**Appendices**

- A. SK Guiding Principles
- B. Glossary
- C. Reference List

<b>RATING</b> <b>STOREKEEPER</b>			<b>ABBREVIATION</b> <b>SK</b>
<b>DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL</b>			
<b>E-4</b>	<b>E-5</b>	<b>E-6</b>	
<b>E-7</b>	<b>E-8</b>	<b>E-9</b>	
<b>NAME</b> <i>(Last, First, Middle Initial)</i>			<b>EMPLID NUMBER</b>



RATING: STOREKEEPER	INIT	DATE
<p><b>A. <u>SUPPLY SUPPORT</u></b></p> <p><b>4.A.01 PREPARE</b> the following MILSTRIP documents IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) and NAVSUP P-409 – MILSTRIP/MILSTRAP DESK GUIDE:</p> <ul style="list-style-type: none"> <li>• Requisition</li> <li>• Follow-up</li> <li>• Modification</li> <li>• Cancellation</li> </ul> <p><b>SupGuide:</b> Member must construct each of the MILSTRIP documents and understand which data/codes are entered in each record position. Member must understand the sequence of acquiring materiel. Member must know the appropriate approval levels for procurement of hazardous material, safety equipment, and reportable property.</p> <p><b>4.A.02 PREPARE</b> formatted and narrative MILSTRIP messages for the following types of requests IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), and NAVSUP P-409 – MILSTRIP/MILSTRAP DESK GUIDE:</p> <ul style="list-style-type: none"> <li>• Requisition</li> <li>• Follow-up</li> <li>• Modification</li> <li>• Cancellation</li> </ul> <p><b>SupGuide:</b> The member should choose the applicable message type and understand the rules that govern when each message is used. Member should understand which data/codes are entered in each record position.</p> <p><b>4.A.03 PROCESS</b> incoming inventory materiel IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) and Storage and Materials Handling, DOD 4145.19-R-1.</p> <p><b>SupGuide:</b> The member should sign, inspect, count, and process incoming material. This includes proper handling of receipt documents, marking of materials for storage and material receipt acknowledgement. Member should also recognize if material is hazardous.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: STOREKEEPER	INIT	DATE
<p><b>5.A.01 PREPARE</b> a Supply Discrepancy Report (SDR) SF-364 IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) for the following:</p> <ul style="list-style-type: none"> <li>• Shipping Discrepancy</li> <li>• Packaging Discrepancy</li> </ul> <p><b>SupGuide:</b> The member should understand when to submit an SF-364, the uses and response requirements, time standards for submission and how to distribute the completed form.</p> <p><b>5.A.02 PREPARE</b> a Quality Deficiency Report (QDR) SF-368 IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).</p> <p><b>SupGuide:</b> The member should understand when to submit an SF-368 and how to notify the proper source of supply. The member must also know the time standards for submission, how to distribute the form and understand disposition and credit procedures for QDR material.</p> <p><b>5.A.03 PROCESS</b> Mandatory Turn-in Repairable (MTR) and Depot Level Repairable (DLR) items IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).</p> <p><b>SupGuide:</b> The member should understand MTR and DLR uses and response requirements and time standards for submission and how to distribute the completed form.</p> <p><b>6.A.01 PREPARE</b> the following documents for supplies and services IAW the Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTIFINST M7000.1, the Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series); the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series); and Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series):</p> <ul style="list-style-type: none"> <li>• Requisition and Invoice/Shipping Document, Form DD-1149</li> <li>• Military Interdepartmental Purchase Request (MIPR), Form DD-448</li> </ul> <p><b>SupGuide:</b> The member should understand when and how to use each form for purchase/transfer of fuel, petroleum oil and lubricants or services and supplies from a DOD/OGA source. Member should also know the proper fund and accounting line for each type of request.</p>		
<b>NAME</b> <i>(Last, First, Middle Initial)</i>	<b>EMPLID NUMBER</b>	

