

**Information Extracted from Navy
Enlisted Manpower and Personnel
Classifications and Occupational
Standards, NAVPERS 18068F
July 2020**

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INTRODUCTION

THE ENLISTED RATING STRUCTURE, NAVAL STANDARDS AND OCCUPATIONAL STANDARDS

The Navy Enlisted Occupational Classification System (NEOCS) provides the means by which all Navy enlisted personnel are classified. To support enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization within that classification system, the Navy has established specific standards. The standards define minimum skill and knowledge requirements for enlisted personnel at each paygrade and within each career field.

1. Volume I, Part A of this manual contains an introductory overview of NEOCS, an explanation of Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs), and pertinent appendixes.

2. Volume I, Part B of this manual contains individual chapters with the OCCSTDs for each rating. Refer to Volume I, Part B, Cover Page for a listing of current chapters and revisions.

3. Volume II of this manual contains an explanation of the Navy Enlisted Classification (NEC) structure, a listing of those NECs and related appendixes.

4. The standards and classifications in Volume I and II are important to all Navy personnel and commands. Familiarity with these standards and classifications will provide enlisted personnel and commands with a better understanding of an important part of the training, advancement, and distribution systems.

5. Occupational Standards (OCCSTDs) and Naval Standards (NAVSTDs) are gender neutral.

NEOCS OVERVIEW

The Navy Enlisted Occupational Classification System (NEOCS) consists of (1) the enlisted rating structure and (2) its supplement, the NEC structure. Special qualifications further complement both the enlisted rating structure and NEC structure. These special qualifications, found in the *Naval Military Personnel Manual, NAVPERS 15560 series*, identify and define requirements for specialized mission areas which cross broad occupational fields (e.g., submarine qualifications).

1. The enlisted rating structure consists of occupational fields (i.e., broad groupings of similar occupations), ratings (i.e., occupational specialties) and rates (i.e., a paygrade within a rating). This structure provides a framework for enlisted career development and advancement, and is the primary administrative means for classifying and identifying enlisted personnel.

a. The enlisted rating structure provides:

(1) A single, integrated structure for the Navy (Active and Reserve). This structure serves both peacetime and wartime needs and eliminates the need for extensive expansion and conversion of the classification system upon mobilization.

(2) Specialization at appropriate petty officer levels to meet expanding technology, reduce training time, and improve the utilization of first enlistment personnel.

(3) Senior petty officers with broad military and technical qualifications.

b. The Secretary of the Navy approves the establishment and disestablishment of general and emergency ratings and general rates under the authority of Title 10 USC 6013. The Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education), approves policy and modifications to existing ratings, including the establishment or disestablishment of service ratings. A NEOCS Board assists in the management of the NEOCS and serves as the central point for changes in rates, ratings, jobs, and NEC classifications. OPNAVINST 1223.1 series establishes the NEOCS Board and outlines its objectives, authority, and composition. Volume I, Part A, Appendix A of this manual contains the criteria and guidelines for proposing changes to the enlisted rating structure.

c. The following paragraphs provide a brief description of major components of the enlisted rating structure:

(1) Occupational fields are broad groupings of similar occupations used by manpower, personnel, and training managers to organize the analysis, management, and administration of Navy ratings. Occupational fields are also used to organize career guides and conversion manuals for use by counselors and Department of Defense managers. A listing of the occupational fields and their associated ratings are listed in Appendix B of this manual.

(2) Ratings (general, service, and emergency) are broad enlisted career fields. They identify occupational specialties that encompass related aptitude, training, experience, knowledge, and skills for the purpose of career development and advancement.

(a) General ratings identify personnel from paygrades E-4 through E-9. They provide the primary means of identifying billet requirements and personnel qualifications. Some ratings are combined at paygrade E-8 or E-9 to form broader career fields when the occupational content is similar. This provides for progressively higher levels and scopes of authority and responsibility (e.g., combination of Senior Chief Utilitiesman (UTCS) and Senior Chief Construction Electrician (CECS) to form the Master Chief Utilitiesman (UCCM)).

(b) Service ratings are subdivisions of certain general ratings. They identify required specialization and specific areas of qualifications in the utilization and training of personnel. Service ratings permit optimum utilization of personnel and economy of training.

(c) Emergency ratings are career fields encompassing skills or qualifications which do not require identification by a rating during peacetime, but are required in time of war. Currently, there are no emergency ratings.

(3) Rates identify personnel occupationally by paygrades E-1 through E-9 and they reflect levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates are divided into three groups: general rates (E-1 through E-3 apprenticeships), petty officers (E-4 through E-6), and chief petty officers (E-7 through E-9).

(a) General rates are apprenticeships assigned to personnel at paygrades E-1 through E-3 to indicate their eligibility for entry into various ratings. These apprenticeships are: Airman (AN), Constructionman (CN), Fireman (FN), and Seaman (SN).

((1)) Non-designated strikers are personnel in paygrades E-1 through E-3 who are not yet designated to enter a specific rating.

((2)) Designated strikers are personnel in paygrades E-1 through E-3 who are identified as apprentices for a specific rating. Striker designation identifies the rating in which an apprentice

has significant skills as a result of on-the-job experience or formal classroom training, and indicates basic occupational skills on a par with the minimum skills for paygrade E-4 in the rating for which identified. A rating abbreviation is added to an apprentice's general rate abbreviation to indicate the rating for which the individual is designated (e.g., a SN who demonstrates significant skills in the Electronics Technician (ET) rating would be designated by the rating abbreviation, ETSN). Further details on the identification of strikers in these apprenticeships are found in the *Naval Military Personnel Manual, NAVPERS 15560 series*.

(b) Petty Officers (paygrades E-4, E-5, and E-6) are the technicians and work managers within ratings who possess increasing degrees of skill responsibility and authority as they advance in paygrade. Petty officers are capable of accomplishing tasks normal to their rating and paygrade and they provide the "hands on" skills required to maintain, repair, and operate systems and subsystems.

(c) The Chief Petty Officers (CPO) (paygrades E-7, E-8, and E-9).

((1)) The Chief Petty Officers (CPO) (paygrades E-7) is the technical authority, expert, and supervisor within a rating. The CPO is capable of accomplishing all tasks normal to a rating using technical supervision, instruction, and training of lower rated personnel.

((2)) The Senior Chief Petty Officer (SCPO) (paygrade E-8) is the senior technical supervisor within a rating or occupational field with primary responsibilities for supervising and training enlisted personnel oriented to system and subsystem maintenance, repair, and operation. Based on wide ranging experience and specialized training, the SCPO provides the command with a higher level of technical and managerial expertise than is expected at the E-7 level.

((3)) The Master Chief Petty Officer (MCPO) (paygrade E-9) is the senior enlisted petty officer in the United States Navy. As such, the MCPO is vested with special command trust and confidence extending to administrative and managerial functions involving enlisted personnel. Based upon experience, proven performance, and technical knowledge necessary for advancement to the grade of MCPO, individuals of that rate within a command hold the senior enlisted positions and contribute to forming as well as implementing policy within their occupational field or across the full Navy rating spectrum.

(d) The title Command Master Chief does not reflect a paygrade higher than E-9 but does identify the MCPO who serves as the senior enlisted advisor to the command in formulating and implementing policies pertaining to the morale, utilization, and training of all enlisted personnel. As such, the Command Master Chief has direct access to the Commanding Officer. Additionally, the Command Master Chief is responsible for carrying out established command policy in specific areas as directed by the Commanding Officer and Executive Officer. The Command Master Chief takes precedence over all enlisted members within a command.

2. The Navy Enlisted Classification (NEC) Structure supplements the enlisted rating structure by identifying a non-rating wide skill/knowledge/aptitude/qualification that must be documented to identify both people and billets for management purposes. Volume II of this manual contains a more detailed explanation of the NEC structure.

3. Enlisted management communities encompass both Navy ratings and NEC codes that individually or as a group form a Navy "community" for management purposes. These communities are used by managers for issues such as the distribution, retention or advancement of personnel. The career paths presented may also serve as a useful guidance tool for individuals planning career decisions.

STANDARDS

The term Standards as used in this manual is defined as the systematic listing of those minimum capabilities which the Navy expects and requires of individuals with each rating. Standards are generally expressed in terms of task statements (duties and responsibilities) and they represent the abilities, skills, and knowledge needed to accomplish those tasks, duties, and responsibilities. Within the Navy, these standards are divided into two categories: Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs). OCCSTDs and NAVSTDs are gender neutral. Collectively, these standards occupationally define the work performed by enlisted personnel. Both NAVSTDs and OCCSTDs are developed, revised, and maintained by the Navy Manpower Analysis Center (NAVMAC). NAVMAC coordinates standards revisions Navy-wide. Appendix E is the list of Rating Advisors who are responsible for reviewing and approving of OCCSTDs. Appendix F of this manual contains the criteria and guidelines for recommending changes to the standards.

1. Naval Standards (NAVSTDs) are standards that generally express the non-rating specific skill and knowledge requirements for enlisted personnel in paygrades **E-1** through E-9 (e.g., all E-6 personnel must know how to write enlisted performance evaluations).

a. NAVSTDs together with occupational standards form the basis for implementing and supporting actions for enlisted manning, distribution, recruit training, military requirements training, and advancement.

b. NAVSTDs are stated in the form of skill or knowledge statements to assist enlisted personnel, commanding officers, and personnel managers in identifying the basic military requirements for all enlisted personnel, paygrades **E-1** through E-9.

c. NAVSTDs express requirements for skill or knowledge and abilities which individuals must be proficient in even though their present duty assignment may not require the use of that skill or knowledge. Enlisted personnel are required to demonstrate the capability to perform a skill or their attainment of knowledge described by a Naval Standard as part of their advancement process.

d. The more routine skill or knowledge requirements described by NAVSTDs are at the lower paygrades. Those skill or knowledge statements requiring additional experience or involving leadership or supervision are at progressively higher paygrades.

e. NAVSTDs include, at the appropriate paygrades, specific knowledge requirements in the areas of security and safety.

f. The following NAVSTDs format is used in this manual:

(1) They are grouped under Apprentices (paygrades E-2 and E-3) and Petty Officer Third Class (paygrade E-4) through Master Chief Petty Officer (paygrade E-9).

(2) Functional areas are used to provide a standardized grouping of similar NAVSTDs for the various paygrades.

2. Occupational Standards (OCCSTDs) express the Navy's minimum requirements for enlisted occupational skills established by manpower and personnel managers. They, along with NAVSTDs, form the basis for implementing and supporting actions for enlisted manning, distribution, training, and advancement. OCCSTD tasks are referred to as "CORE" tasks in the chapters published in this manual. NON-CORE tasks are also included in some updated Occupational Rating Standards in order to better define the work being

performed by the fleet which is not required of all rating personnel (e.g., NEC, collateral duties, watches, etc.). Due to the specialized nature and the smaller percentage of sailors performing NON-CORE tasks, these tasks will not be used during advancement exam development. These enhanced documents are designed to aid the Manpower, Personnel, Training, and Education (MPTE) community with the transition to a competency based workforce.

a. OCCSTD skills required of rates and ratings are stated in the form of task statements to assist enlisted personnel, commanding officers, manpower managers, and personnel managers in identifying the basic occupational content of rates and ratings. Some OCCSTDs require successful completion of specific skills tests.

b. OCCSTDs state what enlisted personnel must do in their rate or rating. The knowledge required to perform a task is inherent to the proper performance of the task. Development of specific knowledge to support OCCSTDs falls under the purview of Navy training commands.

c. OCCSTDs are minimum essential tasks and general responsibility levels required of a majority of personnel in a rate. Although they may not be performed by the majority of personnel in a rate at any given time, they are still applied to all members of a rate. The more routine tasks are at the lower paygrades. The more difficult tasks and tasks requiring additional experience or involving leadership and supervision are at progressively higher paygrades.

d. OCCSTDs do not limit the utilization of personnel or ratings as to performance of duty. Personnel of any rate or rating may be required by higher authority to perform any task or duty, depending on local circumstance.

e. OCCSTDs generally exclude the broad area of security. All Navy personnel are responsible for the security regulations in DoD Publication 5200.1-R, OPNAVINST 5510 series, and items on security which are described by the NAVSTDs in this manual. Specific security related OCCSTDs are included in those ratings requiring special emphasis on security.

f. OCCSTDs contain no specific reference to safety or Operational Risk Management (ORM) in the performance of required tasks. Observing safety precautions and practicing risk management is inherent to the satisfactory performance of a task.

g. The following OCCSTDs format is used in this manual:

(1) Title, abbreviation, and specialty mark identified with the rating.

(2) Rating Scope is a brief statement of the occupational content of general and service ratings. The scope is all encompassing and includes responsibilities normal to the rating.

(3) Career Pattern is a diagram of the normal advancement path from apprentice to master chief petty officer.

(4) Directives information on Chief Warrant Officer and Limited Duty Officer categories.

(5) Rating entry requirements (MILPERSMAN 1306-618) describe the special physical, citizenship, security, and other requirements for the rating, if applicable.

(6) Safety Statement is a universal self-explanatory statement for all ratings.

h. OCCSTDs, together with NAVSTDs, are patterned to present the total career progression from paygrades E-4 through E-9 for general ratings and service ratings. For example:

(1) The general rating of Boatswain's Mate (BM) has no service ratings. The BM OCCSTDs commence at paygrade E-4 and progress through paygrade E-9.

(2) The general rating of Aviation Boatswain's Mate (AB) and its three service ratings, ABE, ABF, and ABH have individual OCCSTDs at paygrades E-4 through E-8 and common AB OCCSTDs at paygrade E-9.

3. Job specific tasks (NON-CORE) express additional requirements for enlisted occupational skills expected from a sailor performing in a specific job or billet. They, along with NEC specific tasks, form the basis for implementing and supporting actions for enlisted manning, distribution, training, and advancement.

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NAVAL STANDARDS

E1 through E9

Naval standards are skills and knowledges, other than those defined by occupational standards, which are essential to the overall effectiveness of enlisted personnel in the performance of duty. They encompass military requirements; essential virtues of pride of service in support of oath of enlistment; maintenance of good order and discipline; and basic skills and knowledges, pertaining to the well-being of Navy personnel, which directly contribute to the mission of the Navy.

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'Type Change' legend:

A	Added/New Task
R	Revised Task
F	Functional Area Change
D	Delete
P	Paygrade Change
P/F.....	Paygrade Change / Functional Area Change
R/F.....	Revised Task / Functional Area Change
R/P	Revised Task / Paygrade Change
R/F/P	Revised Task / Functional Area Change / Paygrade Change
Left Blank	No Change

NAVAL STANDARDS (NAVSTDS) FUNCTIONAL AREAS

- R A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL
- B. SEAMANSHIP
- C. DRILL AND FORMATION
- D. UNIFORMS
- R E. FORCE PROTECTION
- D F. WATCHSTANDING (deleted; tasks absorbed into FA 'A')
- G. COMMUNICATIONS
- H. SHIPS & AIRCRAFT CHARACTERISTICS
- I. SAFETY
- J. FIRST AID & HEALTH
- K. SURVIVAL
- R L. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH-YIELD EXPLOSIVES (CBRNE)
- M. DAMAGE CONTROL
- R N. MATERIAL PRESERVATION AND MAINTENANCE
- O. MILITARY JUSTICE
- P. CAREER INFORMATION
- Q. TRAINING
- R. MANAGEMENT/ADMINISTRATION
- S. SEA POWER
- T. CUSTOMS, TRADITIONS AND COURTESIES
- U. ORGANIZATION
- V. LEADERSHIP/SUPERVISION
- W. INTERNATIONAL AGREEMENTS
- X. SECURITY REQUIREMENTS
- Y. PROGRAMS AND POLICIES
- Z. HAZARDOUS MATERIALS

E1

Naval Standards by Functional Area

Type		
Change	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>	
P/F	A023	Stand non-petty officer military watches
P	A024	Stand lookout watches
R/F/P	A290	Know the eleven general orders of a sentry
	<u>B. SEAMANSHIP</u>	
P	B273	Know the terminology used in deck and boat seamanship
	<u>D. UNIFORMS</u>	
P	D556	Maintain grooming standards
	<u>E. FORCE PROTECTION</u>	
A	E610	Understand and execute responsibilities during each Force Protection Condition (FPCON) posture
	<u>G. COMMUNICATIONS</u>	
A	G611	Understand responsible use of social media
	<u>I. SAFETY</u>	
P	I309	Know the safety precautions when working with or in the vicinity of steam
P	I312	Know the safety precautions when working with or in the vicinity of personnel aloft or over the side
P	I313	Know the safety precautions when working with or in the vicinity of voids, tanks, and closed compartments
P	I327	Know the safety precautions when working with or in the vicinity of shipyards and dry docks
	<u>J. FIRST AID & HEALTH</u>	
P	J346	Administer Cardiopulmonary Resuscitation (CPR)
	<u>K. SURVIVAL</u>	
P	K056	Perform floating technique using buoyant debris such as shoring and buckets
	<u>M. DAMAGE CONTROL</u>	
P/R	M410	Know the required contents and the proper use of required contents in a shipboard Damage Control (DC) locker
	<u>N. MATERIAL PRESERVATION AND MAINTENANCE</u>	
P	N077	Identify fixtures, devices and surfaces to which paint or liquid cleaners should not be applied
A	N634	Clean, paint, and/or preserve required surfaces
	<u>P. CAREER INFORMATION</u>	
P	P454	Know the requirements for Enlisted Warfare Specialist designations
A	P639	Know the purpose and procedures of the enlisted retention board
A	P640	Know the purpose and procedures of the Perform To Serve (PTS) program
A	P642	Maintain Navy Standard Integrated Personnel System (NSIPS) account
	<u>Q. TRAINING</u>	
A	Q657	Understand the basic use of computer applications to include word processors, spreadsheets, desktop publishing, email, and electronic calendars

