

STOREKEEPERS AND YEOMEN



Yeoman (YN). A yeoman must be familiar with official letter and report forms, routing and correspondence, and with the Coast Guard filing system. He or she performs typing and clerical duties, prepares reports, maintains office records and files, and operates office machines. He or she is an expert on Coast Guard regulations, manuals, circular letters, and directives, is in charge of personnel records, and furnishes information on ratings, insurance, transportation, and promotions. Yeoman school is a 12-week course at Coast Guard Training Center, Petaluma, California.

Storekeeper (SK). All shore activities require storekeepers, as do all ships except the smallest types. A storekeeper procures, stows, preserves, packages, and issues clothing, spare

parts, provisions, technical items, and all other supplies needed. He or she keeps inventories, prepares requisitions, and checks incoming supplies and stocks for quantity; he or she may perform some disbursing duties. He or she operates a typewriter and other office machines. In the higher pay grades he processes all matters pertaining to Coast Guard pay rolls and the disbursing of funds for various payments. He or she prepares and types financial accounts and reports, has knowledge of the basic principles of Coast Guard accounting system, and is familiar with allowances for subsistence, uniforms, reenlistment pay, family allowances, longevity, etc. School: 12-week course at Coast Guard Training Center, Petaluma, California.

