



---

# SUPPLY OFFICER CALENDAR / PLANNER



---

**This calendar is published as an aid in assisting afloat supply officers in managing and prioritizing workload. This is a generic checklist and is not to be used as a substitute for current U.S. Navy, NAVSUP, TYCOM or any other regulations or instructions.**

Feedback should be submitted to the following:

**COMMANDING OFFICER  
NAVY SUPPLY CORPS SCHOOL  
1378 Porter Ave  
Newport, RI 02841**

[nscs\\_feedback@navy.mil](mailto:nscs_feedback@navy.mil)



# NAVY SUPPLY CORPS SCHOOL ACADEMIC DEPARTMENT



**Navy Supply Corps School provides logistics training in the areas of Supply, Transportation, Maintenance, and other Logistics services to Department of Defense and International personnel. Courses are taught in Newport, RI and at locations around the world utilizing the Mobile Training Team (MTT) and Video Tele-Training (VTT) concepts. The following courses are taught by NSCS to meet Fleet training requirements:**

- Supply Officer Basic Qualification Course (BQC) (A-8B-0012)
- Division Officer leadership Course (DIVOLC-5Day) (P-7C-0100)
- Stock Control Supervisor/R-Supply Force level (A-551-0027)
- Supply Officer Department Head Course (SODHC- 4 Wk) (A-8B-0017)
- Department Head Leadership Course (DHLC- 5 Day) (P-7C-0101)
- Senior Supply Officer Department Head (SR SODHC P1-4 Day) (A-8B-0040)
- Senior Supply Officer Department Head (SR SODHC-8 Day) (A-8B-0042)
- International Officer Supply Basic Course (IOSCO Phase I) (A-8B-0014)
- International Logistics Internet Toolbox (ILIT) (A-8B-022)
- Principles of Inventory Control (PIC) (A-8B-0079)
- International Officer Supply Basic Course (IOSCO Phase II) (A-8B-0015)
- Senior International Officer Supply Basic (SR IOSCO) (A-8B-0077)
- Joint Aviation Supply and Maintenance Material Management (JASMMM) (A-8B-0020)
- Supply Corps Officer Basic Qualification Naval Reserve (BQC-NR) (A-8B-0003)
- Reserve Supply Management Advanced Refresher and Instructor Training (RESMART) (A-8B-0054)
- Introduction to Expeditionary Logistics (IEL) (A-8B-0055)
- Transportation of Hazardous Material (TRANS HAZMAT) (A-822-0012)
- Transportation of Hazardous Material Recertification (RECERT) (A-822-0011)

**Detailed course information and schedules can be found on the Navy Supply Corps School Web page**

[www.nscs.cnet.navy.mil](http://www.nscs.cnet.navy.mil)



# SUPPLY MANAGEMENT PULSE POINTS LARGE AFLOAT PLATFORM



## Daily:

- Stock Control Review Listing
- Suspense Matrix
- Issue Pending File
- NALCOMIS Interface
- Offload Listings
- Receipts In Process Listing
- IBS
- External ROD Release
- Daily TIR (Transaction item Reporting)
- MFCS
- Check incoming/outgoing status

## Weekly:

- Automatic Reorder Listings
- DI 100 Financial (Dummy)
- SAMMA/SAL (DI 008)
- Requisition Follow up
- MSSL Supplements
- DTO due w/ Mat'l O/H Report (DI071)
- TYCOM Pulse Points
- Live Daily TL

## Bi-Monthly:

- BMF Audit
- BRF Audit
- Requisition Follow-up

## Monthly:

- Change Notice
- Financial BORS (MSG)
- DI 100 Financials (Live)
- AVCAL/COSAL % Analysis Report
- FLEET Fast Pay
- MSSR (DI 009)
- MSSL (DI 080)
- AVCAL/AVMAINT Tape
- Internal MOV (DI056)
- TYCOM Pulse Points
- SMARTS/SFOEDL Processing - Excess Dues CANX (DI045)
- Physical Offload
- TYCOM Levels for CVN's/L-Decks (As Directed)

## Quarterly:

- External MOV Cycle
- Review LMC/ARRC/IRC Limit Flags
- Update Annual Financial Management Plan
- TYCOM Levels for CV(N)/L-Decks (As Directed)

## Semi-Annually:

- Semi Annual SAMMA/SAL Report (DI 008)

## Annually:

- Annual Program Funds (APF)
- End of Fiscal Year Funds Recapture
- Annual Inventory Schedule
- Annual ISSOT Request
- Obligate all continuing service contracts
- Unfunded Requirements/Phased Replacement
- Annual Price Change
- Annual Financial Management Plan (AFMP)
- FMSO/BMF Recon (E-38)
- DI 100 FY Close-out



# R-SUPPLY (UNIT LEVEL) S-1 PULSE POINTS SMALL AFLOAT PLATFORM



## Daily:

- Tech Edit/Item Verification
- Review MOF: PRI 01-03
- Requirements Review
- Initiate/ Release Requisitions
- Reorder Review
- Process/Post Stock Issues
- Incoming Status Report
- Review Suspended Status Listing
- Stock Control Review
- Review OPTAR Balance
- SALTS Download Report

## Weekly:

- TL 8<sup>th</sup>, 16<sup>th</sup>, 24<sup>th</sup>, EOM
- Review MOF: Req Nbr Seq; AS1 Status
- JCN Seq (Closed)
- Review Carcass Tracking Rpts
- Review CMP (REQ'D Weekly/Recon-Daily)
- RPPO/SK Training
- CMP reporting

## Monthly:

- BOR
- Global Level Setting
- Supply Effectiveness
- ASI Processing
- Internal MOV (Or as Required)
- LMC/ ARRC Review
- CMP reporting
- GBI/LBI Reports
- Cancel Excess Stock Dues
- Pending Stock Survey Listing
- Completed Requisitions
- Issue Listing
- Process Change Notices

## As Req'd during the Month:

- Tech Edit/Item Verification
- Review MOF: PRI 01-03
- Requirements Review
- Initiate/ Release Requisitions
- Reorder Review
- Process/Post Stock Issues
- Incoming Status Report
- Review Suspended Status Listing
- Stock Control Review
- Review OPTAR Balance
- SALTS Download Report
- Tech Edit/Item Verification
- Review MOF: PRI 01-03
- Requirements Review

## Quarterly:

- FITSDL (Full download/New baseline) 10<sup>th</sup> day of each quarter
- Update Annual Financial Management Plan (AFMP)
- External MOV (MOF/MCF/DRA/MRA)
- Excessive Locations
- Stock Locator Listing
- Master Stock Status Locator Listing

## Semi-Annually:

- SIM/DBI Inventory

## Annually:

- Annual Financial Management Plan
- Annual Price Change
- Classified Items Inventory
- DLR Inventory
- Create Inventory schedule
- HAZMAT Inventory
- Presentation Silver Inv
- End of Fiscal Year Close out

## As Required:

- MAM's Inventory (Upon Dept Head or Custodian Relief)
- SIMARS
- Pre-deployment Stk Status
- COSAL % Analysis
- DRA/DRB Receipt Acknowledgment
- Spot Inventory
- Master Stock Status Locator Listings for DBI, HAZMAT,
- FILL, SLC, ATC, LMC and CLASSIFIED items.
- Requisition Fol-Ups(AF) and CANCS (AC)
- Material Relocations
- Master Stock Status



# FOOD SERVICE MANAGEMENT PULSE POINTS



## Daily:

- Review NS 1282
- Review NS 1090
- Audit Receipts
- Review Heat Stress Logs
- Review Reefer Temp Logs
- Review NS 338
- Review Equipment Status
- Walk through Spaces
- Update 8 O'clocks
- Leading CS Sanitation Inspection
  - Check Suggestion Box
- Review Meal Sample Reports

## Weekly:

- Inventory Mess Gear
- Conduct In-Rate Training for CSs
- Review Loss w/o Survey (NS 1334)
- Submit PB4T Inputs
- Update PV Catalog
- FSO Sanitation Inspections
- Menu Planning Board

## Bi-Monthly:

- Conduct spot inventory (5% of all line items \* focus on high value, fast moving items)

## Monthly:

- Post Monthly Summary of Mess Deck Suggestions from the crew.
- Supply Mgt Report to

- Commanding Officer
- Complete NS 1359 (Submit by 5th of following month)
- Conduct sanitation training for FSAs
- Closeout and Reissue Indefinite Delivery Purchase Orders
- Review NS 1336
- Review NS 367
- CS/FSA of Month
- NS 1544/1046 Audit
- Ensure Med. completes Sanitation Inspection
- Collect Mess Bills & Deposit with Disbursing by 15th

## Every 90 Days and September

- Wall to Wall Inventory
- Ensure All Food-Acts are up-to-date

## Quarterly:

- Implement new NAVSUPNOTE 7330
- Update HI/LO limits
- Review Consumables
- Identify Special Menus and Submit to Commanding Officer
- Review CS/FSA Job Rotation
- Check for newest NAVSUP 476
- Review CSMP
- Menu Review Board

## Semi-Annually:

- Review Cycle Menu

- Review CS Training Plan
- Review expired food stocks and extension of shelf life

## Annually:

- TB Test for FS Personnel
- Request NFMT Visit
- Sanitation training for all CSs
- Send copy of NS-1359 to NSCS (30 Sept)
- Menu to NAVFSSO Dietician for review (Not required if using CAMP program.)
- Review SMI Checklist
- Presentation Silver Inventory



# RETAIL OPERATIONS MANAGEMENT PULSE POINTS



## Daily:

- Walk through all spaces
- Check sanitation of laundry and barbershop
- Perform ROM II Dayback
- Verify ROM II Transaction Reports match Disbursing Navy Cash Reports.
- Update 8 O'clock reports with sales figures and equipment status

## Bi-Weekly:

- Audit entries on all NS 469/470s and initial. (If applicable)

## Weekly:

- Print and audit B01/05 Report
- Perform ROM II dayback and keep AO
- Audit and initial Laundry logs
- Audit and initial Heat Stress Logs
- Spot check Bulk Storeroom
- Spot check prices in retail outlets
- Observe a cash collection
- Check B22 Report for errors
- Monitor accomplishment of PMS on your equipment
- Check contents of AO File
- Audit procurement, receipt, expenditure and

breakout documents

- Verify lock and security requirement
- Conduct follow-up action with vendors
- Compare NS469 entries with totals posted in ROM II (If applicable)

## Monthly:

- Print and review ROM security access listing
- Check all combination envelopes
- Cash Audit Board audits combined change funds
- Put POD note about closing ships store for inventory
- Print and review monthly supply demand review
- Send receipt transmittal to DFAS
- Process Unmatched Expenditure Listing and mail to DFAS, email advance copy
- Review stock turn
- Report Retail Sales in Supply Dept CO's Monthly Report.
- Prepare Cash Sales (DD Form 1149)
- Inventory
- Audit 469/470 closeouts (If applicable)
- Verify contents of SSA files
- Review customer service surveys
- Verify monthly S-3 Cash Memorandum 1149 totals match Disbursing Navy Cash Totals.