E1

Naval Standards by Functional Area

Type		
Change		
	<u>T. CUSTOMS, TRADITIONS AND COURTESIES</u>	
P	T481	Know the procedures for conducting colors
P	T483	Handle the ensign and jack
P	T484	Know how, when, and to whom the hand salute is rendered
P	T485	Perform military courtesies when boarding and leaving a Naval vessel
P	T486	Perform military courtesies when crossing or being in the vicinity of the quarterdeck
P	T487	Perform military courtesies when the national ensign passes, the National Anthem, or the Navy Service song is played
P	T491	Perform military courtesies when honors are being rendered
P	T492	Perform military courtesies when a Foreign National Anthem is played
P	T558	Perform courtesies afforded junior, midgrade, and senior enlisted/officers
P	T580	Know national ensign etiquette
P	T581	Know the traditions related to uniforms and navy jargon (scuttlebutt, head, etc.)
P	T592	Know the Pledge of Allegiance
A	T665	Know the National Anthem
	<u>V. LEADERSHIP/SUPERVISION</u>	
P	V499	Explain the purpose of followership and leadership
P/R	V502	Describe the authority and responsibility of a Petty Officer, Chief Petty Officer, and Officer
	<u>X. SECURITY REQUIREMENTS</u>	
P/R	X244	Understand security requirements regarding visitors with and without visit clearances
P/R	X247	Understand the basic policies of the Department of the Navy (DON) information and personnel security program

E2

Naval Standards by Functional Area

Type
Change

A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL

- A272 State the purpose and content of the watch, quarter, and station bill
A602 Understand duties and responsibilities of an Armed Sentry

B. SEAMANSHIP

- B276 Tie four basic knots: bowline, clove hitch, square knot, and bowline on a bight

C. DRILL AND FORMATION

- C007 Execute individual positions and facing movements
P C584 Know procedures for close order drill

D. UNIFORMS

- D013 Identify insignias and collar devices of U.S. Navy enlisted rates and ratings
D014 Identify insignia and corps devices of U.S. Navy Officers
D015 Properly wear and maintain navy enlisted uniforms
D016 Identify paygrade insignias of other U.S. Armed Services
D278 Know the purpose of and qualifications required to earn and wear the service stripes
R D279 Know the regulations concerning Common Access Card (CAC) military identification and ID tags (dog tags)
D280 Know the regulations for wearing authorized military awards and breast insignias
D282 Prepare and maintain a seabag

E. FORCE PROTECTION

- R E020 Effectively operate service pistol, service rifle and shotgun
R E021 Know the basic procedure to clear and safe a weapon
R E287 Know the proper Personal Protective Equipment (PPE), required when firing small arms or in the vicinity of personnel who are firing small arms
F E523 Know the safeguards against terrorism while traveling and in foreign countries
F E524 Know the basic requirements and procedures pertaining to a bomb threat
F E583 Know the safeguards against acts of terrorism and victimization

G. COMMUNICATIONS

- G034 Use standard procedures and phraseology on interior communications equipment (sound-powered telephones, intercoms, etc.)
G035 Break-out, man, test, and secure sound-powered telephones
G036 Use proper procedures for communications security
G292 Pronounce numbers and phonetic alphabet

H. SHIPS & AIRCRAFT CHARACTERISTICS

- H038 Identify major types of ships and aircraft of the U.S. Navy
H039 Identify the nomenclature of superstructures and components of the ship's hull
H293 Know the general characteristics and missions of U.S. Navy ships and aircraft
H601 Locate decks and compartments using ship compartment lettering and numbering systems

I. SAFETY

- I040 Use and maintain Personal Protective Equipment (PPE) (less damage control/firefighting equipment)
I295 Know the hazards of using Carbon Dioxide (CO2), Potassium bicarbonate (Purple-K Powder (PKP)), and Halon as fire extinguishing agents
I296 Know the precautions when handling and stowing fire extinguishers
I297 Know the dangers involved when handling a charged fire hose

E2

Naval Standards by Functional Area

Type	Change	
		<u>I. SAFETY (cont'd)</u>
	I299	Know the dangers of energizing and using electrical equipment in a space filled with explosive vapors
	I300	Know the safety precautions to be used when embarked in small boats
	I301	Know the safety precautions to be used when involved in sporting and recreational events
	I302	Know the hazards and safety precautions when working in the vicinity of flight deck operations
R	I303	Know the safety precautions when working with or in the vicinity of acids, bases, and flammable liquids
R	I304	Know the safety precautions when working with or in the vicinity of pyrotechnics
	I305	Know the safety precautions when working with or in the vicinity of electrical and electronic equipment
	I306	Know the safety precautions when working with or in the vicinity of compressed gases
	I307	Know the safety precautions when working with or in the vicinity of compressed air
	I308	Know the safety precautions when working with or in the vicinity of liquids under pressure
	I310	Know the safety precautions when working with or in the vicinity of lifelines, ladders, and scaffolding
	I311	Know the safety precautions when working with or in the vicinity of heavy weight and moving equipment
	I314	Know the safety precautions when working with or in the vicinity of cutting and welding operations
	I315	Know the safety precautions when working with or in the vicinity of power tools
	I316	Know the safety precautions when working with or in the vicinity of antennas
	I317	Know the safety precautions when working with or in the vicinity of suspended loads
	I318	Know the safety precautions when working with or in the vicinity of fiberglass and asbestos
	I319	Know the safety precautions when working with or in the vicinity of high noise levels
R	I320	Know line handling procedures and precautions when working with or in the vicinity of lines under tension
	I321	Know the safety precautions when working with or in the vicinity of rotating machinery
R	I324	Know the safety precautions when working with or in the vicinity of Electromagnetic Radiation (EMR)
R	I326	Know the safety precautions and danger areas when working with or in the vicinity of aircraft
R	I329	Know the safety precautions for operating motor vehicles and motorcycles
	I330	Know how to report safety hazards and violations
	I331	Know the purpose and procedures of the navy tag-out system
R	I333	Know the basic safety rules in handling fire arms
R	I338	Know the purpose of the Navy's Occupational Safety and Health (NAVOSH) program
A	I615	Identify and integrate Operations Risk Management (ORM) concepts
		<u>J. FIRST AID & HEALTH</u>
R	J341	Know how to apply a battle dressing
R	J342	Know how to control external bleeding with direct pressure
R	J344	Know the symptoms of, and first-aid treatment for open and closed fractures, strains and sprains, and dislocations
	J345	Know the symptoms of drug and alcohol abuse
R	J347	Know how to transport an injured person
R	J348	Explain the benefits of abstinence and barrier devices for reproductive health
R	J349	Explain the purpose, general rules, and limitations of first-aid
R	J350	Identify the signs and symptoms of shock
R	J351	Know the procedures for rescuing a person in contact with an energized source
R	J352	Identify the signs and symptoms of heat injuries

E2

Naval Standards by Functional Area

Type	Change	
		<u>J. FIRST AID & HEALTH (cont'd)</u>
R	J353	Identify the signs and symptoms of a burn
R	J354	Maintain sanitary conditions in and around living and working spaces
R	J355	Identify activities that maintain good personal hygiene, health, and fitness
	J356	Know the procedures for maintaining good dental (oral) hygiene
	J357	Know how to administer the abdominal/chest thrust (Heimlich Maneuver)
	J358	Know how to administer artificial ventilation by mouth-to-mouth and alternate methods
R	J359	Identify the signs and symptoms of cold injuries
R	J579	Identify suicidal thoughts or actions in others and self
A	J618	Treat a patient with a heat injury
A	J619	Know how to treat a burn
A	J620	Know how to control external bleeding with a tourniquet
A	J621	Know how to treat a person in shock
A	J622	Know how to treat a person for electrical shock
A	J623	Know how to treat a patient with a cold injury
A	J624	Explain how to prevent shock
A	J625	Explain the signs and symptoms of sexually transmitted disease infection
A	J626	Identify a person suffering from an altered mental status
A	J627	Identify a person suffering from suspected poisoning
A	J629	Seek help for a person expressing suicidal thoughts or actions
A	J630	Use protection to prevent pregnancy
A	J631	Use protection to prevent sexually transmitted diseases
		<u>K. SURVIVAL</u>
	K057	Demonstrate technique for swimming through burning fuel, oil, and debris
	K058	Enter water from a height of ten feet using abandon ship procedures
	K059	Perform third class swimmer qualifications
	K361	Egress from working, berthing, and General Quarters (GQ) spaces
	K362	Know how to use clothing and buoyant objects to stay afloat
	K363	Know how to care for and use personal floatation devices
	K365	Describe method used to don and adjust CO2 inflatable and inherently buoyant life preserver
	K366	Describe functional characteristics of CO2 inflatable life preserver
	K368	Know the methods and procedures for abandoning ship
	K369	Know how to use lifeboats and associated survival gear
	K370	Know the responsibilities and authority of the senior person in a survival situation
		<u>L. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH-YIELD EXPLOSIVES (CBRNE)</u>
R	L371	Understand maintenance and use of Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) protective equipment
R	L372	Know how to use equipment and clothing to protect against Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE)
R	L373	Know the markers used to indicate Chemical, Biological, Radiological, Nuclear and High-Yield Explosives (CBRNE) contamination
R	L375	Know the dissemination methods of and decontamination procedures for chemical and biological agents
	L376	Know the procedures for personnel decontamination
R	L377	Know the symptoms of and the first-aid methods to counter the effects of Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE)
	L381	Know the procedures for protection afforded by each level of Mission Oriented Protective Posture (MOPP)
R	L382	Know the meaning of the terms: radiac, radiation dose, radiation dose rate, safe stay time, and material condition of "Circle William"

E2

Naval Standards by Functional Area

Type		
Change		
	<u>M. DAMAGE CONTROL</u>	
	M067	Locate damage control fittings and equipment within compartments using compartment check-off lists
R	M069	Set and maintain primary and secondary fire, smoke, and flooding boundaries
	M070	Properly operate portable and installed shipboard fire extinguishing systems and equipment
R	M071	Know the procedures for operation of portable and installed dewatering equipment
R	M072	Properly don and operate a Self Contained Breathing Apparatus (SCBA)
	M386	Know the hazards associated with firefighting
	M387	Know how to determine the four classes of fire
	M388	Know the recommended extinguishing agents for each class of fire
R	M389	Know the function and use of the Self Contained Breathing Apparatus (SCBA)
	M390	Know the fire triangle and fire tetrahedron in terms of fire prevention and firefighting
	M391	Know the conditions that cause spontaneous combustion
	M392	Know how to prevent fires through good housekeeping practices
	M393	Know how to report a fire or other casualties
R	M395	Know the purpose for compartmentation and its use in maintaining watertight integrity
	M396	Know the procedures for breaking watertight integrity and darken ship
R	M398	Know how to use and stow Emergency Escape Breathing Devices (EEBD) and/or Emergency Air Breather (EAB) devices
	M399	Know the duties and responsibilities of a repair party
	M400	Know the shipboard piping identification coding system
	M401	Know the purpose and precedence of shipboard emergency alarms
	M402	Know what actions to take when emergency alarms are sounded
R	M404	Know the letters, symbols, conditions, purpose, and how to set material conditions of readiness
	M405	Know the procedures for operation of portable and installed shipboard fire extinguishing systems
	M407	Know the damage control organization
	M408	Know the methods and procedures for communications in a damage control situation
R	M409	Know how to locate shipboard damage control lockers and equipment
R	M411	Know the duties and responsibilities of a damage control emergency party
A	M632	Know how to establish a safe route during casualty situations
A	M633	Know how to stow all damage control equipment
	<u>N. MATERIAL PRESERVATION AND MAINTENANCE</u>	
	N416	Know the purposes of cleaning and preservation
	<u>O. MILITARY JUSTICE</u>	
P	O082	Inform Chain of Command on matters pertaining to good order and discipline
	O421	Know the purpose of good order and military discipline
R	O422	Understand the authority and function of Military Police, Shore Patrol, Chief of the Guard, and Armed Sentries
	O423	Know the content and responsibilities stated in Article (i) through (vi) of the Code of Conduct for members of the Armed Forces of the United States
	O424	Know the general content of Navy Regulations, Chapter 8 (Articles 0801-0803, 0810-0816, 0825-0826, 0829-0830, 0834 and a0847) and Chapter 10
R	O425	Know the general content of Uniform Code of Military Justice (UCMJ) Articles 2, 3, 7-15, 25, 27, 31(b), 37, 55, 77-134, 137-138
	O426	Know the types of courts-martial
	O430	Know the procedures for redress of grievances
A	O635	Know the purpose of the liberty risk program

E2

Naval Standards by Functional Area

Type		
Change		
	<u>P. CAREER INFORMATION</u>	
P/R	P084	Provide enlisted evaluation report input sheet (brag sheet)
R	P432	Know the purpose and procedures of a Career Development Board (CDB)
R	P433	Know the purpose of various force shaping programs
R	P434	Know the requirements for advancement of Professional Apprentice Career Track (PACT) personnel
	P435	Know the purpose of the enlisted performance evaluation system
	P436	Know the opportunities for education and training
	P437	Know how to manage personal finances
	P438	Know military pay entitlements and the contents of leave and earning statements
	P439	Know the benefits of government insurance
R	P440	Know the rights, privileges, and benefits afforded to family members
	P441	Know the procedures and regulations governing leave and liberty requests
R	P442	Know how to prepare and route liberty requests
R	P444	Know the types of duty classification codes
P/R	P445	Know the contents of and how to access the Official Military Personnel File (OMPF) and Electronic Service Record (ESR)
	P446	Know the requirements for the good conduct medal
R	P447	Know the requirements for and the benefits and consequences of various types of military discharges
	P448	Know the policy regarding personal responsibilities and consequences of drug and alcohol abuse
P/R	P449	Describe the role of the Command Drug and Alcohol Programs Advisor (DAPA)
R	P450	Know the programs that lead to Navy Officer commissions
P	P455	Know the options for special programs and/or assignments
R	P466	Know the roles and functions of Master Chief Petty Officer of The Navy (MCPON), Fleet/Force (FLTCM/FORCM) and Command Master Chief (CMDM)
	P576	Know the function of the Command Career Counselor (CCC)
A	P636	Know how to prepare leave requests via the Navy Standard Integrated Personnel System (NSIPS)
A	P641	Know the purpose, components, and links to Navy Knowledge Online (NKO) and Naval Personnel Command (NPC) websites
	<u>Q. TRAINING</u>	
P	Q094	Maintain qualification records
R	Q469	Describe the function of the Personnel Qualification Standard (PQS) system
R	Q577	Describe the function of the departmental and division training petty officer
R	Q578	Describe the function of the Educational Services Officer (ESO)
A	Q646	Be familiar with the purpose And utilization of the Learning and Development Road-Map (LADR)
A	Q651	Explain the procedures to access your Learning and Development Road-Map (LADR)
	<u>R. MANAGEMENT/ADMINISTRATION</u>	
R	R105	Perform the basic procedures outlined in the Maintenance and Material Management (3M)
	R474	Describe the purpose of the Maintenance And Material Management (3M) systems
	<u>S. SEA POWER</u>	
	S476	Know general Naval history and the evolution of today's Navy
	S478	Know the components of United States sea power: Navy, Merchant Marine, Coast Guard, and Military Sealift Command