RATING: STOREKEEPER	INIT	DATE
<p><b>B. <u>INVENTORY MANAGEMENT</u></b></p> <p><b>4.B.01 PERFORM</b> physical count of materiel inventory IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).</p> <p><b>SupGuide:</b> Member must be able to identify the appropriate types of inventory for particular situations and when they are required to be conducted.</p> <p><b>5.B.01 PERFORM</b> Research/Adjustment analysis of a physical inventory IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).</p> <p><b>SupGuide:</b> The member shall follow documented inventory procedures, reconcile any discrepancies, prepare required reports and memorandums.</p> <p><b>6.B.01 SUPERVISE</b> an inventory of materiel IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).</p> <p><b>SupGuide:</b> Member shall follow documented inventory procedures. Organize and oversee personnel to ensure reports and materiel-handling equipment is available.</p>		
<p><b>NAME</b> <i>(Last, First, Middle Initial)</i></p>	<p><b>EMPLID NUMBER</b></p>	

RATING: Storekeeper	INIT	DATE
<p><b>C. <u>SIMPLIFIED ACQUISITION PROCEDURES</u></b></p> <p><b>4.C.01 PREPARE</b> the following procurement documents using manual or electronic means IAW Federal Acquisition Regulations (FAR); Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series); the Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTIFINST M7000.1 ; the Homeland Security Acquisition Regulations (HSAR); the Homeland Security Acquisitions Manual (HSAM); Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series):</p> <ul style="list-style-type: none"> <li>• Procurement Request</li> <li>• Purchase Order (OF-347/SF-1449)</li> <li>• Military Interdepartmental Purchase Order (MIPR)</li> <li>• Miscellaneous Acquisition Documents</li> </ul> <p><b>SupGuide:</b> The member should understand the entire purchasing process following the seven basic steps to procurement, including any necessary waivers, proper documentation, and necessary clauses. Member must also understand the breakdown of the accounting line and Procurement Instrument Identifiers (PIID).</p> <p><b>4.C.02 PROCURE</b> supplies or services within the micro purchase threshold using the Government wide commercial purchase card IAW Federal Acquisition Regulations (FAR); Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series); the Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTIFINST M7000.1; the Homeland Security Acquisition Regulations (HSAR); the Homeland Security Acquisitions Manual (HSAM); Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p><b>SupGuide:</b> The member should understand the entire purchasing process following the seven basic steps to procurement, including any necessary waivers, proper documentation, and necessary clauses. Member must also understand the breakdown of the accounting line and Procurement Instrument Identifiers (PIID).</p>		
<p><b>NAME</b> <i>(Last, First, Middle Initial)</i></p>	<p><b>EMPLID NUMBER</b></p>	

RATING: STOREKEEPER	INIT	DATE
<p><b>4.C.03 VERIFY</b> bankcard statement IAW the Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTIFINST M7000.1 and the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p><b>5.C.01 PREPARE</b> an order for supplies and services SF-1449 greater than the micro-purchase threshold IAW Federal Acquisition Regulations (FAR); Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series); the Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTIFINST M7000.1; the Homeland Security Acquisition Regulations (HSAR); the Homeland Security Acquisitions Manual (HSAM); Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p><b>SupGuide:</b> The member should understand the entire purchasing process following the seven basic steps to procurement, including any necessary waivers, proper documentation, and necessary clauses. Member must also understand the breakdown of the accounting line and Procurement Instrument Identifiers (PIID).</p> <p><b>5.C.02 REVIEW</b> Procurement Requests for completeness IAW the Financial Resources Management Manual (FRMM), COMDTINST M7100.3 (series); the Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), and the Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTIFINST M7000.1.</p> <p><b>SupGuide:</b> Member will ensure the following is correct: accounting data, approval signature, certification of funds, description, delivery date, sources of supply, sole source (if applicable), property review, RCRA review and Pollution Prevention Coordinator (PPC) review. Member must also ensure conditions have been met for any special procurement items.</p>		
<b>NAME</b> <i>(Last, First, Middle Initial)</i>	<b>EMPLID NUMBER</b>	