## Each Accounting Period:

- Generate Excess Stock Listing
- Check levels of Cost of Ops supplies
- Generate NC 153 and records closeout
- Rotate personnel
- Print and review IMR
- Update Hi/Lo Limits
- Review sales history and trends
- Standards of conduct training

## Annually:

- Send copy of NC 153 to NSCS (30 Sept)



# DISBURSING MANAGEMENT PULSE POINTS



## Daily:

- Cash Collections
- Deposit as required
- Prepare DD 2657
- Has a DD 2671 been maintained for ATM Terminal 99
- Collect all blank Treasury checks
- Document all un-vouchered transactions on Journal Voucher
- Agents and Deputies turn in vouchers and funds using DD 1081

## Weekly:

- Check deposits in excess of 30 days
- Check for undeliverable checks > 60 days
- Take action on all dishonored checks
- Review DFAS Transaction Exemption Report
- Check cash on hand
- Deposit Cashed Checks
- Conduct Postal Inspection

## Monthly:

- Inventory un-issued Navy Cash cards
- Verify Safekeeping Deposits
- Check PMS on Navy Cash machines
- Destroy voided checks/Print memorandum
- Deposit cancelled checks prior to the 25th of the month
- Audit money orders and postal accounts
- Transmit check issue data to DAO
- Transmit Message Report Statement of Accountability (last business day of month)
- Supply Mgt Report to Commanding Officer
- Print Log On/Log Off Report
- Review Outstanding Dishonored Checks
- Access the CMP website and complete the disbursing reports NLT 5<sup>th</sup> of the month

## Quarterly:

- Surprise Cash Verification (Random)
- Inventory Treasury checks
- Submit Quarterly Audit

## Semi-Annually:

- Change combinations
- Perform office security check
- Change computer passwords
- Cash review letter from CO (APR/OCT) or as needed for deployment
- Update Letters of Authority (APR/OCT)

## Annually:

- On-Site Examination
- One copy of DD 2666, SF 1219, and SF 1179 forwarded to NSCS for period ending 30 September
- Request Assist Visit



# Navy Cash Management Pulse Points



## Daily:

- Log on to Disbursing application
- Check status of End-of-Day Report
- Verify Shore Reports
- Replace Backup Tape
- Open Cash Transaction Ledger
- Check Negative Balance Report
- Verify Backup Complete
- Close Cash Transaction Ledger
- Record return of unused card stock
- Close out batch on MPCC
- Complete DD 2665 and DD 2657
- Indicate End-of-Day (EOD)
- Review EOD Merchant reports
- Distribute EOD reports as needed
- Log off of Navy Cash Application

## As Required:

- Perform preventative maintenance in accordance with schedule (MIP 6541/080-14)
- Issue card stock
- Change Navy Cash passwords (semiannually)

## Weekly:

- Review personnel transfers and settle Navy Cash accounts
- Review unmatched chip-to-chip transaction report and return any value reflected on report to sending cardholder
- Reboot server (Biweekly)

## Monthly:

- At least 5 days prior to actual end of month, initiate End of Month (EOM) closeout and reporting for Vending, Ship's Store, Disbursing, Food Service, Private Messes, MWR, etc.
- Conduct safe bank transaction
- Fill out and exchange EOM spreadsheet with Treasury Financial Agent Bank:  
[navycashfin@ezpaymt.com](mailto:navycashfin@ezpaymt.com)
- Prepare and submit SF 1219
- Log in to MPCC and Navy Cash website to keep accounts active
- Inventory bulk Navy Cash card stock



# POSTAL OPERATIONS MANAGEMENT PULSE POINTS



## Daily:

- Money Order Report (If Providing Money Order Services)
- Mail Routing MSG (when required)
- Incoming/Outgoing Mail Processed
- Security of Spaces Maintained
- Directory Service Complete
- Accountable Mail secure (Required signatures completed)
- Window Clerk Self Audit
- Balance Registered Mail

## Weekly:

- Review postal requirements
- Inspect postal spaces
- Check mail call logs
- Hold in-rate training
- Complete Postal Check list

## Monthly:

- Monthly Surprise Audit (random, unscheduled, unannounced)
- Review the following forms during audit:
  - PS 3368
  - PS 17
  - DD 2259
  - PS 1590
  - PS 3369
  - DD 885 (If Money orders on-hand)
  - PS 3806 OR 3877
- Hold Mail Orderly training
- Review PS Form 17 for stamp/money order requisitions
- Close out Money Order Reports for month (If Providing Money Order Services)

## Quarterly:

- Submit Audit Reports within 5 working days after audit

## Annual:

- Change safe combo
- Clean out Postal files



# LEADERSHIP PULSE POINTS



## Daily:

- Create your "To Do" List
- Inspect Division at Quarters
- Walk through all your spaces
- Review berthing discrepancies

## Weekly:

- PB4T Inputs to Department Head
- Review future loadout requirements
- DC/3-M Spotchecks
- Set/evaluate goals for division (short/long term)

## Bi-Monthly:

- Review Division Officer Notebook
- Verify PQS and Training progress

## Monthly:

- Prepare PQS/Training report
- Spot check training records
- Review Electrical Safety Checks due
- Hold sea bag inspections

## Quarterly:

- Review all training records/job rotation
- Identify future training/school requirements

## Semi-Annually:

- Conduct performance reviews with all your personnel

## Annually:

- Review all service records

## Mid-Term Counseling

A=Active T=TAR

## I=Inactive

- Jan - 06(ATI) E1/E2/E3
- Feb - 05(AT)
- Mar - 05(I), 04(TI), E8, E7, O2(TI), 01(TI), W1/2(A)
- Apr - 04(A), 03(TI)
- May - E6
- Jun -
- Jul - 03(A)
- Aug - 02(A)
- Sep - W4(ATI), W3(ATI), W1/2(TI), E5,
- Oct - E9
- Nov - 01(A)
- Dec - E4

## Eval Schedule

### Active/TAR/Reserve

- E1-E3 .. . 15 Jul
- E4 ..... 15 Jun
- E5 ..... 15 Mar
- E6 ..... 15 Nov

## FITREP Schedule

### Active (USN)

- E7-E8 ..... 15 Sep

- E9 ..... 15 Apr
- CW01-CW02 . . . 30 Sep
- CW03-CW04 .... 31 Mar
- ENS ..... 31 May
- LTJG ..... 28 Feb
- LT ..... 31 Jan
- LCDR ..... 31 Oct
- CDR ..... 31 Aug
- CAPT ..... 31 Jul

### TAR/Reserve

- CW02-CW04..... 31 Mar
- ENS ..... 30 Sep
- LTJG ..... 30 Sep
- LT ..... 31 Oct
- LCDR ..... 30 Sep
- CDR (TAR) .... 31 Aug
- CDR (Other) .. 30 Sep
- CAPT ..... 31 Jul