E2

Naval Standards by Functional Area

Type		
<u>Change</u>	<u>T. CUSTOMS, TRADITIONS AND COURTESIES</u>	
A	T666	Understand the meaning and recite the Sailor's Creed
	<u>U. ORGANIZATION</u>	
	U493	Explain the purpose and function of the Chain of Command
	U494	Summarize scope and purpose of the Standard Organization And Regulations Manual (SORM) of the U.S. Navy
	U495	Review the content of the Command's Standard Organization And Regulations Manual (SORM)
	<u>V. LEADERSHIP/SUPERVISION</u>	
R	V500	Describe the concepts of Navy core values
	<u>W. INTERNATIONAL AGREEMENTS</u>	
	W505	Know the general provisions of the Geneva Convention concerning treatment and rights of Prisoners of War
	W507	Know the general provisions of the Law of Armed Conflict
	<u>X. SECURITY REQUIREMENTS</u>	
	X509	Know the basic security policies, requirements and procedures for handling classified material and information
R	X520	Know the basic security requirements and procedures pertaining to Information Systems (IS) security
	X521	Know the basic security requirements and procedures pertaining to telephone security
A	X677	Know the difference between official and unofficial Internet-based Capability (IbC) posts
A	X679	Know the responsibilities in handling command critical information
A	X680	Understand and employ Operations Security (OPSEC)
	<u>Y. PROGRAMS AND POLICIES</u>	
	Y525	Know the purpose of the Navy's sponsor program
	Y526	Know the purpose of the health and physical readiness program
	Y527	Know the provisions of the privacy act
	Y528	Know the definition of and policies pertaining to sexual harassment
	Y529	Know the standards of conduct and professional ethics
	Y530	Know the provisions of the Navy's integrity and efficiency program (fraud, waste, and abuse)
	Y531	Know the procedures for state and national voting
	Y532	Know the policy for equal opportunity and human rights
	Y534	Know the policy on fraternization
	Y535	Know the purpose of the Navy's energy conservation program
	Y537	Know the controls for environmental conditions and pollution (plastics at sea, ozone depletions, etc.)
	Y539	Know the provisions of the family ombudsman program
	Y552	Know the sources of information concerning services available to single sailors and Navy families
	Y555	Know the basic fundamentals of Quality Assurance (QA)
	Y590	Know how to communicate with elected officials
	Y591	Know the purpose of the Navy's religious program
A	Y681	Know the function of the command Equal Opportunity Advisor (EOA)
A	Y682	Know the policy for trafficking in persons
A	Y683	Know the Navy's zero tolerance policy
A	Y684	Know the reporting procedures for sexual assault
A	Y685	Describe a Sailor's responsibility when seeking a request for religious accommodation

E2

Naval Standards by Functional Area

Type		
Change	<u>Y. PROGRAMS AND POLICIES (cont'd)</u>	
A	Y686	Describe the Department of the Navy's (DON) policy on accommodation of religious practices
A	Y698	Know the purpose of the Family Advocacy Program (FAP)
A	Y699	Know the purpose of the Navy's mentorship program
A	Y700	Know the purpose of the Sexual Assault Prevention and Response (SAPR) program
A	Y701	Know the purpose of the Victim and Witness Assistance Program (VWAP)
A	Y703	Know U.S. Naval Regulations on tattoos, body art, and brands
A	Y707	Describe the Department of the Navy's (DON) hazing policy
	<u>Z. HAZARDOUS MATERIALS</u>	
R	Z041	Utilize the Material Safety Data Sheet (MSDS), labels, signs, and symbols to clearly and properly identify Hazardous Material (HAZMAT)
	Z269	Dispose of used absorbents (speedy dry, rags, etc.)
R	Z335	Know the proper procedures for and associated safety precautions when working with Hazardous Material (HAZMAT)
R	Z420	Know the proper procedures for and associated safety precautions when in the vicinity of the removal, handling, or stowage Hazardous Material (HAZMAT)
R	Z559	Clean and properly dispose of used, excess, or spilled Hazardous Material (HAZMAT) and associated containers
A	Z705	Know the purpose of a Ships Hazardous Materials List (SHML)

E3

Naval Standards by Functional Area

Type	
Change	
R/F	
	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>
	A291 Know the Command's watch organization
	<u>D. UNIFORMS</u>
	D283 Know the regulations for upkeep, wearing, and marking of organizational and special clothing
A	D605 Define the terms conspicuous, conservative, and faddish as they apply to navy uniforms
	<u>J. FIRST AID & HEALTH</u>
A	J628 Report people exhibiting signs and symptoms of drug and alcohol misuse
	<u>P. CAREER INFORMATION</u>
R	P083 Update Career Management System/Interactive Detailing (CMS/ID) preferences
	P451 Know the requirements for advancement in rate and selection of Petty Officers (PO)
R	P452 Know how to apply for requisitions via the Career Management System/Interactive Detailing (CMS/ID)
	P453 Know the programs for awards, commendations, and personnel recognition
R	P459 Know the incentives for reenlistment and special duty
P	P462 Know the roles and functions of the Chief Petty Officer (CPO), Senior Chief Petty Officer (SCPO), and Master Chief Petty Officer (MCPO)
	<u>Q. TRAINING</u>
A	Q648 Describe the procedures to access your Sailor/Marine American Council on Education Registry Transcript (SMART)
A	Q653 Identify opportunities for voluntary education
	<u>R. MANAGEMENT/ADMINISTRATION</u>
	R103 Maintain logs and files
	<u>S. SEA POWER</u>
P	S477 Know the U.S. Navy's peacetime and wartime roles, missions, responsibilities, and challenges
	<u>Y. PROGRAMS AND POLICIES</u>
A	Y693 Explain how an individual's role in Operations Risk Management (ORM) is vital to mission success
	<u>Z. HAZARDOUS MATERIALS</u>
F	Z415 Know how to clean and stow painting equipment

E4

Naval Standards by Functional Area

Type		
<u>Change</u>	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>	
R/F	A025	Stand Petty Officer military watches (Petty Officer of the Watch, Master-At-Arms, Chief of the Guard, Shore Patrol, etc.)
	<u>D. UNIFORMS</u>	
R	D281	Know the regulations concerning grooming standards
	D284	Know how to wear Petty Officer (PO) insignias
A	D604	Define organizational clothing
A	D609	Describe the uniform requirements while traveling
	<u>I. SAFETY</u>	
	I047	Supervise work center and job site safety
	I048	Instruct personnel in work-related hazards, safety precautions, and in the use and maintenance of personal protective equipment and clothing
A	I617	Know the purpose for Operational Risk Management (ORM) and implement in planning evolution/tasks
	<u>M. DAMAGE CONTROL</u>	
	M068	Make damage control closure log entries
	<u>O. MILITARY JUSTICE</u>	
	O428	Know the proceedings leading to Captain's Mast
	<u>P. CAREER INFORMATION</u>	
P	P092	Assist in indoctrinating newly reporting personnel
R	P456	Know the function and use of the Navy Enlisted Classification (NEC) codes
	<u>Q. TRAINING</u>	
P	Q095	Supervise a divisional Personnel Qualification Standards (PQS) system
A	Q647	Describe the Navy College Program for Afloat College Education (NCPACE) program
A	Q650	Explain procedures to submit college transcripts or other course documents for inclusion in your smart transcript, electronic service record, or electronic training jacket
A	Q652	Explain the purpose of General Military Training (GMT)
A	Q654	Identify the requirements for Tuition Assistance (TA)
	<u>R. MANAGEMENT/ADMINISTRATION</u>	
	R104	Requisition supplies and material through the navy supply system
P	R107	Maintain manuals, publications, and directives
P/R	R115	Prepare Naval correspondence
P	R475	Explain the responsibility of signature (by direction) authority
A	R660	Identify the components of a naval message
	<u>T. CUSTOMS, TRADITIONS AND COURTESIES</u>	
P	T587	Know the traditions related to ceremonies and honors
	<u>V. LEADERSHIP/SUPERVISION</u>	
	V146	Translate assignments from the immediate supervisor into specific tasks for subordinates (repair team, work party, watch, etc.)
	V148	Determine availability of supplies, equipment, and tools required by subordinates
R	V151	Ensure that subordinates are using Operational Risk Management (ORM) while accomplishing task
R	V152	Assess and document progress of subordinates job performance
R	V153	Give subordinates immediate feedback on performance

E4

Naval Standards by Functional Area

Type		
<u>Change</u>		
	<u>V. LEADERSHIP/SUPERVISION (cont'd)</u>	
P/R	V360	Recognize common suicidal ideations and understand proper response procedures
	V154	Evaluate completed assignments of subordinates for quality, completeness, and timeliness
	V155	Report job progress to immediate supervisor
R	V156	Evaluate subordinates suggestions to improve job performance and make appropriate recommendations to immediate supervisor
	V157	Apprise immediate supervisors of subordinates performance
	V158	Resolve conflicts or differences between subordinates
P	V164	Direct daily work center assignments
P	V185	Provide rating specific expertise to subordinates
	V501	Identify the fundamentals of leadership
R	V503	Explain Command Managed Equal Opportunity (CMEQ) program and policies
R	V540	Know the benefits of pride, professionalism, personal excellence and community support programs
R	V542	Know the Petty Officer's responsibility in the Navy's Substance Abuse Rehabilitation Program (SARP) and the role and responsibility of the Command's Drug and Alcohol Program Advisor (DAPA)
P/R	V564	Explain Department of the Navy's (DON) Process Improvement strategy for mission readiness
R	V596	Participate in Process Improvement activities
P	V597	Participate as a team member of a Process Improvement team
	<u>Y. PROGRAMS AND POLICIES</u>	
A	Y689	Describe the meaning of risk to mission, risk to force, and risk to self

E5

Naval Standards by Functional Area

Type	
<u>Change</u>	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>
P	A002 Maintain a divisional watch, quarter, and station bill
	<u>C. DRILL AND FORMATION</u>
F	C563 Perform military courtesies as a formation leader
	<u>D. UNIFORMS</u>
A	D603 Identify uniform inventory requirements for seabag inspections
	<u>E. FORCE PROTECTION</u>
F	E242 Train personnel in the safeguards against acts of terrorism and victimization
F	E565 Train personnel in procedures pertaining to bomb threats
	<u>I. SAFETY</u>
	I045 Perform duties of a divisional Safety Petty Officer
	I049 Conduct safety awareness training
R	I340 Know the purpose and function of the Command's safety council and safety committee
A	I612 Know the Navy's Occupational Safety and Health (NAVOSH) program reference to forces afloat or ashore maintenance procedures
A	I613 Describe the four principles of Operational Risk Management (ORM)
A	I614 Describe the three levels of Operational Risk Management (ORM)
A	I616 Identify the five steps in the deliberate Operational Risk Management (ORM) process
	<u>P. CAREER INFORMATION</u>
P	P090 Provide career information to junior personnel
P/R	P463 Know the procedures for advancing and selecting of Chief Petty Officer (CPO), Senior Chief Petty Officer (SCPO), and Master Chief Petty Officer (MCPO)
R	P464 Understand the fleet reserve, High Year Tenure (HYT), and retirement programs
A	P637 Know sponsorship and execute duties of a sponsor
A	P644 Perform the duties and responsibilities of a mentor
	<u>Q. TRAINING</u>
P	Q093 Train personnel using demonstration, discussion, and lecture methods
	Q096 Perform the duties and responsibilities of a Training Petty Officer
	<u>R. MANAGEMENT/ADMINISTRATION</u>
P	R123 Prepare and present briefings
	R473 Identify who is authorized to sign official navy documents
A	R664 Understand the duties of the Leading Petty Officer (LPO)
	<u>U. ORGANIZATION</u>
P	U496 Identify the names, abbreviations, and state the mission of major commands within the Department of the Navy, shore establishments, and operating forces
	U498 Describe the mission and function of: the President, Secretary of Defense, Secretaries of the Military departments, Chairman and Joint Chiefs of Staff, unified and specified commands of the U.S. Armed Forces
	<u>V. LEADERSHIP/SUPERVISION</u>
P	V113 Supervise individuals assigned extra military instruction, extension of working hours, and withholding of privileges
	V160 Translate daily work requirements from immediate supervisor into specific assignments for work centers

E5

Naval Standards by Functional Area

Type		
Change		
	<u>V. LEADERSHIP/SUPERVISION (cont'd)</u>	
	V163	Coordinate availability of tools, supplies, equipment, and parts to perform tasks
	V165	Evaluate subordinate qualifications to perform tasks
	V166	Counsel subordinates on professional performance
	V167	Recommend formal reward or recognition for subordinates
	V169	Develop and publish daily work schedules for shifts, offices, or work centers
P	V173	Assess and report material and personnel readiness for shifts, offices, or work centers
	V188	Provide leadership in support of command management policies
A	V669	Conduct quarters (muster, instruction, inspection, and Sailor's creed)
A	V672	Counsel subordinates on personal performance
A	V674	Prepare for command inspections
A	V676	Supervise the divisional Job Qualification Requirements (JQR) and Personnel Qualification Standards (PQS) systems
	<u>Y. PROGRAMS AND POLICIES</u>	
	Y548	Know the Command Assessment Team (CAT) process
	Y549	Know the Command Training Team (CTT) process
P	Y567	Provide information services available to single Sailors and Navy families
A	Y704	Supervise integrity and efficiency programs (fraud, waste, and abuse)
A	Y712	Know the component programs of Brilliant on the Basics
A	Y708	Describe the Department Of the Navy (DON) suicide prevention policy

E6

Naval Standards by Functional Area

Type
Change

A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL

P A001 Prepare a divisional watch, quarter, and station bills
A003 Assign personnel to a watch, quarter, and station bill
F A027 Stand duty as a Section Leader
R/F A028 Stand watch as a Divisional Duty Officer
F A033 Coordinate enlisted watchbills

C. DRILL AND FORMATION

C011 Prepare personnel for presentation at inspections, quarters, and ceremonial events
C012 Present personnel at inspections, quarters, and ceremonial events

D. UNIFORMS

P D017 Conduct seabag inspections
D018 Conduct personnel inspections

N. MATERIAL PRESERVATION AND MAINTENANCE

P N076 Maintain and inventory equipment and material used for preparing and painting a surface

O. MILITARY JUSTICE

P/R O427 Know the purpose of the report of disposition and offense

P. CAREER INFORMATION

P P085 Provide information on financial management to junior personnel
R P089 Know the contents of the Electronic Service Record (ESR)
P091 Provide financial management information and referrals
P P461 Know how to apply for Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) commissioning programs
A P638 Explain the purpose of various career management programs (continuation boards, Fleet Rating Identification Engine (FLT RIDE), Career Reenlistment Objectives (CREO) groups, Career Development Boards (CDB), etc.)
A P643 Participate in a Career Development Boards (CDB)

Q. TRAINING

P Q097 Plan and direct personnel training
P/F Q101 Provide input to command indoctrination and training programs
A Q649 Describe the role of coalition of Sailors Against Destructive Decisions (CSADD) in the command's training program

R. MANAGEMENT/ADMINISTRATION

P R112 Prepare enlisted performance evaluations
R114 Perform the duties of the Leading Petty Officer (LPO)
R R594 Know how to coordinate information with other departments, services, and government agencies
A R659 Draft, edit, and forward recommendations for formal awards and recognition
A R661 Prepare Temporarily Assigned Duty (TAD) orders and vouchers on the Navy's Defense Travel System (DTS) program

T. CUSTOMS, TRADITIONS AND COURTESIES

P T588 Know the procedures for ceremonial events (Change of Command, retirements, etc.)

V. LEADERSHIP/SUPERVISION

V162 Evaluate specific assignments to determine timelines and required resources
V175 Prioritize overall job tasks for shifts, offices or work centers

E6

Naval Standards by Functional Area

Type	Change	
		<u>V. LEADERSHIP/SUPERVISION (cont'd)</u>
	V181	Recommend subordinates for assignment to command or departmental collateral duties
	V183	Draft recommendations for award/recognition for assigned subordinates
P/R	V189	Translate command or departmental instructions and documents into division work requirements
R	V190	Review operational schedules to build division work schedules and timelines
P	V192	Prioritize overall division tasking
P	V198	Delegate authority to subordinates to perform division functions
P	V206	Develop Plan of Action and Milestones (POA&M)
P/R	V219	Review operational schedules to build department work schedules and timelines
P	V226	Monitor department programs (quality assurance, training, safety, etc.)
R	V237	Counsel enlisted personnel on personal and professional matters
P	V238	Refer personnel with problems beyond the capability of the command to appropriate resources
P	V550	Know the purpose of the Casualty Assistance Calls Officer (CACO)
R	V566	Explain the Department of the Navy's (DON) primary strategy for improving mission readiness
A	V670	Conduct semi-annual performance counseling to personnel
A	V671	Counsel enlisted personnel on professional performance
A	V673	Prepare evaluations for junior personnel
A	V675	Provide counsel and supervision of the Perform To Serve (PTS) program within the division/department
		<u>Y. PROGRAMS AND POLICIES</u>
A	Y690	Describe the methods for making informed risk decisions, including understanding risk control types, the effects of controls, and the understanding of residual risk
A	Y697	Identify the key personnel and their responsibilities in integrating risk management within the unit
A	Y702	Know the supervisors role in managing risk
A	Y709	Identify the most prevalent factors in perpetration of sexual assault incidents
A	Y710	Identify command response procedures of sexual assault incidents
A	Y711	Know procedures for conducting Zone Inspections
		<u>Z. HAZARDOUS MATERIALS</u>
P/F	Z078	Identify types of preservative coatings and the surface upon which they are used