RATING: STOREKEEPER	INIT	DATE
<p><b>5.C.03 PREPARE</b> an Amendment of Solicitation/Modification of Contract IAW Federal Acquisition Regulations (FAR), Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series); the Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1; Homeland Security Acquisitions Manual (HSAM); the Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <p><b>SupGuide:</b> Member shall understand the different types of modifications and the reasons one is issued.</p> <p><b>6.C.01 AUDIT</b> procurement files for compliance IAW the Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series); and the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series) and Federal Acquisition Regulations (FAR).</p> <p><b>SupGuide:</b> Member should be able to make determination that the file has enough documentation to withstand audit on its own.</p> <p><b>7.C.01 REVIEW</b> ratification documents IAW the Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series); Homeland Security Acquisitions Manual (HSAM); and the Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series).</p> <p><b>7.C.02 APPROVE</b> bankcard statement IAW the Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTIFINST M7000.1 and the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p>		
<b>NAME</b> <i>(Last, First, Middle Initial)</i>	<b>EMPLID NUMBER</b>	

RATING: Storekeeper	INIT	DATE
<p><b>D. <u>FINANCIAL MANAGEMENT</u></b></p> <p><b>4.D.01 CREATE</b> a Document Number and Accounting Line IAW the Financial Center Standard Operating Procedure (SOP) Manual, FINCENSTIFINST M7000.1 (series).</p> <p><b>SupGuide:</b> Member must understand the breakdown of all sections of the Document Number and Accounting Line.</p> <p><b>4.D.02 IDENTIFY</b> all sections of a Program Element Status (PES) Report IAW the Financial Center Standard Operating Procedure (SOP) Manual, FINCENSTIFINST M7000.1 (series).</p> <p><b>SupGuide:</b> Member shall be able to interpret a PES report and know the difference between Commitments, Obligations, Accrued Expenditure, and Credits and Debits..</p> <p><b>4.D.03 RECONCILE</b> a Program Element Status (PES) Report IAW the Financial Center Standard Operating Procedure (SOP) Manual, FINCENSTIFINST M7000.1 (series).</p> <p><b>SupGuide:</b> Member shall be able to reconcile a PES report, submit PES errors, correct PES errors, validate transactions not yet on PES, and validate undelivered orders.</p> <p><b>8.D.01 PREPARE</b> a unit spend plan IAW the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series).</p> <p><b>SupGuide:</b> Member will coordinate the approval and execution of the budget within the command including collection of data, backlog lists, and use budget worksheets to forecast the needs of departments for future procurement requirements.</p>		
<b>NAME</b> <i>(Last, First, Middle Initial)</i>	<b>EMPLID NUMBER</b>	