# January



				JANUARY HOLIDAYS: ❖ NEW YEAR'S DAY ❖ MARTIN LUTHER KING'S BIRTHDAY	DUE THIS MONTH: • O3/LT FITREP • (E1,E2,E3) COUNSELING • MENU REVIEW BOARD MEETING	1 NEW YEAR'S DAY • REVIEW ICR WITH SUPPO • SPOT CHECK S-3 INV • DIVISIONAL IN-RATE TRAINING • XMIT MSG STATEMENT OF ACCOUNTABILITY
2 DELIVER FINANCIAL RETURNS TO DFAS • DO YOU HAVE VALENTINE'S DAY MERCHANDISE ON ORDER? • SECURITY WALK-THRU OF SPACES	3 • SPOT CHECK FOOD SERVICE INVENTORIES • REVIEW NS 367 & NS 1334 • DECORATE STORE FOR MLK DAY	4 • IS NS 1359 PREPARED & EMAILED? • SPOT CHECK SHIP STORE INVENTORIES	5 CHECKING ACCOUNT RETURNS DUE • CO'S MONTHLY REPORT • SEND BILL TO MESS TREASURER	6 • ARE ALL MATERIAL DISCREPANCIES FIXED IN BERTHING AREAS?	7 INSPECT DIVISION AT QUARTERS • FIELD DAY S2 STOREROOMS • POSTAL OFFICER'S WEEKLY CHECK LIST	8 • SPOT CHECK S-3 INV • IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE? • SECURITY WALK THRU OF SPACES
9 SPOT CHECK FOOD SERVICE INVENTORIES • AUDIT NS 469 BI-WEEKLY • HAVE YOU CHOSEN FSA & MS OF THE QUARTER?	10 • SPOT CHECK SHIP STORE MERCHANDISE PRICES • ARE FOOD SERVICE RECEIPTS & ISSUES BEING POSTED TO THE NS 335s	11 <b>THINK NEY !!!</b> • SPOT CHECK BULK STOREROOM	12 • AUDIT POSTAL ACCOUNTS	13 • PREPARE EXCESS STOCK LISTING • SECURITY WALK-THRU OF SPACES	14 • MESS TREASURER PAYS FOOD SERVICE OFFICER • POSTAL OFFICER'S WEEKLY CHECK LIST	15 • UPDATE DISHONORED CHECK LIST • REVIEW NS 1334
16 • SPOT CHECK FOOD SERVICE INVENTORIES • FSA SANITATION TRAINING	17 • AUDIT LAUNDRY LOGS • ANY OUTSTANDING TRAVEL CLAIMS? • AUDIT 10 TRAVEL CLAIMS • REVIEW CUSTOMER SURVEYS	18 • CHECK PARS FOR ADVANCEMENT QUALS. • SPOT CHECK SHIP STORE INVENTORIES	19 • HAVE YOUR ATMs BALANCED EACH WEEK?	20 • ARE YOU ROTATING YOUR PERSONNEL?	21 • INVENTORY MONEY ORDERS • POSTAL OFFICER'S WEEKLY CHECK LIST	22 • SCHEDULE S3 END OF ACCOUNTING PERIOD INVENTORY
23 • HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED? • SPOT CHECK BULK STOREROOM	24 • END OF ACCOUNTING PERIOD MARKDOWNS • SPOT CHECK FOOD SERVICE INVENTORIES	25 • INSPECT DIVISION AT QUARTERS • REVIEW PS FORM 1 (AUDIT POSTAL FUNDS ACCESS LIST) • SELECT MS/FSA OF THE MONTH	26 • PROCESS UMEL • DESTROY VOIDED CHECKS	27 • PRINT ROM II SECURITY ACCESS LIST • MONTHLY STAMP REQUISITION • SECURITY WALK THRU OF SPACES	28 • PREPARE MONTHLY BOR • REVIEW ALL JOBS ON SHIP'S CSMP • POSTAL OFFICER'S WEEKLY CHECK LIST	29 • DIVO NOTEBOOK UP-TO-DATE?
30 • INVENTORY ENTIRE SHIP STORE OPERATION	31 • TURN ALL REPORTS DUE THIS MONTH.					



# February



				FEBRUARY HOLIDAYS:		DUE THIS MONTH:	
				<ul style="list-style-type: none"> <li>❖ VALENTINE'S DAY</li> <li>❖ PRESEIDENT'S DAY</li> </ul>		<ul style="list-style-type: none"> <li>• O2/LTJG FITREP</li> <li>• MENU REVIEW BOARD MEETING</li> <li>• CDR MID-TERM COUNSELING</li> </ul>	
<b>1</b> <ul style="list-style-type: none"> <li>• FIELD DAY S2 STOREROOMS</li> <li>• SECURITY WALK-THRU OF SPACES</li> <li>• TRANSMIT MSG STATEMENT OF ACCOUNTABILITY</li> </ul>	<b>2</b> <ul style="list-style-type: none"> <li>• DELIVER FINANCIAL RETURNS TO DFAS</li> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>• REVIEW NS 367 &amp; NS 1334</li> <li>• INSPECT DIVISION AT QUARTERS</li> </ul>	<b>3</b> <ul style="list-style-type: none"> <li>• IS NS 1359 PREPARED &amp; EMAILED?</li> <li>• SPOT CHECK SHIP STORE INVENTORIES</li> </ul>	<b>4</b> <ul style="list-style-type: none"> <li>• CO'S MONTHLY REPORT</li> <li>• SEND BILL TO MESS TREASURER</li> <li>• AUDIT THE NS 469 BI-WEEKLY</li> </ul>	<b>5</b> <ul style="list-style-type: none"> <li>• REVIEW SSA FILES</li> <li>• DECORATE SHIP'S STORE FOR VALENTINE'S DAY OR PRESEIDENT'S DAY</li> </ul>	<b>6</b> <ul style="list-style-type: none"> <li>• DIVISIONAL IN-RATE TRAINING</li> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> </ul>	<b>7</b> <ul style="list-style-type: none"> <li>• ARE DIVO NOTEBOOKS UP-TO-DATE?</li> <li>• ARE E4-E6 READY FOR ADVANCEMENT EXAM IN MARCH?</li> </ul>	
<b>8</b> <ul style="list-style-type: none"> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> </ul>	<b>11</b> <ul style="list-style-type: none"> <li>• SPOT CHECK SHIP STORE MERCHANDISE PRICES</li> <li>• ARE FOOD SERVICE RECEIPTS &amp; ISSUES BEING POSTED TO THE NS 335s</li> </ul>	<b>12</b> <ul style="list-style-type: none"> <li>• ARE AUOLS AND SFOEDLS PROCESSED?</li> <li>• AUDIT LAUNDRY LOGS</li> </ul>	<b>13</b> <ul style="list-style-type: none"> <li>• INSPECT DIVISION AT QUARTERS</li> <li>• FSA SANITATION TRAINING</li> </ul>	<b>14</b> <ul style="list-style-type: none"> <li>• SECURITY WALK-THRU OF SPACES</li> <li>• MESS TREASURER PAYS FOOD SERVICE OFFICER</li> <li>• ANY OUTSTANDING TRAVEL CLAIMS</li> </ul>	<b>15 PAYDAY</b> <ul style="list-style-type: none"> <li>• UPDATE DISHONORED CHECK LIST</li> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>• SPOT CHECK BULK STOREROOM</li> </ul>	<b>16</b> <ul style="list-style-type: none"> <li>• REVIEW NS 1334</li> <li>• IS ALL DEGRADED/OOC EQUIPMENT DOCUMENTED?</li> </ul>	
<b>17</b> <ul style="list-style-type: none"> <li>• FSA SANITATION TRAINING</li> <li>• HAVE YOUR ATMs BALANCED EACH WEEK?</li> </ul>	<b>18</b> <ul style="list-style-type: none"> <li>• ANY OUTSTANDING TRAVEL CLAIMS?</li> <li>• AUDIT 10 TRAVEL CLAIMS</li> <li>• REVIEW CUSTOMER SURVEYS</li> <li>• INSPECT DIVISION AT QUARTERS</li> <li>• DESTORY VOIDED CHECKS</li> </ul>	<b>19</b> <ul style="list-style-type: none"> <li>• SPOT CHECK SHIP STORE INVENTORIES</li> <li>• AUDIT POSTAL ACCOUNTS</li> </ul>	<b>20</b> <ul style="list-style-type: none"> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>• ARE YOU ROTATING YOUR PERSONNEL?</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li>• REVIEW SMI CHECKLIST</li> </ul>	<b>22</b> <ul style="list-style-type: none"> <li>• INVENTORY MONEY ORDERS</li> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> </ul>	<b>23</b> <ul style="list-style-type: none"> <li>• SCHEDULE S3 END OF MONTH INVENTORY</li> <li>• INVENTORY UNISSUED ATM CARDS</li> </ul>	
<b>24</b> <ul style="list-style-type: none"> <li>• HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?</li> </ul>	<b>25</b> <ul style="list-style-type: none"> <li>• END OF MONTH MARKDOWNS</li> <li>• SPOT CHECK BULK STOREROOM</li> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> </ul>	<b>26</b> <ul style="list-style-type: none"> <li>• SELECT MS/FSA OF THE MONTH</li> <li>• PROCESS UMEL</li> <li>• MONTHLY STAMP REQUISITION</li> </ul>	<b>27</b> <ul style="list-style-type: none"> <li>• PRINT ROM II SECURITY ACCESS LIST</li> <li>• INVENTORY ENTIRE SHIP STORE OPERATION</li> <li>• SECURITY WALK THRU OF SPACES</li> </ul>	<b>28</b> <ul style="list-style-type: none"> <li>• PREPARE MONTHLY BOR</li> <li>• REVIEW ALL JOBS ON SHIP'S CSMP</li> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> </ul>	<b>29</b> <p><b>LEAP YEAR ONLY</b></p>	<ul style="list-style-type: none"> <li>• TURN ALL REPORTS DUE THIS MONTH.</li> </ul>	