E7

Naval Standards by Functional Area

Type Change	<u>A. WATCHSTANDING AND WATCH, QUARTER, AND STATION BILL</u>
P	A004 Review and monitor assignment of personnel to the watch, quarter, and station bill
P	A005 Coordinate the preparation and assignment of personnel to the departmental watch, quarter, and station bill
P	A006 Advise the Chain Of Command on the currency of the command's watch, quarter, and station bill
Type Change	<u>C. DRILL AND FORMATION</u>
	C009 Plan and coordinate inspections, quarters, and ceremonial events
Type Change	<u>D. UNIFORMS</u>
R	D285 Know how to wear and maintain Chief Petty Officer (CPO) uniforms
A	D606 Describe the authority to prescribe uniforms
A	D607 Describe the history/heritage of navy uniforms
A	D608 Describe the rules for wearing uniforms to political activities, commercial interest, public speeches or rallies
Type Change	<u>O. MILITARY JUSTICE</u>
P	O080 Conduct preliminary investigation of offenses
	O081 Perform the duties as a member of a Disciplinary Review Board (DRB)
P/R	O573 Advise Chain of Command on matters of good order and discipline affecting the command
P	O589 Know the procedures for conducting Captain's Mast
Type Change	<u>P. CAREER INFORMATION</u>
	P465 Know the Fleet or Force and Command Master Chief (CMC) programs
R	P468 Know the roles and functions of the Chief of Naval Operations (CNO)/Master Chief Petty Officer Of The Navy's (MCPON) leadership mess
P	P593 Know the eligibility requirements of the Senior Enlisted Academy and service academies
A	P645 Understand the importance of the Standards of Conduct boards
Type Change	<u>Q. TRAINING</u>
	Q098 Train junior officers
P	Q099 Organize, schedule, and evaluate training programs
P	Q100 Develop and monitor command's training programs
A	Q655 Identify the resources for obtaining training quotas for navy courses
P	Q102 Monitor command indoctrination programs
A	Q656 Review Sailors' Learning and Development Road-map (LADR) prior to Career Development Boards (CDB)
Type Change	<u>R. MANAGEMENT/ADMINISTRATION</u>
	R110 Provide guidance to personnel preparing enlisted performance evaluations
R	R119 Prepare and submit divisional budget input
R	R124 Review Naval correspondence and messages for release
P	R126 Coordinate preparation for administrative, material and/or operational readiness inspections
	R131 Provide input to manpower authorization change requests
	R133 Prepare point papers
	R134 Prepare instructions and directives
	R135 Review Enlisted Distribution and Verification Reports (EDVR) for discrepancies and report findings
P	R136 Monitor leave and liberty schedules
P	R137 Know the content of command manning documents and process to recommend/implement changes

E7

Naval Standards by Functional Area

P	R570	Review contents of departmental manning documents and make recommendations for changes
A	R662	Prepare travel request and provide after action reports
A	R663	Review enlisted performance evaluations

Type Change

U. ORGANIZATION

U144	Review and submit changes to Command's Standard Organization and Regulations Manual (SORM)
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Type Change

V. LEADERSHIP/SUPERVISION

	V195	Assess and report division material and personnel readiness
	V199	Provide guidance to the Leading Petty Officer (LPO) on job task performance
	V202	Coordinate and evaluate status and impact of division work with other divisions
	V203	Review, edit, and forward recommendations for formal awards or recognition
	V204	Assist the branch or division officer in the development of policy
P	V208	Coordinate departmental level work schedules
P	V223	Ensure that division supervisors submit recommendations for formal awards or recognition
P	V225	Monitor divisional policies
P	V227	Provide guidance to junior officers in developing leadership skills
P	V229	Advise Chain of Command on enlisted personnel matters
P/R	V231	Translate Navy and command specific policies into organizational requirements
P	V232	Assess and report command or unit material and personnel readiness
P	V234	Review, recommend, and monitor implementation of policy statements, operation orders, and directives
P	V575	Monitor command programs (Sailor of the Year, Sponsor, etc.) and provide input for process improvement
A	V667	Know the procedures for conducting Career Development Boards (CDB)

Type Change

X. SECURITY REQUIREMENTS

	X251	Train personnel in the security policies, requirements, and procedures for handling classified material and information
A	X678	Assess communications vulnerabilities to critical information and make recommendations for countermeasures if needed

Type Change

Y. PROGRAMS AND POLICIES

P	Y260	Know the duties of Casualty Assistance Calls Officer (CACO)
A	Y687	Describe the five factors that commanders consider when approving a request for religious accommodation
A	Y692	Describe the process for requesting an immunization or Deoxyribonucleic Acid (DNA) waiver based on a sailor's religious objection
A	Y694	Identify controls and resources that the command can create to reduce risk to personnel (reduce risk to force)
A	Y696	Identify resources external to your command to support integration and implementation of risk management concepts and processes in your command

E8

Naval Standards by Functional Area

Type

Change

O. MILITARY JUSTICE

O569 Perform the duties as Chairman of a Disciplinary Review Board (DRB)

Type

Change

Q. TRAINING

A

Q658 Understand the increased risk of "high risk" training

Type

Change

V. LEADERSHIP/SUPERVISION

V209 Provide program and technical direction at the departmental level

V212 Assess and report department's material and personnel readiness

V214 Prioritize overall department work

V215 Delegate authority for department functions

V218 Coordinate and evaluate status and impact of department work on other departments

V220 Provide guidance on job performance to division chiefs

V221 Monitor assignment and utilization of department personnel

V222 Track progress of overall department work efforts

V224 Assist the Department Head in development of policy

P

V574 Identify and mediate inter-departmental differences

Type

Change

Y. PROGRAMS AND POLICIES

A

Y688 Describe the importance of measuring the effectiveness of risk management within your command

A

Y691 Describe the prioritization and utilization of limited resources in managing risk to ensure mission success

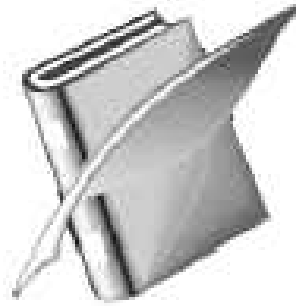
E9

Naval Standards by Functional Area

Type		
<u>Change</u>	<u>V. LEADERSHIP/SUPERVISION</u>	
A	V713	Advise personnel on standards of performance and conduct
A	V715	Advise Commanding Officer on formulation and implementation changes in policy affecting the enlisted force
A	V716	Ensure heritage and tradition are key components of training plans and Sailor development
A	V717	Ensure basic and traditional communication practices (Sailor-led general military training, quarters for muster, instruction, and inspection, etc.) are executed within the command
A	V714	Communicate with and support Navy family members
	V228	Provide guidance to senior enlisted in developing leadership skills
	V230	Provide leadership in the Chief Petty Officer's mess
	V236	Provide counsel to senior personnel
A	V668	Conduct midterm evaluations on senior enlisted leadership
A	V706	Brief commanders on controls and resources that command can create to reduce risk to personnel (reduce risk to force)

Type		
<u>Change</u>	<u>Y. PROGRAMS AND POLICIES</u>	
A	Y695	Identify controls and resources that the command can create to reduce risk to operations (reduce risk to mission)

CHAPTER 64



PERSONNEL SPECIALIST (PS)

NAVPERS 18068-64A
CH-56

Updated: October 2013

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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

PERSONNEL SPECIALIST (PS)



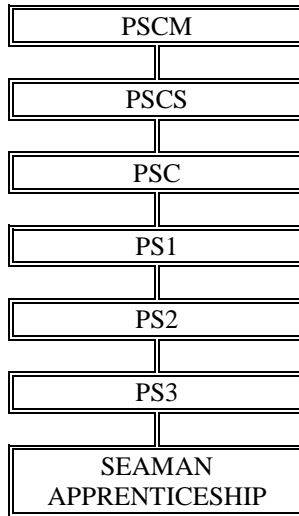
SCOPE OF RATING

Personnel Specialists (PS) maintain financial and electronic service records for active and reserve components; provide customer service to active and reserve members, retirees and dependents; prepare, audit, and verify military personnel and pay transaction documents; process and review military pay entitlements and deductions and perform related computations; prepare, verify and submit all pay and personnel documents resulting from Absent Without Official Leave (AWOL), Non-Judicial Punishment (NJP), and Court Martial; counsel personnel regarding permanent change of station (PCS), separation entitlements, and policies; determine transportation entitlements, prepare orders, arrange transportation, and compute allowances; prepare reenlistment and separation documentation; counsel personnel on education and training opportunities; order, prepare advancement worksheets, and administer Navy-wide advancement examinations; prepare routine naval correspondence and administrative naval messages; conduct pre-deployment and indoctrination briefs; manage Enlisted Distribution Verification Reports (EDVR) and optimal manning posture; monitor accession, contract, and quality control reports; verify security screening for enlistment qualification and special duty assignments; maintain leave and accounting records; prepare military payrolls; process and audit vouchers; maintain related fiscal records and prepare associated reports and returns; operate shipboard Automatic Data Processing (ADP) equipment associated with afloat pay delivery systems; and verify, issue, and maintain security of active, reserve, retired, and dependent identification cards.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 64.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories may be found in OPNAVINST 1420.1.

SPECIAL REQUIREMENTS

Member must not have been convicted or received punishment for any crime incident to larceny or fraud by a court-martial, Article 15, or by a civilian court within the previous 36 months for rating entry.

Members in the rating who are reduced in rate for mishandling funds, committing fraudulent acts, or theft involving government property shall not retain their designations in the rating. These cases will be under forced conversion per MILPERSMAN 1440-010.

CITIZENSHIP/SECURITY REQUIREMENTS

None.

PERFORMANCE TESTS

None.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

NEBC Job Title
Pay Clerk

NEBC Job Code
001127

Job Family
 Office and Administrative Support

NOC
 TBD

Short Title (30 Characters)
 PAY CLERK

Short Title (10 Characters)
 PAY CLERK

Pay Plan
 Enlisted

Career Field
 PS

Other Relationships and Rules
 Not applicable

Job Description

Pay Clerks are responsible to process travel claims for active and reserve components; process pay entitlements, deductions, payments, collections, and allotment requests; interpret publications and disseminate information to customers; review pay transactions; interpret Leave and Earnings Statements (LES), Master Military Pay Accounts (MMPA), and DoD pay and travel publications; prepare financial documents; and serve as collection agents, agent cashiers, or cash custodians.

DoD Relationship

Group Title **DoD Code**
 Combined Personnel and 152000
 Administration, General

O*NET Relationship

Occupation Title **SOC Code** **Job Family**
 Bookkeeping, Accounting, and 43-3031.00 Office and Administrative Support
 Auditing Clerks

Skills

Complex Problem Solving
Judgment and Decision Making
Reading Comprehension
Critical Thinking
Management of Personnel Resources
Mathematics
Coordination
Management of Material Resources
Monitoring
Management of Financial Resources

Abilities

Deductive Reasoning
Information Ordering
Inductive Reasoning
Written Comprehension
Mathematical Reasoning
Number Facility
Oral Expression
Memorization
Oral Comprehension
Perceptual Speed

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Transaction Online Processing System (TOPS) pay transactions

CORRESPONDENCE

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Maintain pay transaction tickler
E4	CORE	Prepare Overseas Tour Extension Incentive Program (OTEIP) requests

ELECTRONIC SERVICE RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Compute Pay Entry Base Date (PEBD) or Active Duty Service Dates (ADSD)
E4	CORE	Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)

FINANCIAL RECORDS AND REPORTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist on-site audits and cash verification teams
E4	CORE	Maintain disbursing office security
E4	CORE	Monitor local check cashing policies
E4	CORE	Prepare bank deposits
E4	CORE	Prepare Daily Agent Accountability Summaries (DD FORM 2665)
E4	CORE	Prepare Journal Vouchers (OPTIONAL FORM 1017-G)
E4	CORE	Prepare negotiable instrument endorsements (checks, money orders, etc)
E4	CORE	Prepare negotiable instrument letters of destruction

E4	CORE	Process collection and disbursement vouchers
E4	CORE	Process Pay Adjustment Authorizations (DD FORM 139)
E4	CORE	Reconcile on-site audits and cash verification team noted discrepancies
E4	CORE	Validate endorsements on negotiable instruments (checks, money orders, etc.)

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)

NAVY CASH

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Back-up Navy Cash systems
E4	CORE	Change Navy Cash card Personal Identification Numbers (PIN)
E4	CORE	Conduct Navy Cash card chip transactions
E4	CORE	Issue Navy Cash cards
E4	CORE	Operate Navy Cash card reader Point of Sale (POS) devices
E4	CORE	Perform Navy Cash system preventive equipment maintenance
E4	CORE	Process Navy Cash enrollments
E4	CORE	Submit Navy Cash system trouble calls
E4	CORE	Update Navy Cash account information

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Correct Defense Finance and Accounting Service (DFAS) rejections
E4	CORE	Process allotment authorizations
E4	CORE	Process pay entitlements and allowances (Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay)
E4	CORE	Process Selective Enlistment Bonus (SEB) entitlements
E4	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare receipt pay transactions
E4	CORE	Provide Permanent Change of Station (PCS) receipts counseling
E4	CORE	Reconcile Selective Enlistment Bonus (SEB)
E4	CORE	Verify Obligated Service (OBLISERV) completion
E4	CORE	Verify pay and allowance entitlements

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Process Annual Training (AT) entitlements
E4	CORE	Process Inactive Duty Training Travel (IDTT)
E4	CORE	Process reserve gains and losses

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	File separation documents
E4	CORE	Prepare separation pay worksheets
E4	CORE	Prepare separation worksheets
E4	CORE	Reconcile leave balances
E4	CORE	Verify involuntary separation pay eligibility and entitlements
E4	CORE	Verify leave balances
E4	CORE	Verify lump sum leave and correct days paid
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)
E4	CORE	Verify Master Military Pay Account (MMPA) status code changes
E4	CORE	Verify Non-Judicial Punishment (NJP) actions
E4	CORE	Verify suspended debts

TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Construct Permanent Change of Station (PCS) accounting data
E4	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E4	CORE	Reconcile Advance Pay Requests (DD FORM 2560)
E4	CORE	Reconcile Permanent Change of Station (PCS) accounting data

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Archive Integrated Automated Travel System (IATS) data files
E4	CORE	Construct separation accounting data
E4	CORE	Process Consecutive Overseas Tour (COT) travel entitlements
E4	CORE	Process Electronic Funds Transfer (EFT) forms
E4	CORE	Process evacuation orders
E4	CORE	Process shore patrol orders
E4	CORE	Process Temporary Lodging Allowances (TLA)
E4	CORE	Process Temporary Lodging Expense (TLE) claims
E4	CORE	Process travel advance requests
E4	CORE	Process travel liquidations for family members to bedside of seriously ill or injured
E4	CORE	Reconcile separation accounting data
E4	CORE	Reconcile travel claim overpayments
E4	CORE	Verify disbursements of travel payment postings
E4	CORE	Verify Electronic Funds Transfer (EFT) information

NEBC Job Title**Pay Supervisor****NEBC Job Code****001117****Job Family**

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

PAY SUPERVISOR

Short Title (10 Characters)

PAY SUPV

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

As required by job due to unavailability of a Postal Clerk: 3001

Job Description

Pay Supervisors oversee the functions of the Pay Clerk and are responsible for the operations of the travel and pay divisions for active and reserve components; verify or audit disbursing office financial reports and returns; reference DoD pay and travel publications (e.g., DoD Financial Management Regulations, Vol. 5, 7A, 9, Joint Federal Travel Regulations), regulations, procedures, and the pay and travel computer systems; audit pay and travel advances and liquidations; maintain financial records; verify, audit, and transmit pay documents; manage and update computerized publication and travel system changes; authorize pay systems access; destroy voided checks, cash negotiable instruments, and collections; distribute public funds, perform bank deposits, and account for foreign funds; manage the Navy Cash program; train travel and pay clerks; inform crewmembers on entitlement, deduction, and collection changes; and solve complex travel claims and pay problems.