RATING: STOREKEEPER	INIT	DATE
<p><b>E. <u>PROPERTY</u></b></p> <p><b>4.E.01 TRANSFER</b> property between government agencies utilizing the following forms IAW the Property Management Manual, COMDTINST M4500.5 (series); and the Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <ul style="list-style-type: none"> <li>• DOD Single Line Item Release/Receipt Document (DD-1348-1)</li> <li>• Requisition and Invoice/Shipping Document (DD-1149)</li> </ul> <p><b>SupGuide:</b> The intent of this task is to instill basic principles of Property Management Policy; reportable/non-reportable property, and governance of excess property. The skill set acquired includes screening, approval and documentation requirements using the current property tracking system and proper submission of custody forms for supervisor review.</p> <p><b>5.E.01 PROCESS</b> a property report of a physical inventory IAW the Property Management Manual, COMDTINST M4500.5 (series).</p> <p><b>SupGuide:</b> The member must know how to produce the report and understand when an inventory is required. The member will ensure all required information is included and correct any discrepancies.</p> <p><b>5.E.02 AMEND</b> unit property report IAW the Property Management Manual, COMDTINST M4500.5 (series) to include the following:</p> <ul style="list-style-type: none"> <li>• additions</li> <li>• deletions</li> <li>• modifications</li> </ul> <p><b>5.E.03 TRANSFER</b> property to Defense Reutilization Marketing Office (DRMO) IAW the Property Management Manual, COMDTINST M4500.5 (series); and the Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: STOREKEEPER	INIT	DATE
<p><b>6.E.01 PREPARE</b> and submit a Report of Excess Personal Property SF-120 IAW the Property Management Manual, COMDTINST M4500.5 (series).</p> <p><b>SupGuide:</b> The member must know the entire process of reporting excess property, including timeframes, where to submit and proper approval. The member must understand where to obtain all required data, how to withdraw or cancel an existing SF-120. Member will understand action necessary to release or ship material requested.</p> <p><b>6.E.02 PROCESS</b> excess property for Abandonment/Destruction CG-5598 IAW the Property Management Manual, COMDTINST M4500.5 (series).</p> <p><b>7.E.01 REVIEW</b> a Report of Survey CG-5269 IAW the Property Management Manual, COMDTINST M4500.5 (series).</p> <p><b>SupGuide:</b> The member must know survey and final approving authority requirements. The member must also know board convening composition and special item requirements. The member will ensure all required information is included and make the mandatory distribution depending on the type of property involved.</p> <p><b>7.E.02 PRODUCE</b> End of Year Property Report IAW the Property Management Manual, COMDTINST M4500.5 (series).</p> <p><b>F. <u>TRANSPORTATION</u></b></p> <p><b>4.F.01 PREPARE</b> non-hazardous small parcel for shipment through a government approved carrier IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series); the Transportation of Freight Manual, COMDTINST M4610.5 (series); Packaging of Material, Preservation, NAVSUP Pub 502, Vol I; Packaging of Material, Packaging, NAVSUP Pub 503, Vol III; and Storage and Materials Handling, DOD 4145.19-R-1.</p> <p><b>SupGuide:</b> Member will prepare material, including those requiring special handling for carrier pickup. This will include, labeling, measuring, packaging and weighing.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: STOREKEEPER	INIT	DATE
<p><b>4.F. 02 PREPARE</b> non-hazardous freight materials for shipment through a government approved carrier IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series); the Transportation of Freight Manual, COMDTINST M4610.5 (series); Packaging of Material, Preservation, NAVSUP Pub 502, Vol I; Packaging of Material, Packaging, NAVSUP Pub 503, Vol III; and Storage and Materials Handling, DOD 4145.19-R-1.</p> <p><b>SupGuide:</b> Member will prepare material, including those requiring special handling for carrier pickup. This will include, labeling, measuring, packaging and weighing.</p> <p><b>4.F.03 REQUEST</b> a Commercial Bill of Lading (CBL) for shipment IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series); and the Transportation of Freight Manual, COMDTINST M4610.5 (series).</p> <p><b>5.F.01 PREPARE</b> a Transportation Discrepancy Report SF-361 IAW the Supply Policy and Procedures Manual, COMDTINST M4400.19 (series); and the Transportation of Freight Manual, COMDTINST M4610.5 (series).</p> <p><b>SupGuide:</b> The member should understand when to submit an SF-361, the uses and response requirements, time standards for submission and how to distribute the completed form.</p> <p><b>--END of EPQ--</b></p>		
<p><b>NAME</b> <i>(Last, First, Middle Initial)</i></p>	<p><b>EMPLID NUMBER</b></p>	



*~Coast Guard Storekeeper Guiding Principles ~*

- I. To be accountable for one's own actions.*
- II. Go above and beyond to ensure your customer's orders are accurately processed, received, issued and accounted for.*
- III. Prevent ratifications.*
- IV. Perform all of your duties striving to reach superior customer satisfaction.*
- V. Embrace the diverse nature of our jobs in order to better your skills.*
- VI. Ensure stellar customer service to every member of our Coast Guard.*
- VII. You are held accountable by every tax payer of the United States of America.*
- VIII. To be and maintain Chief Financial Officer Act (CFO) compliance.*
- IX. You are the true Guardian of the tax payer's money.*
- X. Demonstrate the highest level of knowledge and responsibility to ensure the Coast Guard has all supplies and services required to maintain mission execution.*
- XI. Demonstrate good stewardship by using integrity to guide your decisions.*
- XII. To seek opportunities to enhance all aspects of the Storekeeper rating to better serve our customers.*
- XIII. To maintain inventory, financial and personal property management accuracy.*
- XIV. Ensure you meet all reporting requirement due dates.*
- XV. Earn individual respect by holding one's self to the highest standards to maintain the credibility of the Storekeeper rating.*