# March



				MARCH HOLIDAYS: ❖ ST PATRICK'S DAY	DUE THIS MONTH: • CWO3/4 FITREP • MENU REVIEW BOARD MEETING • E5 EVALS • E7-E8 & CW01/2 MIDTERM COUNSELING	HAVE YOU HAD YOUR SURPRISE CASH VERIFICATION AUDIT?
<b>1</b> • TRANSMIT MSG STATEMENT OF ACCOUNTABILITY • SCHEDULE QUARTERLY FOOD SERVICE INVENTORY	<b>2</b> • DELIEVER FINANCIAL RETURNS TO DFAS • INSPECT DIVISION AT QUARTERS • UPDATE HIGH/LOW LIMITS FOR S2	<b>3</b> • IS NS 1359 PREPARED & EMAILED? • FIELD DAY S2 STOREROOMS • SECURITY WALK-THRU OF SPACES	<b>4</b> • CO'S MONTHLY REPORT • SEND BILL TO MESS TREASURER • REVIEW MONEY REQUIREMENTS FOR BOTH PAYDAYS	<b>5</b> • SPOT CHECK SHIP STORE INVENTORIES • SPOT CHECK FOOD SERVICE INVENTORIES	<b>6</b> • DIVISIONAL IN-RATE TRAINING • POSTAL OFFICER'S WEEKLY CHECK LIST • ARE FOOD SERVICE RECEIPTS & ISSUES BEING POSTED TO THE NS 335s	<b>7</b> • IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE? • REVIEW NS 1334
<b>8</b> • SPOT CHECK FOOD SERVICE INVENTORIES • INVENTORY TREASURY CHECKS	<b>11</b> • SPOT CHECK SHIP STORE MERCHANDISE PRICES • AUDIT POSTAL ACCOUNTS • FOOD SERVICE SANITATION INSPECTION	<b>12</b> • AUDIT THE NS 469 BI-WEEKLY	<b>13</b> • INSPECT DIVISION AT QUARTERS • FSA SANITATION TRAINING	<b>14</b> • SECURITY WALK-THRU OF SPACES • MESS TREASURER PAYS FOOD SERVICE OFFICER • SPOT CHECK BULK STOREROOM	<b>15 PAYDAY</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • UPDATE DISHONORED CHECK LIST	<b>16</b> • CHANGE S2 SAFE COMBINATION
<b>17</b> • FSA SANITATION TRAINING • HAVE YOUR ATMs BALANCED EACH WEEK?	<b>18</b> • ANY OUTSTANDING TRAVEL CLAIMS? • AUDIT 10 TRAVEL CLAIMS • REVIEW CUSTOMER SURVEYS • INSPECT DIVISION AT QUARTERS • DESTORY VOIDED CHECKS	<b>19</b> • SPOT CHECK SHIP STORE INVENTORIES • REVIEW NS 367 & NS 1334	<b>20</b> • INVENTORY MONEY ORDERS • AUDIT LAUNDRY LOGS	<b>21</b> • SPOT CHECK FOOD SERVICE INVENTORIES • ARE YOU ROTATING YOUR PERSONNEL?	<b>22</b> • POSTAL OFFICER'S WEEKLY CHECK LIST	<b>23</b> • SCHEDULE S3 END OF MONTH INVENTORY • INVENTORY UNISSUED ATM CARDS
<b>24</b> • HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?	<b>25</b> • ARE DISBURSING LOGS UP-TO-DATE? • SPOT CHECK BULK STOREROOM • SPOT CHECK FOOD SERVICE INVENTORIES	<b>26</b> • SELECT MS/FSA OF THE MONTH • PROCESS UMEI	<b>27</b> • SECURITY WALK THRU OF SPACES • CHECK FOOD SERVICE STOREROOMS FOR OUT-DATED STOCK	<b>28</b> • REVIEW ALL JOBS ON SHIP'S CSMP • MONTHLY STAMP REQUISITION	<b>29</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • PRINT ROM II SECURITY ACCESS LIST	<b>30</b> • INVENTORY ENTIRE SHIP STORE OPERATION • PREPARE MONTHLY BOR
<b>31</b> • TURN ALL REPORTS DUE THIS MONTH. • SUBMIT QUARTERLY POSTAL AUDIT						



# April



				APRIL HOLIDAYS:	DUE THIS MONTH:	DON'T FORGET DAYLIGHT SAVINGS TIME !!!!!
				❖ EASTER	<ul style="list-style-type: none"> <li>E-9 FITREP</li> <li>MENU REVIEW BOARD MEETING</li> <li>O-4 MIDTERM COUNSELING</li> </ul>	
<b>1</b> REVIEW CASH REQUIREMENTS <ul style="list-style-type: none"> <li>APRIL FOOL'S DAY</li> <li>INSPECT DIVISION AT QUARTERS</li> <li>TRANSMIT MSG STATEMENT OF ACCOUNTABILITY</li> </ul>	<b>2</b> UPDATE LETTERS OF AUTHORITY <ul style="list-style-type: none"> <li>DELIVER FINANCIAL RETURNS TO DFAS</li> <li>SECURITY WALK-THRU OF SPACES</li> <li>ANY CAP NOMINATIONS?</li> <li>AUDIT THE NS 469 BI-WEEKLY</li> </ul>	<b>3</b> <ul style="list-style-type: none"> <li>IS NS 1359 PREPARED &amp; EMAILED?</li> <li>CHANGE S4 SAFE COMBINATIONS</li> <li>FIELD DAY S2 STOREROOMS</li> </ul>	<b>4</b> <ul style="list-style-type: none"> <li>CO'S MONTHLY REPORT</li> <li>SEND BILL TO MESS TREASURER</li> <li>SPOT CHECK SHIP STORE INVENTORIES</li> </ul>	<b>5</b> <ul style="list-style-type: none"> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>DIVISIONAL IN-RATE TRAINING</li> </ul>	<b>6</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>ARE FOOD SERVICE RECEIPTS &amp; ISSUES BEING POSTED TO THE NS 335s</li> </ul>	<b>7</b> <ul style="list-style-type: none"> <li>IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE?</li> <li>REVIEW NS 1334</li> </ul>
<b>8</b> <ul style="list-style-type: none"> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>INVENTORY TREASURY CHECKS</li> </ul>	<b>11</b> <ul style="list-style-type: none"> <li>SPOT CHECK SHIP STORE MERCHANDISE PRICES</li> <li>FOOD SERVICE SANITATION INSPECTION</li> </ul>	<b>12</b> <ul style="list-style-type: none"> <li>SPOT CHECK BULK STOREROOM</li> <li>AUDIT POSTAL ACCOUNTS</li> </ul>	<b>13</b> <ul style="list-style-type: none"> <li>INSPECT DIVISION AT QUARTERS</li> <li>FSA SANITATION TRAINING</li> </ul>	<b>14</b> <ul style="list-style-type: none"> <li>SECURITY WALK-THRU OF SPACES</li> <li>MESS TREASURER PAYS FOOD SERVICE OFFICER</li> </ul>	<b>15 PAYDAY</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>UPDATE DISHONORED CHECK LIST</li> </ul>	<b>16</b> <ul style="list-style-type: none"> <li>ARE ALL MATERIAL DISCREPANCIES FIXED IN BERTHING AREAS?</li> </ul>
<b>17</b> <ul style="list-style-type: none"> <li>FSA SANITATION TRAINING</li> <li>HAVE YOUR ATMs BALANCED EACH WEEK?</li> </ul>	<b>18</b> <ul style="list-style-type: none"> <li>ANY OUTSTANDING TRAVEL CLAIMS?</li> <li>AUDIT 10 TRAVEL CLAIMS</li> <li>REVIEW CUSTOMER SURVEYS</li> <li>INSPECT DIVISION AT QUARTERS</li> <li>DESTORY VOIDED CHECKS</li> </ul>	<b>19</b> <ul style="list-style-type: none"> <li>SPOT CHECK SHIP STORE INVENTORIES</li> <li>REVIEW NS 367 &amp; NS 1334</li> <li>ARE YOUR SPACES ZONE INSPECTION READY?</li> </ul>	<b>20</b> <ul style="list-style-type: none"> <li>INVENTORY MONEY ORDERS</li> <li>AUDIT THE NS 469 BI-WEEKLY</li> <li>MONTHLY STAMP REQUISITION</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>ARE YOU ROTATING YOUR PERSONNEL?</li> <li>AUDIT LAUNDRY LOGS</li> </ul>	<b>22</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>HAS THE ANNUAL RADIOACTIVE MATERIAL INSPECTION COMPLETED?</li> </ul>	<b>23</b> <ul style="list-style-type: none"> <li>SCHEDULE S3 END OF MONTH INVENTORY</li> <li>INVENTORY UNISSUED ATM CARDS</li> </ul>
<b>24</b> <ul style="list-style-type: none"> <li>HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?</li> </ul>	<b>25</b> <ul style="list-style-type: none"> <li>ARE DISBURSING LOGS UP-TO-DATE?</li> <li>SPOT CHECK BULK STOREROOM</li> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> </ul>	<b>26</b> <ul style="list-style-type: none"> <li>SELECT MS/FSA OF THE MONTH</li> <li>REVIEW SMI CHECKLIST</li> <li>PRINT ROM II SECURITY ACCESS LIST</li> </ul>	<b>27</b> <ul style="list-style-type: none"> <li>SECURITY WALK THRU OF SPACES</li> <li>CHECK FOOD SERVICE STOREROOMS FOR OUT-DATED STOCK</li> </ul>	<b>28</b> <ul style="list-style-type: none"> <li>REVIEW ALL JOBS ON SHIP'S CSMP</li> <li>PROCESS UMEI</li> </ul>	<b>29</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>INVENTORY ENTIRE SHIP STORE OPERATION</li> <li>PREPARE MONTHLY BOR</li> </ul>	<b>30</b> <ul style="list-style-type: none"> <li>TURN ALL REPORTS DUE THIS MONTH.</li> </ul>