DoD Relationship**Group Title**

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship**Occupation Title**

Accountants and Auditors

SOC Code

13-2011.00

Job Family

Business and Financial Operations

Skills*Judgment and Decision Making**Critical Thinking**Complex Problem Solving**Mathematics**Management of Financial Resources**Monitoring**Reading Comprehension**Management of Material Resources**Quality Control Analysis**Management of Personnel Resources***Abilities***Information Ordering**Deductive Reasoning**Number Facility**Mathematical Reasoning**Problem Sensitivity**Written Expression**Written Comprehension**Inductive Reasoning**Oral Expression**Perceptual Speed***AUTOMATED DATA PROCESSING (ADP) OPERATIONS****Paygrade**

E6

Task Type

CORE

Task Statements

Approve System Authorization Access Requests (SAAR) (DD FORM 2875) for pay systems

E6

NON-CORE

Assign Transaction Online Processing System (TOPS) pay transactions

CORRESPONDENCE**Paygrade**

E5

Task Type

CORE

Task Statements

Certify pay transaction ticklers

FINANCIAL RECORDS AND REPORTS**Paygrade**

E4

Task Type

CORE

Task Statements

Assist on-site audits and cash verification teams

E5

CORE

Audit cash on hand

E5

CORE

Audit collection and disbursement vouchers

E5

CORE

Audit financial returns

E5

CORE

Audit Returned and Undeliverable Check/Bond Records (DD FORM 2658)

E5

CORE

Balance Foreign Currency Control Records (DD FORM 2663)

E5

CORE

Balance Statement of Accountability (Standard Form 1219)

E5

CORE

Certify disbursing accounts and reports

E5

CORE

Inventory treasury checks

E5

CORE

Maintain Activity Security Checklist (Standard Form 701)

E4

CORE

Maintain disbursing office security

E5	CORE	Maintain imprest funds
E5	NON-CORE	Maintain key logs
E5	CORE	Maintain Limited Depository Accounts (LDA)
E5	CORE	Maintain security access logs
E5	CORE	Maintain Statement of Deposit Activity (SODA) records
E4	CORE	Monitor local check cashing policies
E5	CORE	Prepare disbursing officer commencement or relieving letters
E5	CORE	Prepare financial returns for submission to Defense Finance and Accounting Service (DFAS) site
E4	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E5	CORE	Prepare Statement of Accountability (Standard Form 1219)
E4	CORE	Prepare Voucher and Schedule of Withdrawals and Credits (Standard Form 1081)
E4	CORE	Process collection and disbursement vouchers
E5	CORE	Process foreign disbursing quarterly reports for Defense Finance and Accounting Service (DFAS)
E5	CORE	Process foreign funds received
E5	CORE	Process Month End Check Issue Summaries (Standard Form 1179)
E5	CORE	Process treasury checks
E5	CORE	Reconcile bank deposit and debit vouchers
E5	CORE	Reconcile collection and disbursing voucher logs
E5	CORE	Reconcile Daily Agent Accountability Summary (DD FORM 2665)
E5	CORE	Safeguard financial records
E4	CORE	Validate endorsements on negotiable instruments (checks, money orders, etc.)
E5	CORE	Validate on-site audits and cash verification team noted discrepancies
E5	CORE	Verify authorization to hold cash at personal risk
E5	CORE	Verify central site feedback reports
E5	CORE	Verify letters of authority
E6	CORE	Verify Pay Record Access (PRA) records
E5	CORE	Verify safekeeping deposits

NAVY CASH

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit Navy Cash accounts
E5	CORE	Audit Navy Cash reports
E5	NON-CORE	Certify Navy Cash reports
E5	CORE	Change Navy Cash system server nodes
E5	CORE	Close Navy Cash accounts
E5	CORE	Close-out Navy Cash visitor cards
E6	CORE	Inventory Navy Cash cards
E5	CORE	Issue Navy Cash card reader Point of Sale (POS) devices
E5	CORE	Maintain daily Navy Cash transaction ledgers
E5	CORE	Maintain Navy Cash system refund logs
E5	CORE	Manually close-out Navy Cash systems
E5	NON-CORE	Order Navy Cash cards
E5	CORE	Process Navy Cash refunds
E5	CORE	Process unmatched chip to chip transactions
E5	CORE	Reconcile Navy Cash negative balance lists

E5	CORE	Reconcile Safe Audit Summary Reports (SASR) to Daily Statements of Accountability (DD FORM 2657)
E5	NON-CORE	Resolve Navy Cash equipment, devices, and system casualties
E5	CORE	Update merchant accounts to Navy Cash system
E5	CORE	Validate Card Accepting Device (CAD) transactions
E5	CORE	Verify Navy Cash connectivity (End of the Day (EOD), shore report)
E5	CORE	Verify vending machine status in the Navy Cash disbursing application

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports
E5	CORE	Audit pay accounts
E6	CORE	Audit pay transaction reports
E6	CORE	Authorize daily Electronic Funds Transfer (EFT) input request reliance menu (JPBX) payments via the Master Military Pay Account (MMPA)
E6	CORE	Authorize pay entitlements and allowances
E5	CORE	Certify advance pay
E5	CORE	Certify eligibility of Overseas Tour Extension Incentive Program (OTEIP) requests
E5	CORE	Certify pay accounts
E5	CORE	Certify Record of Unauthorized Absence (NAVPERS FORM 1070/606) adjustments
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E5	CORE	Process waivers of indebtedness
E6	CORE	Reconcile Pay Record Access (PRA) accounts
E5	NON-CORE	Submit adoption reimbursement and leave allowance documents
E6	NON-CORE	Verify MYPAY trusted agents

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit temporary pay accounts
E6	CORE	Certify Selective Enlistment Bonus (SEB)
E5	NON-CORE	Facilitate Command Indoctrination (INDOC) training

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)
E5	CORE	Verify Selective Reenlistment Bonus (SRB) computations

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Authorize Individual Duty Training (IDT) entitlements
E5	CORE	Certify Individual Duty Training (IDT) entitlements
E5	CORE	Maintain Individual Duty Training (IDT) reports and retains
E5	CORE	Manage Individual Duty Training (IDT) program
E5	CORE	Process Active Duty for Special Work (ADSW) entitlements
E5	CORE	Process Active Duty for Training (ADT) entitlements
E4	CORE	Process Annual Training (AT) entitlements
E6	CORE	Process Individual Duty Training (IDT) entitlements

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Certify final pay after separation
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit travel claims
E5	CORE	Authenticate travel advance
E6	CORE	Certify official travel documents
E5	CORE	Certify travel advances
E5	CORE	Counsel service members on circuitous travel entitlements
E5	CORE	Counsel service members on Continental United States (CONUS) travel entitlements for children attending institutes of higher education from and to overseas locations
E5	NON-CORE	Manage Temporary Additional Duty Target (TADTAR) funds
E5	CORE	Process Early Returns of Dependents (ERD) from overseas locations
E5	CORE	Process non-Government Travel Charge Card (GTCC) travel advances
E5	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E6	CORE	Release claims to Defense Finance and Accounting Service (DFAS)
E5	CORE	Track travel claim submissions and liquidations
E5	CORE	Verify collection of travel claim overpayments
E6	CORE	Verify waiver claims for erroneous travel payments

NEBC Job Title

Pay Manager

NEBC Job Code

001122

Job Family

Business and Financial Operations

NOC

TBD

Short Title (30 Characters)

PAY MANAGER

Short Title (10 Characters)

PAY MGR

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

As assigned to Job

Job Description

Pay Managers oversee the functions of the Pay Clerk and Pay Supervisor for active and reserve components; maintain overall responsibility of pay and travel divisions; certify or authorize all pay, travel, and financial documents; and respond to official inquiries.

DoD Relationship

Group Title

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship

Occupation Title

Auditors

SOC Code

13-2011.02

Job Family

Business and Financial Operations

Skills

Judgment and Decision Making

Complex Problem Solving

Critical Thinking

Mathematics

Management of Financial Resources

Monitoring

Management of Material Resources

Quality Control Analysis

Reading Comprehension

Coordination

Abilities

Information Ordering

Deductive Reasoning

Number Facility

Mathematical Reasoning

Written Comprehension

Written Expression

Inductive Reasoning

Perceptual Speed

Selective Attention

UNASSIGNED

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade

E7

Task Type

CORE

Task Statements

Maintain Defense Travel System (DTS) account access security forms

E7

CORE

Maintain System Authorization Access Request (SAAR) (DD FORM 2875) account access security forms

CORRESPONDENCE

Paygrade

E7

Task Type

CORE

Task Statements

Certify pay correspondence

E5

NON-CORE

Prepare letters of authority

FINANCIAL RECORDS AND REPORTS

Paygrade

E4

Task Type

CORE

Task Statements

Assist on-site audits and cash verification teams

E7

CORE

Audit Activity Security Checklist (Standard Form 701)

E7

CORE

Audit bank deposits and debit vouchers

E5

CORE

Audit cash on hand

E5

CORE

Audit collection and disbursement vouchers

E7

CORE

Audit Daily Agent Accountability Summary (DD FORM 2665) data

E7

CORE

Audit disbursement and collection Voucher Control Logs (DD FORM 2659)

E7

CORE

Audit disbursing accounts and reports

E5

CORE

Audit financial returns

E7

CORE

Audit Foreign Currency Control Records (DD FORM 2663)

E7

CORE

Audit foreign currency transactions

E7

CORE

Audit negotiable instrument endorsements

E7

CORE

Audit on-site audits and cash verification team noted discrepancies

E5	CORE	Audit Returned and Undeliverable Check/Bond Records (DD FORM 2658)
E7	CORE	Audit Statement of Accountability (Standard Form 1219)
E5	CORE	Balance Foreign Currency Control Records (DD FORM 2663)
E5	CORE	Balance Statement of Accountability (Standard Form 1219)
E7	CORE	Certify on-site audits and cash verification team noted discrepancies
E7	CORE	Certify Statement of Accountability (Standard Form 1219)
E5	CORE	Inventory treasury checks
E5	CORE	Maintain Activity Security Checklist (Standard Form 701)
E5	CORE	Maintain imprest funds
E5	NON-CORE	Maintain key logs
E5	CORE	Maintain Limited Depository Accounts (LDA)
E5	CORE	Maintain security access logs
E5	CORE	Maintain Statement of Deposit Activity (SODA) records
E5	CORE	Manage retention and disposition of financial records
E4	CORE	Prepare bank deposits
E4	CORE	Prepare Daily Agent Accountability Summaries (DD FORM 2665)
E5	CORE	Prepare financial returns for submission to Defense Finance and Accounting Service (DFAS) site
E4	CORE	Prepare negotiable instrument letters of destruction
E4	CORE	Prepare Pay Adjustment Authorizations (DD FORM 139)
E5	CORE	Prepare Statement of Accountability (Standard Form 1219)
E5	CORE	Process foreign disbursing quarterly reports for Defense Finance and Accounting Service (DFAS)
E5	CORE	Process foreign funds received
E5	CORE	Process Month End Check Issue Summaries (Standard Form 1179)
E5	CORE	Process treasury checks
E5	CORE	Reconcile bank deposit and debit vouchers
E5	CORE	Reconcile collection and disbursing voucher logs
E5	CORE	Reconcile Daily Agent Accountability Summary (DD FORM 2665)
E7	NON-CORE	Respond to official inquiries (DFAS, advise of errors, IG, BCNR, etc.)
E5	CORE	Safeguard financial records
E4	CORE	Validate endorsements on negotiable instruments (checks, money orders, etc.)
E7	CORE	Validate foreign disbursing quarterly reports
E5	CORE	Verify authorization to hold cash at personal risk
E5	CORE	Verify central site feedback reports
E5	CORE	Verify letters of authority

NAVY CASH

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit Navy Cash agents
E5	CORE	Close-out Navy Cash visitor cards
E7	CORE	Manage Navy Cash system user access
E5	CORE	Manually close-out Navy Cash systems
E5	NON-CORE	Order Navy Cash cards
E5	CORE	Process unmatched chip to chip transactions
E7	CORE	Reset Navy Cash system passwords
E5	NON-CORE	Resolve Navy Cash equipment, devices, and system casualties
E5	CORE	Validate Card Accepting Device (CAD) transactions

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit daily Electronic Funds Transfer (EFT) input request reliance menu (JPBX) payments via the Master Military Pay Account (MMPA)
E5	CORE	Audit leave accounting records and reports
E5	CORE	Audit pay accounts
E6	CORE	Audit pay transaction reports
E6	CORE	Authorize daily Electronic Funds Transfer (EFT) input request reliance menu (JPBX) payments via the Master Military Pay Account (MMPA)
E6	CORE	Authorize pay entitlements and allowances
E5	CORE	Certify Record of Unauthorized Absence (NAVPERS FORM 1070/606) adjustments
E5	CORE	Process waivers of indebtedness
E6	CORE	Reconcile Pay Record Access (PRA) accounts

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Authorize Individual Duty Training (IDT) entitlements

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit final separation pay
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage Government Travel Charge Card (GTCC) programs
E5	NON-CORE	Manage Temporary Additional Duty Target (TADTAR) funds
E6	CORE	Release claims to Defense Finance and Accounting Service (DFAS)
E6	CORE	Track Consecutive Overseas Tour (COT) travel entitlements

NEBC Job Title

Personnel Clerk

NEBC Job Code

001665

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PERSONNEL CLERK

Short Title (10 Characters)

PERS CLK

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

Not applicable

Job Description

Personnel Clerks are responsible to process personnel documents for active and reserve components; verify and maintain electronic service records (ESR); counsel personnel regarding travel entitlements and procedures, reenlistment, separation, education and training; prepare administrative naval messages; maintain accession, contracts, leave accounting logs, and quality control reports; issue ID cards; and assist completion of security screening for enlistment qualification.

DoD Relationship

Group Title

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship

Occupation Title

Office Clerks, General

SOC Code

43-9061.00

Job Family

Office and Administrative Support

Skills

Reading Comprehension

Judgment and Decision Making

Complex Problem Solving

Management of Personnel Resources

Critical Thinking

Writing

Speaking

Coordination

Active Learning

Management of Material Resources

Abilities

Deductive Reasoning

Information Ordering

Written Comprehension

Inductive Reasoning

Oral Expression

Memorization

Written Expression

Mathematical Reasoning

Number Facility

Category Flexibility

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade

E4

Task Type

CORE

Task Statements

Process Transaction Online Processing System (TOPS) personnel transactions

CORRESPONDENCE

Paygrade

E4

Task Type

CORE

Task Statements

Correct sea duty and shore duty commencement dates

E4

CORE

Draft special duty assignment messages

E4

CORE

Maintain personnel transaction ticklers

E4

CORE

Prepare muster reports

E4

CORE

Prepare Overseas Tour Extension Incentive Program (OTEIP) requests

E4

NON-CORE

Prepare statement of service documents

EDUCATION SERVICES

Paygrade

E4

Task Type

CORE

Task Statements

Prepare advancement eligibility listings

E4

CORE

Prepare Page 13 (Administrative Remarks, NAVPERS FORM 1070/613)

E4

CORE

Verify Time in Rate (TIR) dates

ELECTRONIC SERVICE RECORDS

Paygrade

E4

Task Type

CORE

Task Statements

Compute Pay Entry Base Date (PEBD) or Active Duty Service Dates (ADSD)

E4

CORE

Process Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)

E4

CORE

Process Electronic Service Record (ESR) entries

E4	CORE	Process Family Servicemembers' Group Life Insurance (FSGLI) documents (SGLV 8286A)
E4	CORE	Process name change requests
E4	CORE	Process Servicemembers' Group Life Insurance (SGLI) documents (SGLV 8286)
E4	CORE	Verify dual military member spouse enrollment in Defense Enrollment Eligibility Reporting System (DEERS)

FINANCIAL RECORDS AND REPORTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist on-site audits and cash verification teams

IDENTIFICATION DATA (ID) CARDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Annotate invalid Common Access Cards (CAC)
E4	CORE	Counsel Common Access Card (CAC) recipients on Public and Private Key Infrastructure (PKI)
E4	CORE	Counsel non-Common Access Card (CAC) identification card (TESLIN) recipients
E4	CORE	Document identification credentials in Defense Enrollment Eligibility Reporting System (DEERS)
E4	CORE	Issue Common Access Cards (CAC)
E4	CORE	Issue non-Common Access Card (CAC) identification cards (TESLIN)
E4	CORE	Prepare Uniformed Services Identification Card forms (DD FORM 1172)
E4	CORE	Process suspended privileges correspondence within Defense Enrollment Eligibility Reporting System (DEERS)

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare Record of Unauthorized Absence (NAVPERS FORM 1070/606)
E4	CORE	Process appellate leave
E4	CORE	Process Court Memorandums (NAVPERS FORM 1070/607)
E4	CORE	Process declaration of desertion
E4	CORE	Process Deserter or Absentee Wanted by Armed Forces (DD FORM 553)
E4	CORE	Reconcile Record of Unauthorized Absence (NAVPERS FORM 1070/606)

MANNING AND MANPOWER

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Draft failed to report messages
E4	CORE	Prepare sailing diaries
E4	NON-CORE	Track Individual Personnel Tempo Program (ITEMPO)

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assign Leave Control Numbers (LCN)
E4	CORE	Correct Defense Finance and Accounting Service (DFAS) rejections
E4	CORE	Prepare pay entitlement and allowances documents (Career Sea Pay Premium (CSPP), Special Duty Incentive Pay (SDIP), special pay, etc.)
E4	CORE	Process allotment authorizations

E4	CORE	Process pay entitlements and allowances (Career Sea Pay Premium (CSPP), Sea Duty Incentive Pay (SDIP), special pay)
E4	CORE	Process Selective Enlistment Bonus (SEB) entitlements
E4	CORE	Verify member Career Sea Pay Premium (CSPP) eligibility

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Prepare receipt pay transactions
E4	CORE	Provide Permanent Change of Station (PCS) receipts counseling
E4	CORE	Verify Obligated Service (OBLISERV) completion
E4	CORE	Verify pay and allowance entitlements

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Complete Electronic Service Records (ESR) close-out upon re-enlistment
E4	CORE	Prepare Agreement to Extend Enlistment (NAVPERS FORM 1070/621)
E4	CORE	Prepare Agreement to Recall or Extend Active Duty (NAVPERS FORM 1070/622)
E4	CORE	Prepare reenlistment contracts (Immediate Reenlistment Contract, NAVPERS FORM 1070/601)
E4	CORE	Process conditional Selective Reenlistment Bonus (SRB)
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Authenticate Request for Conditional Release (DD FORM 368)
E4	CORE	Manage Mobilization Assignment Status (MAS) codes
E4	CORE	Prepare mobilization and demobilization documents
E4	CORE	Process reserve gains and losses
E4	NON-CORE	Process reserve point correspondence
E4	CORE	Process respite absences