RATING: STOREKEEPER

**Appendix B: GLOSSARY**

<b>AMEND</b>	To change or modify for the better; improve. To alter content formally by deleting or adding.
<b>APPROVE</b>	To accept as satisfactory. To give formal or official sanction.
<b>AUDIT</b>	An official examination and verification of accounts and records. To physically sight and count a random selection of supplies or property and document the results.
<b>PERFORM</b>	To carry out an action or pattern of behavior. To begin a task and carry through to completion in accordance with applicable instructions and regulations.
<b>PREPARE</b>	To plan, gather, and assemble information to produce a document (i.e. forms & reports).
<b>PROCESS</b>	To initiate a series of actions or operations leading to a particular end. Example: To receive, record, and account for incoming material.
<b>PRODUCE</b>	To develop or create.
<b>REQUEST</b>	To ask for something or to ask someone to do a particular task.
<b>REVIEW</b>	To examine a document or process for accuracy in content and/or format and report errors or updates to the author or controlling authority.
<b>SUPERVISE</b>	To oversee. To critically watch, motivate and direct the activities of subordinates. To direct an action or evolution as the leader (Supervisor).
<b>TRANSFER</b>	To convey materiel or property from a person or place to another.
<b>VERIFY</b>	To confirm or establish the accuracy or truth of something. To determine the accuracy of recorded information by comparing to physical evidence.

**Physical Inventory Control Officer (PICO)** – The PICO has the responsibility of the physical inventory process, designation of personnel, documentation, root cause analysis, and reporting results. The PICO has access to stock records on-hand quantities and the storeroom/warehouse.

**Count Team (CT)** – The CT are comprised of two individuals who have access to the storeroom/warehouse for conducting counts. The CT does not have access to the stock record and on-hand quantities before and during the count.

**Research/Adjustment Analyst (RA)** – The RA has access to the stock records. The RA does not have access to the storeroom/warehouse during the count.

NAME (Last, First, Middle Initial)

EMPLID NUMBER

RATING: STOREKEEPER

**Appendix C: REFERENCE MATERIAL (hyperlinks provided where available)**[CMPlus](#) Job Aids and [CMPlus](#) User ManualCoast Guard Acquisition Procedures (CGAP), [COMDTINST M4200.19](#) (series)

Defense Logistics Agency (DLA) Customer Handbook

Federal Acquisition Regulations (FAR)

Finance Center Standard Operating Procedures (SOP) Manual FINCENSTIFINST M7000.1 (series)

Financial Resource Management Manual (FRMM), [COMDTINST M7100.3](#) (series)

Homeland Security Acquisition Manual (HSAM)

Homeland Security Acquisition Regulations (HSAR)

IFAMS Software User Operator Manual, (User's Guide)

Inspection, Packaging, Handling, Storage and Transportation Handbook, [COMDTINST M4450.1](#)

Finance and Procurement Desktop (FPD) User's Guide

MILSTRIP/MILSTRAP Desk Guide (NAVSUP PUB 409)

Packaging of Material, Packaging NAVSUP Pub 503, Vol III

Packaging of Material, Preservation NAVSUP Pub 502, Vol I

Page 2 of Form DHS-700-20

Property Management Manual, [COMDTINST M4500.5](#) (series)Simplified Acquisition Procedures Handbook, [COMDTINST M4200.13](#) (series)

Storage and Materials Handling, DOD 4145.19-R-1

Supply Policy and Procedures Manual, [COMDTINST M4400.19](#) (series)Transportation of Freight Manual, [COMDTINST M4610.5](#) (series)

A reading list containing and links to references is located at the Storekeeper Subject Matter Specialist webpage, available at <http://www.uscg.mil/hq/tcpet/tpf/sksms/sksms.htm>

NAME (Last, First, Middle Initial)

EMPLID NUMBER