# May



				MAY HOLIDAYS:	DUE THIS MONTH:	
				<ul style="list-style-type: none"> <li>❖ CINCO DE MAYO</li> <li>❖ MOTHER'S DAY</li> <li>❖ MEMORIAL DAY</li> </ul>	<ul style="list-style-type: none"> <li>• O-1 FITREP</li> <li>• E-6 MIDTERM COUNSELING</li> <li>• MENU REVIEW BOARD MEETING</li> </ul>	
<b>1</b> <ul style="list-style-type: none"> <li>• INSPECT DIVISION AT QUARTERS</li> <li>• TRANSMIT MSG STATEMENT OF ACCOUNTABILITY</li> </ul>	<b>2</b> <ul style="list-style-type: none"> <li>• DELIEVER FINANCIAL RETURNS TO DFAS</li> <li>• SECURITY WALK-THRU OF SPACES</li> <li>• AUDIT THE NS 469 BI-WEEKLY</li> <li>• PROCESS AUOLS/SFOEDL</li> </ul>	<b>3</b> <ul style="list-style-type: none"> <li>• IS NS 1359 PREPARED &amp; EMAILED?</li> <li>• FIELD DAY S2 STOREROOMS</li> <li>• DECORATE SHIP STORE FOR MOTHER'S DAY</li> </ul>	<b>4</b> <ul style="list-style-type: none"> <li>• CO'S MONTHLY REPORT</li> <li>• SEND BILL TO MESS TREASURER</li> <li>• SPOT CHECK SHIP STORE INVENTORIES</li> </ul>	<b>5</b> <ul style="list-style-type: none"> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>• DIVISIONAL IN-RATE TRAINING</li> </ul>	<b>6</b> <ul style="list-style-type: none"> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>• ARE FOOD SERVICE RECEIPTS &amp; ISSUES BEING POSTED TO THE NS 335s</li> </ul>	<b>7</b> <ul style="list-style-type: none"> <li>• IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE?</li> <li>• REVIEW NS 1334</li> </ul>
<b>8</b> <ul style="list-style-type: none"> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>• INVENTORY TREASURY CHECKS</li> </ul>	<b>11</b> <ul style="list-style-type: none"> <li>• SPOT CHECK SHIP STORE MERCHANDISE PRICES</li> <li>• FOOD SERVICE SANITATION INSPECTION</li> </ul>	<b>12</b> <ul style="list-style-type: none"> <li>• SPOT CHECK BULK STOREROOM</li> </ul>	<b>13</b> <ul style="list-style-type: none"> <li>• INSPECT DIVISION AT QUARTERS</li> <li>• FSA SANITATION TRAINING</li> </ul>	<b>14</b> <ul style="list-style-type: none"> <li>• SECURITY WALK-THRU OF SPACES</li> <li>• MESS TREASURER PAYS FOOD SERVICE OFFICER</li> </ul>	<b>15 PAYDAY</b> <ul style="list-style-type: none"> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>• UPDATE DISHONORED CHECK LIST</li> </ul>	<b>16</b> <ul style="list-style-type: none"> <li>• ARE ALL MATERIAL DISCREPANCIES FIXED IN BERTHING AREAS?</li> </ul>
<b>17</b> <ul style="list-style-type: none"> <li>• FSA SANITATION TRAINING</li> <li>• HAVE YOUR ATMs BALANCED EACH WEEK?</li> </ul>	<b>18</b> <ul style="list-style-type: none"> <li>• ANY OUTSTANDING TRAVEL CLAIMS?</li> <li>• AUDIT 10 TRAVEL CLAIMS</li> <li>• REVIEW CUSTOMER SURVEYS</li> <li>• INSPECT DIVISION AT QUARTERS</li> <li>• DESTORY VOIDED CHECKS</li> <li>• DECORATE SHIP STORE FOR MEMORIAL DAY</li> </ul>	<b>19</b> <ul style="list-style-type: none"> <li>• SPOT CHECK SHIP STORE INVENTORIES</li> <li>• REVIEW NS 367 &amp; NS 1334</li> <li>• AUDIT POSTAL ACCOUNTS</li> </ul>	<b>20</b> <ul style="list-style-type: none"> <li>• INVENTORY MONEY ORDERS</li> <li>• AUDIT THE NS 469 BI-WEEKLY</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>• ARE YOU ROTATING YOUR PERSONNEL?</li> <li>• AUDIT LAUNDRY LOGS</li> </ul>	<b>22</b> <ul style="list-style-type: none"> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>• HAS THE ANNUAL RADIOACTIVE MATERIAL INSPECTION COMPLETED?</li> </ul>	<b>23</b> <ul style="list-style-type: none"> <li>• SCHEDULE S3 END OF MONTH INVENTORY</li> <li>• INVENTORY UNISSUED ATM CARDS</li> </ul>
<b>24</b> <ul style="list-style-type: none"> <li>• HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?</li> </ul>	<b>25</b> <ul style="list-style-type: none"> <li>• ARE DISBURSING LOGS UP-TO-DATE?</li> <li>• SPOT CHECK BULK STOREROOM</li> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> </ul>	<b>26</b> <ul style="list-style-type: none"> <li>• SELECT MS/FSA OF THE MONTH</li> <li>• REVIEW SMI CHECKLIST</li> <li>• PREPARE FOR END OF ACCOUNTING PERIOD INVENTORY</li> </ul>	<b>27</b> <ul style="list-style-type: none"> <li>• SECURITY WALK THRU OF SPACES</li> <li>• CHECK FOOD SERVICE STOREROOMS FOR OUT-DATED STOCK</li> </ul>	<b>28</b> <ul style="list-style-type: none"> <li>• REVIEW ALL JOBS ON SHIP'S CSMP</li> <li>• PROCESS UMEL</li> <li>• MONTHLY STAMP REQUISITION</li> </ul>	<b>29</b> <ul style="list-style-type: none"> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>• PRINT ROM II SECURITY ACCESS LIST</li> </ul>	<b>30</b> <ul style="list-style-type: none"> <li>• INVENTORY ENTIRE SHIP STORE OPERATION</li> <li>• PREPARE MONTHLY BOR</li> </ul>
<b>31</b> <ul style="list-style-type: none"> <li>• TURN ALL REPORTS DUE THIS MONTH.</li> </ul>						



# June



				JUNE HOLIDAYS: ❖ FATHER'S DAY	DUE THIS MONTH: • E-4 EVALS • MENU REVIEW BOARD MEETING	HAVE YOU HAD YOUR SURPRISE CASH VERIFICATION AUDIT?
<b>1</b> • TRANSMIT MSG STATEMENT OF ACCOUNTABILITY • INSPECT DIVISION AT QUARTERS	<b>2</b> DELIEVER FINANCIAL RETURNS TO DFAS • SECURITY WALK-THRU OF SPACES • AUDIT THE NS 469 BI-WEEKLY • REVIEW ICR WITH SUPPO	<b>3</b> IS NS 1359 PREPARED & EMAILED? • FIELD DAY S2 STOREROOMS • DECORATE SHIP'S STORE FOR FATHER'S DAY	<b>4</b> • CO'S MONTHLY REPORT • SEND BILL TO MESS TREASURER • SPOT CHECK SHIP STORE INVENTORIES	<b>5</b> • SPOT CHECK FOOD SERVICE INVENTORIES • DIVISIONAL IN-RATE TRAINING	<b>6</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • ARE FOOD SERVICE RECEIPTS & ISSUES BEING POSTED TO THE NS 3355	<b>7</b> • IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE? • REVIEW NS 1334
<b>8</b> • SPOT CHECK FOOD SERVICE INVENTORIES • INVENTORY TREASURY CHECKS	<b>11</b> • SPOT CHECK SHIP STORE MERCHANDISE PRICES • FOOD SERVICE SANITATION INSPECTION	<b>12</b> • SPOT CHECK BULK STOREROOM	<b>13</b> • INSPECT DIVISION AT QUARTERS • FSA SANITATION TRAINING	<b>14</b> • SECURITY WALK-THRU OF SPACES • MESS TREASURER PAYS FOOD SERVICE OFFICER	<b>15</b> PAYDAY • POSTAL OFFICER'S WEEKLY CHECK LIST • UPDATE DISHONORED CHECK LIST	<b>16</b> • ARE ALL MATERIAL DISCREPANCIES FIXED IN BERTHING AREAS?
<b>17</b> • FSA SANITATION TRAINING • HAVE YOUR ATMs BALANCED EACH WEEK?	<b>18</b> ANY OUTSTANDING TRAVEL CLAIMS? • AUDIT 10 TRAVEL CLAIMS • INSPECT DIVISION AT QUARTERS • DESTORY VOIDED CHECKS • CHECK FOOD SERVICE STOREROOMS FOR OUT-DATE STOCK	<b>19</b> • SPOT CHECK SHIP STORE INVENTORIES • REVIEW NS 367 & NS 1334 • AUDIT POSTAL ACCOUNTS	<b>20</b> • INVENTORY MONEY ORDERS • AUDIT THE NS 469 BI-WEEKLY	<b>21</b> • SPOT CHECK FOOD SERVICE INVENTORIES • AUDIT LAUNDRY LOGS	<b>22</b> • POSTAL OFFICER'S WEEKLY CHECK LIST	<b>23</b> • SCHEDULE S3 END OF MONTH INVENTORY • INVENTORY UNISSUED ATM CARDS
<b>24</b> • HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?	<b>25</b> • ARE DISBURSING LOGS UP-TO-DATE? • SPOT CHECK BULK STOREROOM • SPOT CHECK FOOD SERVICE INVENTORIES • IS GMT BEING COMPLETED?	<b>26</b> • SELECT MS/FSA OF THE MONTH • IS ALL OOC EQUIPMENT DOCUMENTED? • DECORATE SHIP'S STORE FOR 4 <sup>TH</sup> OF JULY	<b>27</b> • SECURITY WALK THRU OF SPACES • MONTHLY STAMP REQUISITION	<b>28</b> • REVIEW ALL JOBS ON SHIP'S CSMP • PROCESS UMEL • PRINT ROM II SECURITY ACCESS LIST	<b>29</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • PREPARE MONTHLY BOR • INVENTORY ENTIRE SHIP STORE OPERATION	<b>30</b> • TURN ALL REPORTS DUE THIS MONTH.