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	File separation documents
E4	CORE	Prepare Certificate of Release or Discharge from Active Duty (DD FORM 214)
E4	CORE	Prepare Correction to Certificate of Release or Discharge from Active Duty (DD FORM 215)
E4	CORE	Prepare Data for Payment of Retired Personnel (DD Form 2656) and applicable Survivor Benefit Plan (SBP) election forms
E4	NON-CORE	Prepare discharge and fleet reserve certificates
E4	CORE	Prepare health records for mailing
E4	CORE	Prepare Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)
E4	CORE	Prepare Separation Travel Orders (NAVPERS FORM 1900/2)
E4	CORE	Process Certificates of Release or Discharge from Active Duty (DD Form 214/215)
E4	CORE	Verify leave balances
E4	CORE	Verify lump sum leave and correct days paid
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

E4	CORE	Verify Master Military Pay Account (MMPA) status code changes
E4	CORE	Verify Non-Judicial Punishment (NJP) actions
E4	CORE	Verify obligated service for transfer to fleet reserve
E4	CORE	Verify obligation requirements to the Individual Ready Reserve (IRR)

TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Construct Permanent Change of Station (PCS) accounting data
E4	CORE	Draft dependent and family entry approval messages
E4	CORE	Draft dependent or family entry approval requests
E4	CORE	Perform counseling on Permanent Change of Station (PCS) transfers
E4	CORE	Prepare Advance Pay Requests (DD FORM 2560)
E4	CORE	Prepare Standard Transfer Orders (STO)
E4	CORE	Prepare Transfer Information Sheets (TIS)
E4	CORE	Process agreement to extend for Obligated Service (OBLISERV) requirements
E4	CORE	Process special duty screenings
E4	CORE	Reconcile Advance Pay Requests (DD FORM 2560)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	NON-CORE	Archive Integrated Automated Travel System (IATS) data files
E4	CORE	Authenticate advance travel of dependents
E4	CORE	Authenticate Medical Evacuation (MEDIVAC) orders
E4	CORE	Construct separation accounting data
E4	CORE	Prepare advance travel of dependents
E4	CORE	Prepare dependent transportation requests
E4	CORE	Prepare Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) requests
E4	NON-CORE	Prepare escort of remains orders
E4	CORE	Prepare funded emergency leave requests
E4	CORE	Prepare Medical Evacuation (MEDIVAC) orders
E4	CORE	Process Consecutive Overseas Tour (COT) travel entitlements
E4	CORE	Process delayed travel of dependents
E4	CORE	Process evacuation orders
E4	CORE	Process funded emergency leave requests
E4	CORE	Process North American Treaty Organization (NATO) travel orders
E4	CORE	Process Passenger Reservation Requests (PRR)
E4	CORE	Process shore patrol orders
E4	CORE	Process Temporary Lodging Allowances (TLA)
E4	CORE	Process Temporary Lodging Expense (TLE) claims
E4	CORE	Process travel advance requests
E4	CORE	Process travel liquidations for family members to bedside of seriously ill or injured
E4	CORE	Verify disbursements of travel payment postings
E4	CORE	Verify Electronic Funds Transfer (EFT) information

NEBC Job Title

Personnel Supervisor

NEBC Job Code

001677

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PERSONNEL SUPERVISOR

Short Title (10 Characters)

PERS SUP

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

As assigned to Job

Job Description

Personnel Supervisors oversee the functions of the personnel clerk and are responsible for the operations of the personnel offices and programs for active and reserve components; audit pay transactions and personnel documents; verify electronic service record (ESR) entries; manage Educational Service Office (ESO); authorize personnel systems access; manage Command Pay/Personnel Administrative Support System (PASS) Coordinator (CPC) program; manage Defense Enrollment Eligibility Reporting System (DEERS) and ID card entries; conduct pre-deployment briefs; maintain Enlisted Distribution Verification Reports (EDVR); and conduct counseling regarding pay and personnel issues.

DoD Relationship

Group Title

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship

Occupation Title

First-Line Supervisors/Managers of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

Skills

Judgment and Decision Making

Complex Problem Solving

Critical Thinking

Reading Comprehension

Coordination

Management of Material Resources

Active Learning

Management of Personnel Resources

Speaking

Time Management

Abilities

Deductive Reasoning

Information Ordering

Written Comprehension

Written Expression

Inductive Reasoning

Mathematical Reasoning

Number Facility

Oral Expression

Problem Sensitivity

Category Flexibility

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade

Task Type

Task Statements

E6	CORE	Approve System Authorization Access Requests (SAAR) (DD FORM 2875) for pay systems
E6	CORE	Approve System Authorization Access Requests (SAAR) (DD FORM 2875) for personnel systems
E6	NON-CORE	Assign Transaction Online Processing System (TOPS) pay transactions
E6	NON-CORE	Assign Transaction Online Processing System (TOPS) personnel transactions
E6	CORE	Establish command-view access to Electronic Service Records (ESR)
E6	CORE	Establish command-view access to Navy Standard Integrated Personnel System (NSIPS)
E5	NON-CORE	Install Real-time Automated Personnel Identification System (RAPIDS) software
E5	CORE	Maintain Relational Administrative Data Management System (R-ADM)
E6	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) afloat accounts
E6	CORE	Manage Navy Standard Integrated Personnel and Pay System (NSIPS) web accounts

CORRESPONDENCE

Paygrade

Task Type

Task Statements

E6	CORE	Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications
E4	CORE	Draft special duty assignment messages
E4	CORE	Maintain personnel transaction ticklers

E4	CORE	Prepare Delay in Reporting messages
E6	CORE	Release Delay in Reporting messages
E5	CORE	Validate personnel transaction ticklers

EDUCATION SERVICES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Counsel personnel on advancement requirements
E5	CORE	Determine Command Advancement Program (CAP) quotas from Billets Authorized (BA)
E5	CORE	Draft advancement recommendation withdrawal messages and correspondence
E6	CORE	Order advancement examinations
E6	CORE	Order substitute advancement examinations
E6	CORE	Prepare advancement examination correspondence
E6	CORE	Verify advancement worksheets
E5	CORE	Verify enlisted programs eligibility requirements
E5	CORE	Verify service school and rating eligibility

ELECTRONIC SERVICE RECORDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Certify Dependency Application and Record of Emergency Data (NAVPERS FORM 1070/602)
E5	CORE	Certify Electronic Service Record (ESR) entries

FINANCIAL RECORDS AND REPORTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist on-site audits and cash verification teams
E5	CORE	Safeguard financial records

IDENTIFICATION DATA (ID) CARDS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Document identification credentials in Defense Enrollment Eligibility Reporting System (DEERS)
E5	NON-CORE	Forward inventoried invalid Common Access Cards (CAC) to site security manager
E6	CORE	Mail invalid Common Access Cards (CAC) to Defense Manpower Data Center (DMDC)
E5	NON-CORE	Maintain operation of Real-time Automated Personnel Identification System (RAPIDS) equipment
E6	CORE	Manage identification cardstock inventories (Common Access Cards (CAC) and TESLIN)
E5	NON-CORE	Reconcile invalid Common Access Card (CAC) inventories
E5	NON-CORE	Secure invalid Common Access Cards (CAC)
E4	CORE	Suspend privileges within Defense Enrollment Eligibility Reporting System (DEERS)
E6	CORE	Verify compliance with Real-time Automated Personnel Identification System (RAPIDS) security requirements

LEGAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Authenticate Deserter or Absentee Wanted by Armed Forces (DD FORM 553) data

MANNING AND MANPOWER

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Correct Enlisted Distribution Verification Reports (EDVR) discrepancies
E6	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E5	CORE	Create Personnel and Manning Activity Report (PERSMAR)
E6	CORE	Prepare Activity Manpower Document (AMD) change requests
E5	CORE	Prepare availability reports
E5	CORE	Process Billet Sequence Code (BSC) change requests
E6	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E5	CORE	Review availability reports
E5	CORE	Validate Duty Navy Enlisted Code (DNEC) change requests
E6	CORE	Verify Enlisted Distribution Verification Reports (EDVR)
E6	CORE	Verify expired gain events
E6	CORE	Verify expired loss events
E6	NON-CORE	Verify Officer Distribution Control Reports (ODCR)
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports
E6	CORE	Audit pay transaction reports
E5	CORE	Authenticate eligibility of Overseas Tour Extension Incentive Program (OTEIP)
E5	CORE	Certify advance pay
E5	CORE	Certify eligibility of Overseas Tour Extension Incentive Program (OTEIP) requests
E5	CORE	Certify Record of Unauthorized Absence (NAVPERS FORM 1070/606) adjustments
E5	CORE	Process Court Memorandum (NAVPERS 1070/607) adjustments
E5	NON-CORE	Submit adoption reimbursement and leave allowance documents

RECEIPTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify Selective Enlistment Bonus (SEB)
E5	NON-CORE	Facilitate Command Indoctrination (INDOC) training

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Complete Electronic Service Records (ESR) close-out upon re-enlistment
E5	CORE	Verify Agreement to Extend Enlistment (NAVPERS FORM 1070/621) documents
E5	CORE	Verify Agreement to Recall or Extend Active Duty (NAVPERS FORM 1070/622) documents
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)
E5	CORE	Verify reenlistment contracts (Immediate Reenlistment Contract, NAVPERS FORM 1070/601)
E5	CORE	Verify Selective Reenlistment Bonus (SRB) computations

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain Individual Duty Training (IDT) reports and retains
E5	CORE	Manage Individual Duty Training (IDT) program
E6	CORE	Manage reserve program accessions

E5	NON-CORE	Update Reserve Unit Assignment Document (RUAD)
E5	CORE	Validate mobilization and demobilization documents
E5	CORE	Verify Request for Conditional Release (DD FORM 368)

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Certify Certificate of Release or Discharge from Active Duty (DD FORM 214) data
E5	CORE	Certify Correction to Certificate of Release or Discharge from Active Duty (DD FORM 215) data
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

TRANSFERS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Validate overseas assignment screenings
E6	CORE	Validate special duty screenings

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Authenticate advance travel of dependents
E6	CORE	Authenticate Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) requests
E4	CORE	Authenticate Medical Evacuation (MEDIVAC) orders
E5	CORE	Authenticate travel advance
E6	CORE	Certify Consecutive Overseas Tour (COT) travel entitlements
E5	NON-CORE	Certify Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) entitlements
E6	CORE	Certify official travel documents
E5	CORE	Counsel service members on circuitous travel entitlements
E5	CORE	Counsel service members on Continental United States (CONUS) travel entitlements for children attending institutes of higher education from and to overseas locations
E5	NON-CORE	Manage Temporary Additional Duty Target (TADTAR) funds
E4	CORE	Prepare requests for delayed travel of dependents
E4	CORE	Process delayed travel of dependents
E6	CORE	Process Personnel Routing Instructions (PRI)
E5	CORE	Process Temporary Additional Duty (TEMADD) requests and orders
E5	CORE	Track travel claim submissions and liquidations
E6	CORE	Verify waiver claims for erroneous travel payments

NEBC Job Title

Personnel Manager

NEBC Job Code

001682

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

PERSONNEL MANAGER

Short Title (10 Characters)

PERS MGR

Pay Plan

Enlisted

Career Field

PS

Other Relationships and Rules

As assigned to Job

Job Description

Personnel Managers oversee the functions of the personnel clerk and personnel supervisor for active and reserve components; maintain overall responsibility of personnel divisions; certify all personnel documents and correspondence; administer Educational Service Office (ESO) programs; and respond to official inquiries.

DoD Relationship

Group Title

Combined Personnel and Administration, General

DoD Code

152000

O*NET Relationship

Occupation Title

First-Line Supervisors/Managers of Office and Administrative Support Workers

SOC Code

43-1011.00

Job Family

Office and Administrative Support

Skills

Judgment and Decision Making

Critical Thinking

Complex Problem Solving

Management of Material Resources

Monitoring

Reading Comprehension

Coordination

Management of Personnel Resources

Time Management

Writing

Abilities

Deductive Reasoning

Information Ordering

Written Comprehension

Inductive Reasoning

Written Expression

Selective Attention

Mathematical Reasoning

Perceptual Speed

Number Facility

Problem Sensitivity

AUTOMATED DATA PROCESSING (ADP) OPERATIONS

Paygrade

Task Type

Task Statements

E7

CORE

Maintain Defense Travel System (DTS) account access security forms

E7

CORE

Maintain System Authorization Access Request (SAAR) (DD FORM 2875) account access security forms

CORRESPONDENCE

Paygrade

Task Type

Task Statements

E7

CORE

Authenticate personnel correspondence

E6

CORE

Certify Authorization To Apply For A "No-Fee" Passport and/or Request for Visa (DD FORM 1056) applications

E4

CORE

Maintain personnel transaction ticklers

E5

NON-CORE

Prepare letters of authority

EDUCATION SERVICES

Paygrade

Task Type

Task Statements

E7

CORE

Administer Navy-wide advancement examinations

E7

CORE

Destroy advancement examinations

E5

CORE

Draft advancement recommendation withdrawal messages and correspondence

E7

CORE

Inventory advancement examinations

E6

CORE

Order advancement examinations

E6

CORE

Order substitute advancement examinations

E7

CORE

Transfer Navy-wide advancement examinations

E7

CORE

Validate Navy-wide advancement examination returns

E6

CORE

Verify advancement worksheets

FINANCIAL RECORDS AND REPORTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Assist on-site audits and cash verification teams
E7	NON-CORE	Respond to official inquiries (DFAS, advise of errors, IG, BCNR, etc.)

MANNING AND MANPOWER

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Create Enlisted Manning Inquiry Reports (EMIRS)
E6	CORE	Prepare Activity Manpower Document (AMD) change requests
E6	CORE	Process Personnel and Manning Activity Reports (PERSMAR)
E5	CORE	Review availability reports
E7	CORE	Validate Billet Sequence Code (BSC) change requests
E7	CORE	Validate Enlisted Manning Inquiry Reports (EMIRS)
E7	CORE	Validate Personnel and Manning Activity Report (PERSMAR)
E6	CORE	Verify Special Duty Assignment Pay (SDAP) recertifications

PAYS AND ALLOWANCES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit leave accounting records and reports
	E7	CORE Authenticate leave accounting records and reports
E5	CORE	Certify Record of Unauthorized Absence (NAVPERS FORM 1070/606) adjustments

REENLISTMENTS AND EXTENSIONS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Verify Enlisted Active Obligated Service (EAOS) postings to the Master Military Pay Account (MMPA)

RESERVES

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Manage reserve program accessions

SEPARATIONS AND RETIREMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Certify separation and retirement documentation
E4	CORE	Verify Master Military Pay Account (MMPA) separation transactions (Format Identifier E503, etc.)

TRAVEL AND TRANSPORTATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Certify Consecutive Overseas Tour (COT) travel entitlements
E5	NON-CORE	Certify Environmental Morale Leave (EML) and Family Environmental Morale Leave (FEML) entitlements
E6	CORE	Manage Government Travel Charge Card (GTCC) programs
E5	NON-CORE	Manage Temporary Additional Duty Target (TADTAR) funds
E6	CORE	Process Personnel Routing Instructions (PRI)
E6	CORE	Track Consecutive Overseas Tour (COT) travel entitlements

CHAPTER 47



LOGISTICS SPECIALIST (LS)

NAVPERS 18068-47B

CH-73

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LOGISTICS SPECIALIST (LS)

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
LOGISTICS SPECIALIST (LS)



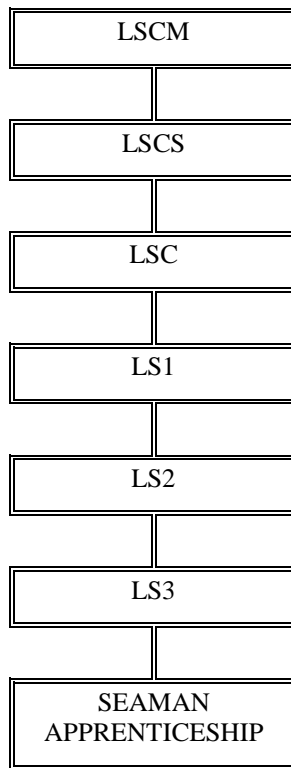
SCOPE OF RATING

Logistics Specialists (LS) provide diverse logistics and accounting support in a global setting to aviation, surface, subsurface, and expeditionary forces; order, receive, inspect, stow, preserve, package, ship, and issue materials and cargo; operate Navy Post Offices; account for government materials; and prepare and maintain required forms, records, correspondence, reports, and files.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 47.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Postal Clerk****Job Code****001637****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

POSTAL CLERK

Short Title (14 Characters)

POSTAL CLERK

Pay Plan

Enlisted

Career Field

LS

Other Relationships and Rules

NEC 3001

Job Description

Postal Clerks manage Navy Post Offices, afloat and ashore; process and dispatch all classes of mail and parcel post; direct and route the transportation of mail; prepare and maintain postal records and reports; interact with United States Postal Service and Department of Defense automated systems; and process postal customer service transactions.