# July



				JULY HOLIDAYS: ❖ 4 <sup>TH</sup> OF JULY	DUE THIS MONTH: • E-1/2/3 EVALS • O-3 MIDTERM COUNSELING • MENU REVIEW BOARD MEETING	
<b>1</b> • INSPECT DIVISION AT QUARTERS • TRANSMIT MSG STATEMENT OF ACCOUNTABILITY	<b>2</b> • DELIEVER FINANCIAL RETURNS TO DFAS • SECURITY WALK-THRU OF SPACES • AUDIT THE NS 469 BI-WEEKLY	<b>3</b> • IS NS 1359 PREPARED & EMAILED? • FIELD DAY S2 STOREROOMS	<b>4</b> • CO'S MONTHLY REPORT • SEND BILL TO MESS TREASURER • SPOT CHECK SHIP STORE INVENTORIES	<b>5</b> • SPOT CHECK FOOD SERVICE INVENTORIES • DIVISIONAL IN-RATE TRAINING	<b>6</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • ARE FOOD SERVICE RECEIPTS & ISSUES BEING POSTED TO THE NS 335s	<b>7</b> • IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE? • REVIEW NS 1334
<b>8</b> • SPOT CHECK FOOD SERVICE INVENTORIES • INVENTORY TREASURY CHECKS	<b>11</b> • SPOT CHECK SHIP STORE MERCHANDISE PRICES • FOOD SERVICE SANITATION INSPECTION	<b>12</b> • SPOT CHECK BULK STOREROOM	<b>13</b> • INSPECT DIVISION AT QUARTERS • FSA SANITATION TRAINING	<b>14</b> • SECURITY WALK-THRU OF SPACES • MESS TREASURER PAYS FOOD SERVICE OFFICER	<b>15 PAYDAY</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • UPDATE DISHONORED CHECK LIST	<b>16</b> • ARE ALL MATERIAL DISCREPANCIES FIXED IN BERTHING AREAS?
<b>17</b> • FSA SANITATION TRAINING • HAVE YOUR ATMs BALANCED EACH WEEK? • AUDIT POSTAL ACCOUNTS	<b>18</b> • ANY OUTSTANDING TRAVEL CLAIMS? • AUDIT 10 TRAVEL CLAIMS • INSPECT DIVISION AT QUARTERS • DESTORY VOIDED CHECKS	<b>19</b> • SPOT CHECK SHIP STORE INVENTORIES • REVIEW NS 367 & NS 1334	<b>20</b> • INVENTORY MONEY ORDERS • AUDIT THE NS 469 BI-WEEKLY	<b>21</b> • SPOT CHECK FOOD SERVICE INVENTORIES • ARE YOU ROTATING YOUR PERSONNEL? • AUDIT LAUNDRY LOGS	<b>22</b> • POSTAL OFFICER'S WEEKLY CHECK LIST	<b>23</b> • SCHEDULE S3 END OF MONTH INVENTORY • INVENTORY UNISSUED ATM CARDS
<b>24</b> • HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?	<b>25</b> • ARE DISBURSING LOGS UP-TO-DATE? • SPOT CHECK BULK STOREROOM • SPOT CHECK FOOD SERVICE INVENTORIES	<b>26</b> • SELECT MS/FSA OF THE MONTH • MONTHLY STAMP REQUISTION	<b>27</b> • SECURITY WALK THRU OF SPACES • CHECK FOOD SERVICE STOREROOMS FOR OUT-DATED STOCK	<b>28</b> • REVIEW ALL JOBS ON SHIP'S CSMF • PROCESS UMEL	<b>29</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • PRINT ROM II SECURITY ACCESS LIST	<b>30</b> • INVENTORY ENTIRE SHIP STORE OPERATION • PREPARE MONTHLY BOR
<b>31</b> • TURN ALL REPORTS DUE THIS MONTH.						



# August



				AUGUST HOLIDAYS:	DUE THIS MONTH:	HAVE YOU RESPONDED TO THE LATEST MOV REQUEST?
<b>1</b> TRANSMIT MSG STATEMENT OF ACCOUNTABILITY • INSPECT DIVISION AT QUARTERS • PREPARE ANNUAL FINANCIAL MGT PLAN FOR NEXT FY	<b>2</b> DELIEVER FINANCIAL RETURNS TO DFAS • SECURITY WALK-THRU OF SPACES • AUDIT THE NS 469 BI-WEEKLY • SCHEDULE INTERNAL MOV	<b>3</b> • IS NS 1359 PREPARED & EMAILED? • FIELD DAY S2 STOREROOMS • REVIEW ICR WITH SUPPO	<b>4</b> • CO'S MONTHLY REPORT • SEND BILL TO MESS TREASURER • SPOT CHECK SHIP STORE INVENTORIES	<b>5</b> • SPOT CHECK FOOD SERVICE INVENTORIES • DIVISIONAL IN-RATE TRAINING	• O-5 FITREP • O-2 MIDTERM COUNSELING • MENU REVIEW BOARD MEETING	• IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE? • REVIEW NS 1334
<b>8</b> • SPOT CHECK FOOD SERVICE INVENTORIES • INVENTORY TREASURY CHECKS	<b>11</b> • SPOT CHECK SHIP STORE MERCHANDISE PRICES • FOOD SERVICE SANITATION INSPECTION	<b>12</b> • SPOT CHECK BULK STOREROOM	<b>13</b> • INSPECT DIVISION AT QUARTERS • FSA SANITATION TRAINING	<b>14</b> • SECURITY WALK-THRU OF SPACES • MESS TREASURER PAYS FOOD SERVICE OFFICER	<b>15</b> PAYDAY • POSTAL OFFICER'S WEEKLY CHECK LIST • UPDATE DISHONORED CHECK LIST	<b>16</b>
<b>17</b> • FSA SANITATION TRAINING • HAVE YOUR ATMs BALANCED EACH WEEK? • AUDIT POSTAL ACCOUNTS	<b>18</b> ANY OUTSTANDING TRAVEL CLAIMS? • AUDIT 10 TRAVEL CLAIMS INSPECT DIVISION AT QUARTERS • DESTORY VOIDED CHECKS • ENSURE MONIES AUDIT ARE CONDUCTED QRTLTY	<b>19</b> • SPOT CHECK SHIP STORE INVENTORIES • REVIEW NS 367 & NS 1334	<b>20</b> • INVENTORY MONEY ORDERS • AUDIT THE NS 469 BI-WEEKLY	<b>21</b> • SPOT CHECK FOOD SERVICE INVENTORIES • ARE YOU ROTATING YOUR PERSONNEL? • AUDIT LAUNDRY LOGS	<b>22</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • PREPARE EXCESS STOCK LIST	<b>23</b> • SCHEDULE S3 END OF MONTH INVENTORY • INVENTORY UNISSUED ATM CARDS
<b>24</b> • HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?	<b>25</b> • ARE DISBURSING LOGS UP-TO-DATE? • SPOT CHECK BULK STOREROOM • SPOT CHECK FOOD SERVICE INVENTORIES	<b>26</b> • SELECT MS/FSA OF THE MONTH • REVIEW SMI CHECKLIST • DECORATE SHIP'S STORE FOR LABOR DAY	<b>27</b> • SECURITY WALK THRU OF SPACES • CHECK FOOD SERVICE STOREROOMS FOR OUT-DATED STOCK	<b>28</b> • REVIEW ALL JOBS ON SHIP'S CSMP • PROCESS UMEL • MONTHLY STAMP REQUISITION	<b>29</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • PRINT ROM II SECURITY ACCESS LIST	<b>30</b> • INVENTORY ENTIRE SHIP STORE OPERATION • PREPARE MONTHLY BOR
<b>31</b> • TURN ALL REPORTS DUE THIS MONTH.						



# September



				SEPTEMBER HOLIDAYS:	DUE THIS MONTH:	E4/5/6 EXAM
				❖ LABOR DAY	<ul style="list-style-type: none"> <li>W-1/2 FITREP</li> <li>E-7/8 EVALS</li> <li>W-3/4 &amp; E-5 MIDTERM COUNSELING</li> <li>MENU REVIEW BOARD MEETING</li> </ul>	<ul style="list-style-type: none"> <li><b>* DOES THE SHIP NEED AN ASSIST VISIT?</b></li> </ul>
<b>1</b> <ul style="list-style-type: none"> <li>TRANSMIT MSG STATEMENT OF ACCOUNTABILITY</li> <li>INSPECT DIVISION AT QUARTERS</li> <li>UPDATE HIGH/LOW LIMITS FOR S2 STOCK</li> </ul>	<b>2</b> DELIVER FINANCIAL RETURNS TO DFAS <ul style="list-style-type: none"> <li>SECURITY WALK-THRU OF SPACES</li> <li>TAKE END OF ACCOUNTING PERIOD MARKDOWNS</li> <li>FIELD DAY S2 STOREROOMS</li> </ul>	<b>3</b> <ul style="list-style-type: none"> <li>IS NS 1359 PREPARED &amp; EMAILED?</li> <li>SCHEDULE FOOD SERVICE QUARTERLY INVENTORY</li> <li>AUDIT THE NS 469 BI-WEEKLY</li> </ul>	<b>4</b> <ul style="list-style-type: none"> <li>CO'S MONTHLY REPORT</li> <li>SEND BILL TO MESS TREASURER</li> <li>SPOT CHECK SHIP STORE INVENTORIES</li> </ul>	<b>5</b> <ul style="list-style-type: none"> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>DIVISIONAL IN-RATE TRAINING</li> </ul>	<b>6</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>ARE FOOD SERVICE RECEIPTS &amp; ISSUES BEING POSTED TO THE NS 335S</li> </ul>	<b>7</b> <ul style="list-style-type: none"> <li>IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE?</li> <li>REVIEW NS 1334</li> </ul>
<b>8</b> <ul style="list-style-type: none"> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>INVENTORY TREASURY CHECKS</li> </ul>	<b>11</b> <ul style="list-style-type: none"> <li>SPOT CHECK SHIP STORE MERCHANDISE PRICES</li> <li>FOOD SERVICE SANITATION INSPECTION</li> <li>AUDIT POSTAL ACCOUNTS</li> </ul>	<b>12</b> <ul style="list-style-type: none"> <li>SPOT CHECK BULK STOREROOM</li> </ul>	<b>13</b> <ul style="list-style-type: none"> <li>INSPECT DIVISION AT QUARTERS</li> <li>FSA SANITATION TRAINING</li> </ul>	<b>14</b> <ul style="list-style-type: none"> <li>SECURITY WALK-THRU OF SPACES</li> <li>MESS TREASURER PAYS FOOD SERVICE OFFICER</li> </ul>	<b>15 PAYDAY</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>UPDATE DISHONORED CHECK LIST</li> </ul>	<b>16</b> <ul style="list-style-type: none"> <li>ARE ALL MATERIAL DISCREPANCIES FIXED IN BERTHING AREAS?</li> </ul>
<b>17</b> <ul style="list-style-type: none"> <li>FSA SANITATION TRAINING</li> <li>HAVE YOUR ATMs BALANCED EACH WEEK?</li> </ul>	<b>18</b> OUTSTANDING TRAVEL CLAIMS? <ul style="list-style-type: none"> <li>AUDIT 10 TRAVEL CLAIMS</li> <li>INSPECT DIVISION AT QUARTERS</li> <li>DESTROY VOIDED CHECKS</li> <li>CHECK FOOD SERVICE STOREROOMS FOR OUT-DATE STOCK</li> </ul>	<b>19</b> <ul style="list-style-type: none"> <li>SPOT CHECK SHIP STORE INVENTORIES</li> <li>REVIEW NS 367 &amp; NS 1334</li> <li>SUBMIT POSTAL QUARTERLY AUDITS</li> </ul>	<b>20</b> <ul style="list-style-type: none"> <li>INVENTORY MONEY ORDERS</li> <li>AUDIT THE NS 469 BI-WEEKLY</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>AUDIT LAUNDRY LOGS</li> </ul>	<b>22</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>INVENTORY UNISSUED ATM CARDS</li> </ul>	<b>23</b> <ul style="list-style-type: none"> <li>SCHEDULE S3 END OF ACCOUNTING PERIOD INVENTORY</li> </ul>
<b>24</b> <ul style="list-style-type: none"> <li>HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?</li> </ul>	<b>25</b> <ul style="list-style-type: none"> <li>ARE DISBURSING LOGS UP-TO-DATE?</li> <li>SPOT CHECK BULK STOREROOM</li> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> </ul>	<b>26</b> <ul style="list-style-type: none"> <li>SELECT MS/FSA OF THE MONTH</li> <li>IS EQUIPMENT COSAL SUPPORTED?</li> </ul>	<b>27</b> <ul style="list-style-type: none"> <li>SECURITY WALK THRU OF SPACES</li> <li>MONTHLY STAMP REQUISITION</li> </ul>	<b>28</b> <ul style="list-style-type: none"> <li>REVIEW ALL JOBS ON SHIP'S CSMP</li> <li>PROCESS UMEL</li> <li>PRINT ROM II SECURITY ACCESS LIST</li> </ul>	<b>29</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>PREPARE MONTHLY BOR</li> <li>INVENTORY ENTIRE SHIP STORE OPERATION</li> </ul>	<b>30</b> <ul style="list-style-type: none"> <li>TURN ALL REPORTS DUE THIS MONTH.</li> </ul>
						<b>LAST DAY OF FISCAL YEAR</b>



# October



				OCTOBER HOLIDAYS:		DUE THIS MONTH:	
				<ul style="list-style-type: none"> <li>❖ COLUMBUS DAY</li> <li>❖ HALLOWEEN</li> </ul>		<ul style="list-style-type: none"> <li>• O-4 FITREP</li> <li>• E-9 MIDTERM COUNSELING</li> <li>• MENU REVIEW BOARD MEETING</li> </ul>	
						<b>DAYLIGHT SAVINGS ENDS</b> <b>THINK NEY !!!!!</b>	
<b>1</b> INSPECT DIVISION AT QUARTERS <ul style="list-style-type: none"> <li>• TRANSMIT MSG STATEMENT OF ACCOUNTABILITY</li> <li>• REVIEW CASH REQUIREMENTS</li> <li>• FOOD SERVICE SANITATION INSPECTION</li> </ul>	<b>2</b> UPDATE LETTERS OF AUTHORITY <ul style="list-style-type: none"> <li>• DELIEVER FINANCIAL RETURNS TO DFAS</li> <li>• SECURITY WALK-THRU OF SPACES</li> <li>• AUDIT THE NS 469 BI-WEEKLY</li> </ul>	<b>3</b> <ul style="list-style-type: none"> <li>• IS NS 1359 PREPARED &amp; EMAILED?</li> <li>• CHANGE S4 SAFE COMBINATIONS</li> <li>• FIELD DAY S2 STOREROOMS</li> </ul>	<b>4</b> <ul style="list-style-type: none"> <li>• CO'S MONTHLY REPORT</li> <li>• SEND BILL TO MESS TREASURER</li> <li>• SPOT CHECK SHIP STORE INVENTORIES</li> </ul>	<b>5</b> <ul style="list-style-type: none"> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>• DIVISIONAL IN-RATE TRAINING</li> </ul>	<b>6</b> <ul style="list-style-type: none"> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>• ARE FOOD SERVICE RECEIPTS &amp; ISSUES BEING POSTED TO THE NS 335s</li> </ul>	<b>7</b> <ul style="list-style-type: none"> <li>• DECORATE SHIP'S STORE FOR HALLOWEEN</li> </ul>	
<b>8</b> <ul style="list-style-type: none"> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>• INVENTORY TREASURY CHECKS</li> </ul>	<b>11</b> <ul style="list-style-type: none"> <li>• SPOT CHECK SHIP STORE MERCHANDISE PRICES</li> <li>• ARE YOU ROTATING YOUR PERSONNEL?</li> </ul>	<b>12</b> <ul style="list-style-type: none"> <li>• SPOT CHECK BULK STOREROOM</li> </ul>	<b>13</b> <ul style="list-style-type: none"> <li>• INSPECT DIVISION AT QUARTERS</li> <li>• FSA SANITATION TRAINING</li> </ul>	<b>14</b> <ul style="list-style-type: none"> <li>• SECURITY WALK-THRU OF SPACES</li> <li>• MESS TREASURER PAYS FOOD SERVICE OFFICER</li> </ul>	<b>15</b> PAYDAY <ul style="list-style-type: none"> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>• UPDATE DISHONORED CHECK LIST</li> </ul>	<b>16</b> <ul style="list-style-type: none"> <li>• IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE?</li> <li>• REVIEW NS 1334</li> </ul>	
<b>17</b> <ul style="list-style-type: none"> <li>• FSA SANITATION TRAINING</li> <li>• HAVE YOUR ATMs BALANCED EACH WEEK?</li> <li>• AUDIT POSTAL ACCOUNTS</li> </ul>	<b>18</b> <ul style="list-style-type: none"> <li>• ANY OUTSTANDING TRAVEL CLAIMS?</li> <li>• AUDIT 10 TRAVEL CLAIMS</li> <li>• INSPECT DIVISION AT QUARTERS</li> <li>• DESTORY VOIDED CHECKS</li> </ul>	<b>19</b> <ul style="list-style-type: none"> <li>• SPOT CHECK SHIP STORE INVENTORIES</li> <li>• REVIEW NS 367 &amp; NS 1334</li> </ul>	<b>20</b> <ul style="list-style-type: none"> <li>• INVENTORY MONEY ORDERS</li> <li>• AUDIT THE NS 469 BI-WEEKLY</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>• AUDIT LAUNDRY LOGS</li> </ul>	<b>22</b> <ul style="list-style-type: none"> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>• REVIEW SMI CHECKLIST</li> </ul>	<b>23</b> <ul style="list-style-type: none"> <li>• SCHEDULE S3 END OF MONTH INVENTORY</li> <li>• INVENTORY UNISSUED ATM CARDS</li> </ul>	
<b>24</b> <ul style="list-style-type: none"> <li>• HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?</li> </ul>	<b>25</b> <ul style="list-style-type: none"> <li>• ARE DISBURSING LOGS UP-TO-DATE?</li> <li>• SPOT CHECK BULK STOREROOM</li> <li>• SPOT CHECK FOOD SERVICE INVENTORIES</li> </ul>	<b>26</b> <ul style="list-style-type: none"> <li>• SELECT MS/FSA OF THE MONTH</li> <li>• MONTHLY STAMP REQUISTION</li> </ul>	<b>27</b> <ul style="list-style-type: none"> <li>• SECURITY WALK THRU OF SPACES</li> <li>• ARE VENDING MACHINES IN GOOD REPAIR?</li> </ul>	<b>28</b> <ul style="list-style-type: none"> <li>• REVIEW ALL JOBS ON SHIP'S CSMP</li> <li>• PROCESS UMEL</li> </ul>	<b>29</b> <ul style="list-style-type: none"> <li>• POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>• PRINT ROM II SECURITY ACCESS LIST</li> </ul>	<b>30</b> <ul style="list-style-type: none"> <li>• INVENTORY ENTIRE SHIP STORE OPERATION</li> <li>• PREPARE MONTHLY BOR</li> </ul>	
<b>31</b> <ul style="list-style-type: none"> <li>• TURN ALL REPORTS DUE THIS MONTH.</li> </ul>							



# November



				NOVEMBER HOLIDAYS: ❖ VETERAN'S DAY ❖ THANKSGIVING DAY	DUE THIS MONTH: • E-6 EVALS • O-1 MIDTERM COUNSELING • MENU REVIEW BOARD MEETING	THINK NEY !!!!!
<b>1</b> TRANSMIT MSG STATEMENT OF ACCOUNTABILITY • INSPECT DIVISION AT QUARTERS • HAS SHIP'S STORE STOCK BEEN ORDERED FOR CHRISTMAS?	<b>2</b> DELIEVER FINANCIAL RETURNS TO DFAS • SECURITY WALK-THRU OF SPACES • AUDIT THE NS 469 BI-WEEKLY • REVIEW ICR WITH SUPPO	<b>3</b> • IS NS 1359 PREPARED & EMAILED? • FIELD DAY S2 STOREROOMS • DECORATE SHIP'S STORE FOR THANKSGIVING DAY	<b>4</b> • CO'S MONTHLY REPORT • SEND BILL TO MESS TREASURER • SPOT CHECK SHIP STORE INVENTORIES	<b>5</b> • SPOT CHECK FOOD SERVICE INVENTORIES • DIVISIONAL IN-RATE TRAINING	<b>6</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • ARE FOOD SERVICE RECEIPTS & ISSUES BEING POSTED TO THE NS 335s	<b>7</b> • IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE? • REVIEW NS 1334
<b>8</b> • SPOT CHECK FOOD SERVICE INVENTORIES • INVENTORY TREASURY CHECKS	<b>11</b> • SPOT CHECK SHIP STORE MERCHANDISE PRICES • FOOD SERVICE SANITATION INSPECTION	<b>12</b> • SPOT CHECK BULK STOREROOM	<b>13</b> • INSPECT DIVISION AT QUARTERS • FSA SANITATION TRAINING	<b>14</b> • SECURITY WALK-THRU OF SPACES • MESS TREASURER PAYS FOOD SERVICE OFFICER	<b>15</b> PAYDAY • POSTAL OFFICER'S WEEKLY CHECK LIST • UPDATE DISHONORED CHECK LIST	<b>16</b> • REVIEW CUSTOMER SURVEYS
<b>17</b> • FSA SANITATION TRAINING • HAVE YOUR ATMs BALANCED EACH WEEK?	<b>18</b> • ANY OUTSTANDING TRAVEL CLAIMS? • AUDIT 10 TRAVEL CLAIMS INSPECT DIVISION AT QUARTERS • DESTORY VOIDED CHECKS	<b>19</b> • SPOT CHECK SHIP STORE INVENTORIES • REVIEW NS 367 & NS 1334 • AUDIT POSTAL ACCOUNTS	<b>20</b> • INVENTORY MONEY ORDERS • AUDIT THE NS 469 BI-WEEKLY	<b>21</b> • SPOT CHECK FOOD SERVICE INVENTORIES • AUDIT LAUNDRY LOGS	<b>22</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • MONTHLY STAMP REQUISITION	<b>23</b> • SCHEDULE S3 END OF MONTH INVENTORY • INVENTORY UNISSUED ATM CARDS
<b>24</b> • HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED? • SELECT MS/FSA OF THE MONTH	<b>25</b> • ARE DISBURSING LOGS UP-TO-DATE? • SPOT CHECK BULK STOREROOM • SPOT CHECK FOOD SERVICE INVENTORIES	<b>26</b> • SECURITY WALK THRU OF SPACES • PROCESS UMEL • PRINT ROM II SECURITY ACCESS LIST	<b>27</b> • POSTAL OFFICER'S WEEKLY CHECK LIST • PREPARE MONTHLY BOR • INVENTORY ENTIRE SHIP STORE OPERATION	<b>28</b>	<b>29</b>	<b>30</b> • TURN ALL REPORTS DUE THIS MONTH.



# December



				DECEMBER HOLIDAYS:	DUE THIS MONTH:	
				<ul style="list-style-type: none"> <li>❖ CHRISTMAS DAY</li> <li>❖ HANUKKAH</li> <li>❖ KWANZAA</li> </ul>	<ul style="list-style-type: none"> <li>E-4 MIDTERM COUNSELING</li> <li>MENU REVIEW BOARD MEETING</li> </ul>	<b>THINK NEY !!!!!</b>
<b>1</b> TRANSMIT MSG STATEMENT OF ACCOUNTABILITY <ul style="list-style-type: none"> <li>INSPECT DIVISION AT QUARTERS</li> <li>FOOD SERVICE SANITATION INSPECTION</li> </ul>	<b>2</b> DELIEVER FINANCIAL RETURNS TO DFAS <ul style="list-style-type: none"> <li>SECURITY WALK-THRU OF SPACES</li> <li>AUDIT THE NS 469 BI-WEEKLY</li> </ul>	<b>3</b> <ul style="list-style-type: none"> <li>REORDER TREASURY CHECKS</li> <li>IS NS 1359 PREPARED &amp; EMAILED?</li> <li>FIELD DAY S2 STOREROOMS</li> <li>REVIEW LOGS WITH SUPERVISOR</li> </ul>	<b>4</b> <ul style="list-style-type: none"> <li>CO'S MONTHLY REPORT</li> <li>SEND BILL TO MESS TREASURER</li> <li>SPOT CHECK SHIP STORE INVENTORIES</li> </ul>	<b>5</b> <ul style="list-style-type: none"> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>DIVISIONAL IN-RATE TRAINING</li> </ul>	<b>6</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>ARE FOOD SERVICE RECEIPTS &amp; ISSUES BEING POSTED TO THE NS 335s</li> </ul>	<b>7</b> <ul style="list-style-type: none"> <li>DECORATE SHIP'S STORE FOR HALLOWEEN</li> </ul>
<b>8</b> <ul style="list-style-type: none"> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>INVENTORY TREASURY CHECKS</li> </ul>	<b>11</b> <ul style="list-style-type: none"> <li>SPOT CHECK SHIP STORE MERCHANDISE PRICES</li> <li>ARE YOU ROTATING YOUR PERSONNEL?</li> </ul>	<b>12</b> <ul style="list-style-type: none"> <li>SPOT CHECK BULK STOREROOM</li> </ul>	<b>13</b> <ul style="list-style-type: none"> <li>INSPECT DIVISION AT QUARTERS</li> <li>FSA SANITATION TRAINING</li> </ul>	<b>14</b> <ul style="list-style-type: none"> <li>SECURITY WALK-THRU OF SPACES</li> <li>MESS TREASURER PAYS FOOD SERVICE OFFICER</li> </ul>	<b>15</b> PAYDAY <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>UPDATE DISHONORED CHECK LIST</li> </ul>	<b>16</b> <ul style="list-style-type: none"> <li>IS DIVISION OFFICER'S NOTEBOOK UP-TO-DATE?</li> <li>REVIEW NS 1334</li> </ul>
<b>17</b> <ul style="list-style-type: none"> <li>FSA SANITATION TRAINING</li> <li>HAVE YOUR ATMs BALANCED EACH WEEK?</li> <li>AUDIT POSTAL ACCOUNTS</li> </ul>	<b>18</b> <ul style="list-style-type: none"> <li>ANY OUTSTANDING TRAVEL CLAIMS?</li> <li>AUDIT 10 TRAVEL CLAIMS</li> <li>INSPECT DIVISION AT QUARTERS</li> <li>DESTORY VOIDED CHECKS</li> </ul>	<b>19</b> <ul style="list-style-type: none"> <li>SPOT CHECK SHIP STORE INVENTORIES</li> <li>REVIEW NS 367 &amp; NS 1334</li> <li>AUDIT 10 TRAVEL CLAIMS</li> </ul>	<b>20</b> <ul style="list-style-type: none"> <li>INVENTORY MONEY ORDERS</li> <li>AUDIT THE NS 469 BI-WEEKLY</li> <li>MONTHLY STAMP REQUISITION</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li>SPOT CHECK FOOD SERVICE INVENTORIES</li> <li>AUDIT LAUNDRY LOGS</li> </ul>	<b>22</b> <ul style="list-style-type: none"> <li>ARE DISBURSING LOGS UP-TO-DATE?</li> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>HAVE THE REPORTS DUE THIS MONTH BEEN COMPLETED?</li> </ul>	<b>23</b> <ul style="list-style-type: none"> <li>SCHEDULE S3 END OF MONTH INVENTORY</li> <li>INVENTORY UNISSUED ATM CARDS</li> </ul>
<b>24</b>	<b>25</b>	<b>26</b> <ul style="list-style-type: none"> <li>SELECT MS/FSA OF THE MONTH</li> </ul>	<b>27</b> <ul style="list-style-type: none"> <li>SECURITY WALK THRU OF SPACES</li> <li>ARE VENDING MACHINES IN GOOD REPAIR?</li> </ul>	<b>28</b> <ul style="list-style-type: none"> <li>REVIEW ALL JOBS ON SHIP'S CSMP</li> <li>PROCESS UMEL</li> </ul>	<b>29</b> <ul style="list-style-type: none"> <li>POSTAL OFFICER'S WEEKLY CHECK LIST</li> <li>PRINT ROM II SECURITY ACCESS LIST</li> </ul>	<b>30</b> <ul style="list-style-type: none"> <li>INVENTORY ENTIRE SHIP STORE OPERATION</li> <li>PREPARE MONTHLY BOR</li> </ul>
<b>31</b> <ul style="list-style-type: none"> <li>TURN ALL REPORTS DUE THIS MONTH.</li> </ul>						



# Back-up Slide

---





# S-1 PULSE POINTS

## SNAP II AFLOAT PLATFORM



### Daily:

- Tech Edit (Twice Daily)
- Review MOF: PRI 01-03
- Requirements Review
- Initiate Requisitions
- Release Requisitions
- Process/Post Stock Issues
- Reorder Review
- Incoming Status Report
- Review Reqn Exception Status Listing
- Review OPTAR Balance
- SALTS Download Report

### Weekly:

- TL 8<sup>th</sup>, 16<sup>th</sup>, 24<sup>th</sup>, EOM (Run Trial first)
- SIM/DBI Inventory
- Inv Transaction Ledger 8<sup>th</sup>, 16<sup>th</sup>, 24<sup>th</sup>, EOM
- Review MOF: Req Nbr Seq; AS1 Status; JCN Seq (Closed)
- Non-RFI DLR Shipment Log (Complete)
- Review CMP (Daily Recommended)
- RPPO/SK Training

### As Req'd during the Month:

- FITSDL (10<sup>th</sup> and 25<sup>th</sup>)
- UOL
- SFOEDL

### Monthly:

- BOR
- Global Level Setting
- ASI Processing
- Internal MOV (Recommended Daily)
- LMC Review
- ARRC Review
- GBI/LBI Reports
- STK Record/STK Due Recon (As Req'd)
- Pending Survey Log
- Completed Requisitions
- Requisition History File
- Issue Listing
- Stock Record File Validation

### -Quarterly:

- FITSDL (Full download/New baseline) 10<sup>th</sup> day of each quarter
- Update Financial Management Plan
- External MOV (MOF/MCF/DRA/MRA)
  
- SFM Master Access List
- Stock Locator Listing
- Expenditure Log (Complete)

### Semi-Annually:

- SIM/DBI Inventory

### -Annually:

- Annual Financial Management Plan
- Classified Items Inventory
- DLR Inventory
- HAZMAT Inventory
- Presentation Silver Inventory
- Supply Effectiveness
- End of Fiscal Year Close out

### As Required:

- SIMARS
- Pre-deployment Stock Status
- COSAL % Analysis
- Spot Inventory
- Material Relocations
- Master Stock Status Locator Listings for DBI, HAZMAT,
- FILL, SLC, ATC, LMC and CLASSIFIED items.
- Requisition Fol-Ups(AF) and CANCS (AC)
- MAM's Inventory (Upon Dept Head or Custodian Relief)