DoD Relationship**Group Title**

Postal

DoD Code

155400

O*NET Relationship**Occupation Title**Mail Clerks and Mail Machine
Operators, Except Postal Service**SOC Code**

43-9051.00

Job FamilyOffice and Administrative
Support**Skills***Judgment and Decision Making**Monitoring**Quality Control Analysis**Service Orientation**Complex Problem Solving**Mathematics**Operation and Control**Critical Thinking**Management of Material Resources**Reading Comprehension***Abilities***Deductive Reasoning**Inductive Reasoning**Written Comprehension**Problem Sensitivity**Written Expression**Information Ordering**Number Facility**Speed of Closure**Mathematical Reasoning**Oral Expression***ADMINISTRATION****Paygrade****Task Type****Task Statements**

E4

CORE

Assign individual mail boxes

E7

CORE

Collect afloat meter finance data

E4

CORE

Input accountable mail

E7

CORE

Input afloat meter finance data

E4

CORE

Input Irregularities in Makeup and Dispatch of Mail (DD Form 2273)

E4

CORE

Input nested retro-grade customs required mail

E4

CORE

Maintain files (e.g. expenditure invoices, fuel files, inventory records, postal, etc.)

E6

CORE

Maintain post office key control program

E7

CORE

Maintain postal Standard Operating Procedures (SOP)

E5

CORE

Manage mail orderly program

E6

CORE

Prepare Designation/Termination MPC-FPC-COPE-PFO (DD Form 2257)

E4

CORE

Prepare manifold dispatch bills

E4

CORE

Prepare Registered Mail - Balance and Inventory (DD Form 2261)

E4

CORE

Process customs endorsements

E5

CORE

Process postal claims and inquiries

E4

NON-CORE

Provide customer service

E5

CORE

Report accountable equipment inventory (PS Form 1590)

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Report postal offenses
E5	CORE	Requisition Mail Transportation Equipment (MTE)
E7	CORE	Submit Postal Net Alerts (PNA)
E5	CORE	Update Military Post Office (MPO) profiles in Automated Military Postal System (AMPS)
E4	CORE	Validate official mail
E7	CORE	Verify Automated Military Postal System (AMPS) information
E4	CORE	Verify country restrictions
E4	CORE	Verify Fleet, Army, and Diplomatic Post Office (FPO/APO/DPO) restrictions
E6	CORE	Verify Registered Mail - Balance and Inventory (DD Form 2261)
E4	CORE	Verify United States Postal Service (USPS) Customs Declarations (PS Form 2976)

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Application for Refund of Fees, Products and Withdrawal of Customer Accounts (PS Form 3533)
E7	CORE	Approve Daily Financial Reports (PS Form 1412)
E5	CORE	Prepare Application for Refund of Fees, Products and Withdrawal of Customer Accounts (PS Form 3533)
E5	CORE	Prepare Daily Financial Reports (PS Form 1412)
E5	CORE	Prepare stamp and money order requisitions (PS Form 17)
E4	CORE	Process money order transactions
E4	CORE	Process postage meter transactions
E4	CORE	Process postal customer service transactions
E5	CORE	Verify postage meter transactions

INSPECTION AND EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Inspect mail containers
E7	CORE	Inspect mail handling procedures
E4	CORE	Inventory stock material and supplies
E7	CORE	Verify nested retro-grade ratios
E7	CORE	Verify official mail
E7	CORE	Verify Product Tracking and Reporting (PTR)

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate Department of Defense (DoD) mail movements
E5	CORE	Coordinate local mail movements
E4	CORE	Deliver accountable mail
E4	CORE	Process accountable mail
E4	CORE	Process mail (e.g. pro-grade, retro-grade, undeliverable, etc.)
E4	CORE	Process philatelic mail

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit postal accounts
E4	CORE	Maintain Individual Mail Lock Boxes (IMLB)

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Document suspicious mail
E4	NON-CORE	Implement suspicious mail response procedures
E5	CORE	Maintain key-control
E4	CORE	Secure registered mail (e.g. cages, sections, etc.)
E7	CORE	Verify security of postal spaces

Job Title

Logistics Manager

Job Code

001742

Job Family
Management

NOC
TBD

Short Title (30 Characters)
LOGISTICS MANAGER

Short Title (14 Characters)
LOGISTICS MGR

Pay Plan
Enlisted

Career Field
LS

Other Relationships and Rules

As assigned to the job, may include: 2830, 2831, 2813, 2819, 2821, 8012, 8013, 8014, 8015, 9595, or 3001

Job Description

Logistic Managers perform functions related to material procurement, financial accounting, administration, technical research, audits, and inspections; perform and oversee warehousing functions including receipt, storage, and the issue of materials; conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets; prepare requisitions for material outside normal supply channels; liaise with vendors, contractors, and husbanding agents; formulate load-out plans for deployments; and conduct and maintain supply activity inventories and postal services.

DoD Relationship

Group Title **DoD Code**
Supply Administration 155100

O*NET Relationship

Occupation Title **SOC Code**
Administrative Services Managers 11-3011.00

Job Family
Management

Skills

Quality Control Analysis
Monitoring
Judgment and Decision Making
Management of Material Resources
Critical Thinking
Reading Comprehension
Management of Financial Resources
Coordination
Complex Problem Solving
Operation and Control

Abilities

Written Comprehension
Problem Sensitivity
Deductive Reasoning
Inductive Reasoning
Speed of Closure
Written Expression
Information Ordering
Oral Expression
Mathematical Reasoning
Number Facility

ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	NON-CORE	Analyze supply ad-hoc query data
E7	CORE	Collect afloat meter finance data
E7	CORE	Input afloat meter finance data
E4	CORE	Maintain files (e.g. expenditure invoices, fuel files, inventory records, postal, etc.)
E4	CORE	Maintain flight packets
E6	CORE	Maintain post office key control program
E7	CORE	Maintain postal Standard Operating Procedures (SOP)
E6	CORE	Prepare Designation/Termination MPC-FPC-COPE-PFO (DD Form 2257)
E6	CORE	Process Automated Shore Interfaces (ASI)
E4	CORE	Process Material Outstanding File (MOF)
E7	CORE	Process personal effects
E5	CORE	Process postal claims and inquiries
E4	NON-CORE	Provide customer service
E5	CORE	Reassess causative research on inventory discrepancies
E5	CORE	Report accountable equipment inventory (PS Form 1590)
E7	CORE	Report postal offenses

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Requisition Mail Transportation Equipment (MTE)
E7	CORE	Submit Postal Net Alerts (PNA)
E6	CORE	Update supply database tables (e.g. Local Management Code (LMC), Fund Code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate completed material receipts
E6	CORE	Validate Component Control Section (CCS) report data
E6	CORE	Validate incoming requisition status reports
E6	CORE	Validate material not in physical custody of supply officers
E5	CORE	Validate Material Obligation Validations (MOV)
E6	CORE	Validate Material Outstanding Files (MOF)
E7	CORE	Validate stock levels
E6	CORE	Validate stock reorder review listings
E6	CORE	Validate Stock-in-Transit or Material-in-Transit (SIT/MIT) reports
E6	CORE	Validate supply management reports (e.g. logistics, financial, inventory, etc.)
E6	CORE	Validate supply portion of Casualty Report (CASREP)
E7	CORE	Verify Automated Military Postal System (AMPS) information
E5	CORE	Verify Component Control Section (CCS) report data
E5	CORE	Verify fuel transactions
E5	CORE	Verify Individual Component Repair Lists (ICRL)
E7	CORE	Verify Material Outstanding File (MOF)
E6	CORE	Verify Registered Mail - Balance and Inventory (DD Form 2261)
E5	CORE	Verify stock control review listings
E6	CORE	Verify supply systems management reports

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Approve Application for Refund of Fees, Products and Withdrawal of Customer Accounts (PS Form 3533)
E7	CORE	Approve Daily Financial Reports (PS Form 1412)
E7	CORE	Certify invoices for payment (e.g. air fuel card, sea fuel card, Government Wide Commercial Purchase Card (GCPC), etc.)
E5	CORE	Establish continuing services and accounts
E5	CORE	Maintain continuing services and accounts
E5	CORE	Maintain Operating Target (OPTAR)
E5	CORE	Manage financial systems
E5	CORE	Prepare Daily Financial Reports (PS Form 1412)
E5	CORE	Prepare stamp and money order requisitions (PS Form 17)
E6	CORE	Process stock level adjustments
E7	CORE	Submit Operating Target (OPTAR) advance or augment requests
E7	CORE	Validate Budget Operating Reports (BOR)

FINANCIAL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate inventory discrepancies (Gain By Inventory (GBI), Loss By Inventory (LBI))
E6	CORE	Validate non-standard requisitions (e.g. Government Wide Commercial Purchase Card (GCPC), Casualty Report (CASREP), Money Value Only (MVO), etc.)
E6	CORE	Validate standard requisitions
E5	CORE	Verify postage meter transactions

INSPECTION AND EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit Hazardous Material (HAZMAT) program
E7	CORE	Conduct postal assist visits
E7	CORE	Inspect mail handling procedures
E7	CORE	Inspect postal operations
E5	CORE	Inventory presentation silver and other valuable gifts
E4	NON-CORE	Reconcile Table of Allowances (TOA) for expeditionary forces
E6	CORE	Validate stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E5	CORE	Validate storeroom refusals
E7	CORE	Verify nested retro-grade ratios
E7	CORE	Verify official mail
E7	CORE	Verify Product Tracking and Reporting (PTR)

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Adjust stock levels
E7	CORE	Coordinate Department of Defense (DoD) mail movements
E5	CORE	Coordinate local mail movements
E5	CORE	Maintain Depot Level Repairable (DLR) program (e.g. inventory, issue, receive, etc.)
E5	CORE	Maintain Pack-Up Kit (PUK) program (e.g. issue, receive, inventory, etc.)
E5	CORE	Process Hazardous Material (HAZMAT) for offload
E5	CORE	Validate Awaiting Parts (AWP) reports
E4	CORE	Validate stock control review listings

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Audit postal accounts
E7	CORE	Brief status of supply operations
E5	CORE	Manage Automated Information System (AIS) user accounts
E7	CORE	Prepare annual physical inventory schedules
E6	CORE	Validate Depot Level Repairable (DLR) program

MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Verify completed material receipts
E7	CORE	Verify Depot Level Repairable (DLR) program (e.g. inventory, issue, receive, etc.)
E7	CORE	Verify incoming requisition status reports
E7	CORE	Verify inventory discrepancies (Gain By Inventory (GBI), Loss By Inventory (LBI))
E7	CORE	Verify material not in physical custody of supply officers
E7	CORE	Verify Material Obligation Validations (MOV)
E7	CORE	Verify non-standard requisitions (e.g. Government Wide Commercial Purchase Card (GCPC), Casualty Report (CASREP), Money Value Only (MVO), etc.)
E7	CORE	Verify standard requisitions
E7	CORE	Verify stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	CORE	Verify stock reorder review listings
E7	NON-CORE	Verify Stock-in-Transit or Material-in-Transit (SIT/MIT) reports
E6	CORE	Verify supply readiness data

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Document suspicious mail
E4	NON-CORE	Implement suspicious mail response procedures
E5	CORE	Maintain key-control
E4	CORE	Secure registered mail (e.g. cages, sections, etc.)
E7	CORE	Verify security of postal spaces

Job Title**Logistician****Job Code****001747****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

LOGISTICIAN

Short Title (14 Characters)

LOGISTICIAN

Pay Plan

Enlisted

Career Field

LS

Other Relationships and Rules

As assigned to the job, NECs may include: 2828, 2829, 2830, 2831, 2813, 2819, 2821, 8012, 8013, 8014, 8015, 9590, 9595, or 3001

Job Description

Logisticians manage all supply functions; procure, receive, stow, issue, and inventory material; perform inspection and audit of all supply areas; maintain financial records and reports; take corrective action on financial discrepancies and make budget-related recommendations; maintain supply management computer systems data; generate required reports; and maintain supply system integrity.

DoD Relationship

<u>Group Title</u>	<u>DoD Code</u>
Supply Administration	155100

O*NET Relationship

<u>Occupation Title</u>	<u>SOC Code</u>
Procurement Clerks	43-3061.00

<u>Job Family</u>
Office and Administrative Support

Skills

Quality Control Analysis
 Management of Material Resources
 Monitoring
 Coordination
 Reading Comprehension
 Critical Thinking
 Judgment and Decision Making
 Management of Financial Resources
 Complex Problem Solving
 Operation and Control

Abilities

Written Comprehension
 Problem Sensitivity
 Inductive Reasoning
 Deductive Reasoning
 Speed of Closure
 Information Ordering
 Written Expression
 Category Flexibility
 Number Facility
 Oral Expression

ADMINISTRATION**Paygrade****Task Type****Task Statements**

E4	CORE	Cross-check requisition data
E4	CORE	Maintain files (e.g. expenditure invoices, fuel files, inventory records, postal, etc.)
E4	CORE	Maintain flight packets
E6	CORE	Process Automated Shore Interfaces (ASI)
E4	CORE	Process Component Control Section (CCS) report data
E4	CORE	Process Defective Material Summary (DMS)
E5	CORE	Process incoming requisition status reports
E4	CORE	Process Material Outstanding File (MOF)
E7	CORE	Process personal effects
E4	NON-CORE	Provide customer service
E5	CORE	Reassess causative research on inventory discrepancies
E4	CORE	Reconcile completed material receipts
E5	CORE	Reconcile outstanding carcass tracking data
E4	CORE	Reconcile Stock-in-Transit or Material-in-Transit (SIT/MIT) reports
E4	CORE	Record receipt files
E4	CORE	Research financial liability of property loss
E4	CORE	Submit Casualty Report (CASREP) requisitions

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Update incoming requisition status reports
E4	CORE	Update receipt files
E6	CORE	Update supply database tables (e.g. Local Management Code (LMC), Fund Code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate completed material receipts
E6	CORE	Validate Component Control Section (CCS) report data
E6	CORE	Validate incoming requisition status reports
E6	CORE	Validate material not in physical custody of supply officers
E5	CORE	Validate Material Obligation Validations (MOV)
E6	CORE	Validate stock reorder review listings
E6	CORE	Validate Stock-in-Transit or Material-in-Transit (SIT/MIT) reports
E6	CORE	Validate supply management reports (e.g. logistics, financial, inventory, etc.)
E6	CORE	Validate supply portion of Casualty Report (CASREP)
E5	CORE	Verify Component Control Section (CCS) report data
E5	CORE	Verify fuel transactions
E5	CORE	Verify Individual Component Repair Lists (ICRL)
E4	CORE	Verify maintenance forms (e.g. OPNAV 4790/2K, OPNAV 4790/60, Micro-Miniature Certification, etc.)
E7	CORE	Verify Material Outstanding File (MOF)
E5	CORE	Verify stock control review listings

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Establish continuing services and accounts
E5	CORE	Maintain continuing services and accounts
E5	CORE	Maintain Government Wide Purchase Card program (GCPC) and contract files
E5	CORE	Maintain Operating Target (OPTAR)
E5	CORE	Manage financial systems
E4	CORE	Prepare non-standard requisitions (e.g. Government Wide Commercial Purchase Card (GCPC), Casualty Report (CASREP), Money Value Only (MVO), etc.)
E4	CORE	Prepare standard requisitions
E5	CORE	Process inventory discrepancies (e.g. Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)
E5	CORE	Process live Operating Target (OPTAR) Transmittal Letter (TL) reports
E4	CORE	Process Material Obligation Validations (MOV)
E6	CORE	Process stock level adjustments
E4	CORE	Process stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E5	CORE	Process Summary Filled Order Expenditure Difference Listings (SFOEDL)
E6	CORE	Validate inventory discrepancies (Gain By Inventory (GBI), Loss By Inventory (LBI))

FINANCIAL (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate non-standard requisitions (e.g. Government Wide Commercial Purchase Card (GCPC), Casualty Report (CASREP), Money Value Only (MVO), etc.)
E6	CORE	Validate standard requisitions

INSPECTION AND EVALUATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Audit Hazardous Material (HAZMAT) program
E4	CORE	Conduct location audits
E5	CORE	Conduct material stowage inspections
E4	CORE	Inventory aircraft equipment and material
E5	CORE	Inventory material not in physical custody of supply officers
E4	CORE	Inventory stock material and supplies
E5	CORE	Maintain Maintenance Assistance Modules (MAM) inventories
E4	NON-CORE	Reconcile Table of Allowances (TOA) for expeditionary forces
E6	CORE	Validate stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E5	CORE	Validate storeroom refusals

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate Department of Defense (DoD) mail movements
E4	CORE	Distribute customer materials
E5	CORE	Inventory Hazardous Material (HAZMAT)
E4	CORE	Issue Hazardous Material (HAZMAT)
E5	CORE	Issue organizational clothing (e.g. flight suits, expeditionary, Fire Retardant Variant (FRV), etc.)
E5	CORE	Maintain Depot Level Repairable (DLR) program (e.g. inventory, issue, receive, etc.)
E5	CORE	Maintain Pack-Up Kit (PUK) program (e.g. issue, receive, inventory, etc.)
E4	NON-CORE	Maintain Pre-Expended Bin (PEB) material
E5	CORE	Process Hazardous Material (HAZMAT) for offload
E4	CORE	Process material for shipment
E4	CORE	Process material issues from stock
E4	CORE	Process storeroom refusals
E4	CORE	Receive Hazardous Material (HAZMAT)
E4	CORE	Reconcile issues pending listings
E4	CORE	Return material to storeroom stock
E4	CORE	Stow Hazardous Material (HAZMAT)
E4	CORE	Stow material

LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Transfer stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E4	CORE	Update shipping, transportation, and packaging discrepancies reports (PDREP)
E5	CORE	Validate issues pending listings
E4	CORE	Validate stock control review listings

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Prepare annual physical inventory schedules
E6	CORE	Validate Depot Level Repairable (DLR) program
E7	CORE	Verify completed material receipts
E7	CORE	Verify incoming requisition status reports
E7	CORE	Verify inventory discrepancies (Gain By Inventory (GBI), Loss By Inventory (LBI))
E7	CORE	Verify material not in physical custody of supply officers
E7	CORE	Verify non-standard requisitions (e.g. Government Wide Commercial Purchase Card (GCPC), Casualty Report (CASREP), Money Value Only (MVO), etc.)
E7	CORE	Verify standard requisitions
E7	CORE	Verify stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	NON-CORE	Verify Stock-in-Transit or Material-in-Transit (SIT/MIT) reports

SECURITY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Maintain key-control

CHAPTER 47



LOGISTICS SPECIALIST (LS)

NAVPERS 18068-47A
CH-73

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NAVY ENLISTED OCCUPATIONAL STANDARD
FOR
LOGISTICS SPECIALIST (SUBMARINE) (LSS)



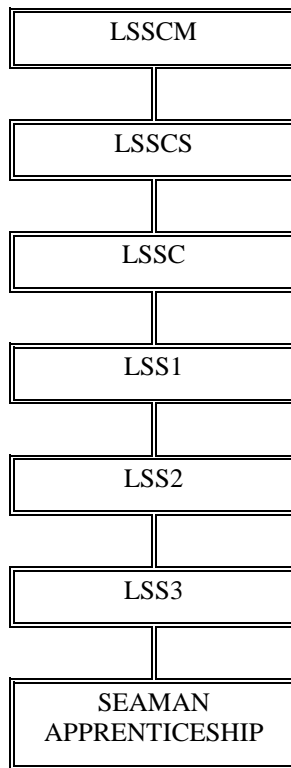
SCOPE OF RATING

Logistics Specialists (Submarine) (LSS) provide diverse logistics and accounting support in a global setting to submarine and submarine support forces; order, receive, inventory, inspect, stow, preserve, package, ship, and issue material; account for government material; prepare, maintain, and audit financial accounts and records; and prepare and maintain required forms, records, correspondence, reports, and files.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 47.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title**Submarine Logistics Manager****Job Code****002773****Job Family**
Management**NOC**
TBD**Short Title (30 Characters)**
SUBMARINE LOGISTICS MANAGER**Short Title (14 Characters)**
SUB LOGIST MGR**Pay Plan**
Enlisted**Career Field**
LSS**Other Relationships and Rules**
NEC's as assigned.**Job Description**

Submarine Logistic Managers perform functions related to material procurement, financial accounting, administration, technical research, audits, and inspections; perform and oversee warehousing functions including the receipt, storage, and issue of materials; conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets; prepare requisitions for material outside normal supply channels; liaise with vendors, contractors, and husbanding agents; formulate load-out plans for deployments; and conduct and maintain supply activity inventories.

DoD Relationship

<u>Group Title</u>	<u>DoD Code</u>
Supply Administration	155100

O*NET Relationship

<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Administrative Services Managers	11-3011.00	Management

Skills

Management of Material Resources
Quality Control Analysis
Coordination
Operation and Control
Management of Financial Resources
Judgment and Decision Making
Critical Thinking
Monitoring
Mathematics
Reading Comprehension

Abilities

Written Comprehension
Information Ordering
Inductive Reasoning
Written Expression
Number Facility
Deductive Reasoning
Mathematical Reasoning
Category Flexibility
Extent Flexibility
Manual Dexterity

ADMINISTRATION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Adjust stock levels
E6	NON-CORE	Analyze supply ad-hoc query data
E4	CORE	Maintain files (e.g. expenditure invoices, inventory records, etc.)
E5	CORE	Maintain Government Commercial Purchase Card (GCPC) program and contract files
E5	CORE	Maintain Maintenance Assistance Modules (MAM) inventories
E7	CORE	Prepare supply messages (e.g. Military Standard Requisitioning and Issue Procedures (MILSTRIP), Casualty Report (CASREP), Document Receipt Acknowledgement (DRA), etc.)
E5	CORE	Process incoming requisition status reports
E7	CORE	Process personal effects
E4	CORE	Process receipt files
E6	CORE	Process Submarine Logistics Database (SLDB) reconciliations
E5	CORE	Process supply systems management reports
E6	CORE	Research financial liability of property loss
E6	CORE	Research inventory discrepancies
E5	CORE	Submit non-standard requisitions
E5	CORE	Submit standard requisitions
E4	CORE	Validate Individual Component Repair Lists (ICRL)
E6	CORE	Validate material not in physical custody of supply officers

ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Validate Material Obligation Validations (MOV)
E6	CORE	Validate Material Outstanding Files (MOF)
E5	CORE	Validate stock control review listings
E6	CORE	Validate stock reorder review listings
E6	CORE	Validate Submarine Logistics Database (SLDB) reconciliations
E6	CORE	Validate supply management reports (e.g. logistics, financial, inventory, etc.)

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Certify invoices for payment (e.g. Government Commercial Purchase Card (GCPC), contracts, etc.)
E6	CORE	Establish continuing services and accounts
E6	CORE	Maintain continuing services and accounts
E7	CORE	Maintain Operating Target (OPTAR)
E7	CORE	Process change notices
E6	CORE	Process live Operating Target (OPTAR) Transmittal Letter (TL) reports
E7	CORE	Process Operating Target (OPTAR) augment requests and grants
E7	CORE	Process Summary Filled Order Expenditure Difference Listings (SFOEDL)
E7	CORE	Submit Operating Target (OPTAR) augment requests
E7	CORE	Validate Budget Operating Reports (BOR)
E5	CORE	Validate invoices and bills
E6	CORE	Validate non-standard requisitions (e.g. Government Commercial Purchase Card (GCPC), Money Value Only (MVO), etc.)
E6	CORE	Validate standard requisitions

LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Distribute customer materials
E4	CORE	Inventory Hazardous Materials (HAZMAT)
E4	CORE	Inventory stock materials
E4	CORE	Issue Depot Level Repairable (DLR) materials
E4	CORE	Issue Hazardous Material (HAZMAT)
E4	CORE	Issue organizational clothing
E5	NON-CORE	Maintain Submarine Hazardous Material Inventory Management System (SHIMS)
E6	CORE	Prepare Allowance Change Requests (ACR)
E5	NON-CORE	Prepare documents for contractor and vendor transactions
E5	CORE	Process carcasses for turn-in
E4	CORE	Process Defective Material Summary (DMS)
E4	CORE	Process Hazardous Material (HAZMAT) for offload
E6	CORE	Process inventory discrepancies (e.g. Gain By Inventory (GBI), Loss By Inventory (LBI), etc.)

LOGISTICS (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Process material for shipment
E4	CORE	Process material issues from stock
E4	CORE	Process stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E4	CORE	Process storeroom refusals
E4	CORE	Receive Depot Level Repairable (DLR) materials
E4	CORE	Receive Hazardous Materials (HAZMAT)
E4	CORE	Reconcile issues pending listings
E5	CORE	Reconcile outstanding carcass tracking data
E4	CORE	Return material to storeroom stock
E4	CORE	Stow Hazardous Materials (HAZMAT)
E4	CORE	Stow materials
E4	CORE	Stow special category materials
E6	CORE	Submit Casualty Report (CASREP) requisitions
E5	CORE	Submit shipping, transportation, and Packaging Discrepancies Reports (PDREP)
E4	NON-CORE	Transfer stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	CORE	Update supply database tables (e.g. Local Management Code (LMC), fund code, Unit Identification Code (UIC), etc.)
E6	CORE	Validate inventory discrepancies (Gain By Inventory (GBI), Loss By Inventory (LBI))
E7	CORE	Validate stock levels
E6	CORE	Validate supply portion of Casualty Reports (CASREP)
E6	NON-CORE	Verify automated stock item tables

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit stowage locations Logistics Marking and Reading (LOGMAR) symbols (e.g. Hazardous Material (HAZMAT), Depot Level Repairable (DLR), etc.)
E7	CORE	Brief supply operations status
E5	CORE	Conduct material stowage inspections (e.g. Hazardous Materials (HAZMAT), Depot Level Repairable (DLR) lockers, shelf life, etc.)
E5	CORE	Coordinate Hazardous Material (HAZMAT) program
E7	CORE	Maintain Coordinated Shipboard Allowance List (COSAL)
E6	CORE	Manage Automated Information System (AIS) user accounts
E6	CORE	Manage carcass tracking program
E7	CORE	Prepare annual physical inventory schedules
E7	CORE	Validate Coordinated Shipboard Allowance List (COSAL)
E6	CORE	Validate Depot Level Repairable (DLR) inventories

MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Validate stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	CORE	Validate stock reorder reviews
E4	CORE	Validate stowage locations
E7	CORE	Verify completed material receipts
E7	CORE	Verify Depot Level Repairable (DLR) program (e.g. inventory, issue, receive, etc.)
E7	CORE	Verify incoming requisition status reports
E7	CORE	Verify inventory discrepancies (Gain By Inventory (GBI), Loss By Inventory (LBI))

Job Title**Submarine Logistician****Job Code****002774****Job Family**

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

SUBMARINE LOGISTICIAN

Short Title (14 Characters)

SUB LOGISTN

Pay Plan

Enlisted

Career Field

LSS

Other Relationships and Rules

NEC's as assigned.

Job Description

Submarine Logisticians manage all supply functions; procure, receive, stow, issue, and inventory material; perform inspection and audit of all supply areas; maintain financial records and reports; take corrective action on financial discrepancies and make budget-related recommendations; maintain supply management computer systems data; generate required reports; and maintain supply system integrity.

DoD Relationship*Group Title*

Supply Administration

DoD Code

155100

O*NET Relationship*Occupation Title*

Procurement Clerks

SOC Code

43-3061.00

Job Family

Office and Administrative Support

Skills*Management of Material Resources**Coordination**Quality Control Analysis**Operation and Control**Judgment and Decision Making**Reading Comprehension**Management of Financial Resources**Critical Thinking**Monitoring**Troubleshooting***Abilities***Written Comprehension**Information Ordering**Inductive Reasoning**Deductive Reasoning**Category Flexibility**Number Facility**Written Expression**Extent Flexibility**Mathematical Reasoning**Manual Dexterity***ADMINISTRATION****Paygrade**

E4

Task Type

CORE

Task Statements

Maintain files (e.g. expenditure invoices, inventory records, etc.)

E5

CORE

Maintain Government Commercial Purchase Card (GCPC) program and contract files

E5

CORE

Maintain Maintenance Assistance Modules (MAM) inventories

E4

CORE

Maintain receipt files

E4

CORE

Maintain supply or transportation discrepancy reports

E5

CORE

Process incoming requisition status reports

E6

CORE

Process Material Outstanding Files (MOF)

E4

CORE

Process receipt files

E6

CORE

Process Submarine Logistics Database (SLDB) reconciliations

E5

CORE

Process supply systems management reports

E6

CORE

Research financial liability of property loss

E6

CORE

Research inventory discrepancies

E5

CORE

Submit non-standard requisitions

E5

CORE

Submit standard requisitions

E4

CORE

Validate Individual Component Repair Lists (ICRL)

E5

CORE

Validate stock control review listings

E6

CORE

Validate supply management reports (e.g. logistics, financial, inventory, etc.)

FINANCIAL

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Maintain continuing services and accounts
E7	CORE	Maintain Operating Target (OPTAR)
E5	CORE	Validate invoices and bills

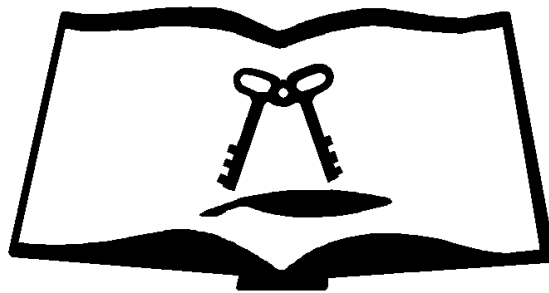
LOGISTICS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Distribute customer materials
E4	CORE	Inventory Hazardous Materials (HAZMAT)
E4	CORE	Inventory stock materials
E4	CORE	Issue Depot Level Repairable (DLR) materials
E4	CORE	Issue Hazardous Material (HAZMAT)
E4	CORE	Issue organizational clothing
E5	NON-CORE	Maintain Submarine Hazardous Material Inventory Management System (SHIMS)
E5	NON-CORE	Prepare documents for contractor and vendor transactions
E5	CORE	Process carcasses for turn-in
E4	CORE	Process Defective Material Summary (DMS)
E4	CORE	Process Hazardous Material (HAZMAT) for offload
E5	CORE	Process material for shipment
E4	CORE	Process material issues from stock
E4	CORE	Process stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E4	CORE	Process storeroom refusals
E4	CORE	Process suspense listing (TECH-EDIT)
E4	CORE	Receive Depot Level Repairable (DLR) materials
E4	CORE	Receive Hazardous Materials (HAZMAT)
E4	CORE	Reconcile issues pending listings
E5	CORE	Reconcile outstanding carcass tracking data
E4	CORE	Return material to storeroom stock
E4	CORE	Stow Hazardous Materials (HAZMAT)
E4	CORE	Stow materials
E4	CORE	Stow special category materials
E5	CORE	Submit shipping, transportation, and Packaging Discrepancies Reports (PDREP)
E4	NON-CORE	Transfer stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)

MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Audit stowage locations Logistics Marking and Reading (LOGMAR) symbols (e.g. Hazardous Material (HAZMAT), Depot Level Repairable (DLR), etc.)
E5	CORE	Conduct material stowage inspections (e.g. Hazardous Materials (HAZMAT), Depot Level Repairable (DLR) lockers, shelf life, etc.)
E5	CORE	Coordinate Hazardous Material (HAZMAT) program
E6	CORE	Validate stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)
E7	CORE	Verify completed material receipts
E7	CORE	Verify incoming requisition status reports

CHAPTER 54



CULINARY SPECIALIST (CS)

NAVPERS 18068F-54G

CH-74

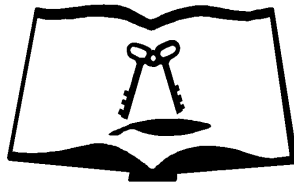
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NAVY ENLISTED OCCUPATIONAL STANDARDS

FOR

CULINARY SPECIALIST (CS)



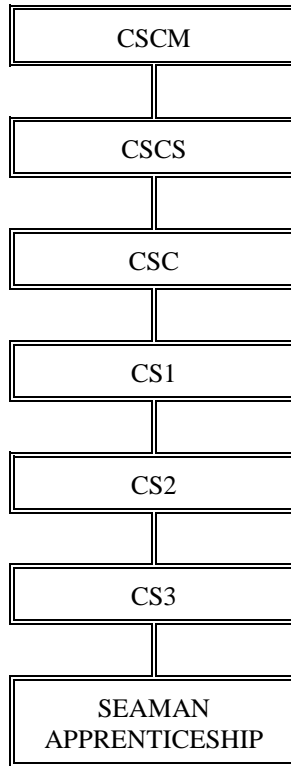
SCOPE OF RATING

Culinary Specialists (CS) operate and manage Navy messes and hotel services afloat, unaccompanied housing, and mess facilities ashore and in Expeditionary environments established to subsist Naval personnel; estimate quantities and types of food items required; assist Supply Officers in ordering and stowage of subsistence items and procurement of equipment and mess gear; check delivery for quantity and assist medical personnel in inspection for quality; prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment, including storerooms and refrigerated spaces, in a clean and sanitary condition; maintain records of financial transactions; and submit required reports.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 54.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title

Leading Culinary Specialist

Job Code

001007

Job Family

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

LEADING CULINARY SPECIALIST

Short Title (14 Characters)

LEAD CULY SPEC

Pay Plan

Enlisted

Career Field

CS

Other Relationships and Rules

NEC's as assigned

Job Description

Leading Culinary Specialists provide overall management of galley operations and financial accountability of shore and afloat food service operations; ensure cleanliness is maintained in all food service spaces; and emphasize customer service in all aspects of the food service division.

DoD Relationship

Group Title

Food Service, General

DoD Code

180000

O*NET Relationship

Occupation Title

Chefs and Head Cooks

SOC Code

35-1011.00

Job Family

Food Preparation and Serving Related

Skills

Management of Material Resources

Monitoring

Quality Control Analysis

Critical Thinking

Management of Personnel Resources

Management of Financial Resources

Systems Analysis

Coordination

Judgment and Decision Making

Active Listening

Abilities

Deductive Reasoning

Information Ordering

Problem Sensitivity

Written Comprehension

Mathematical Reasoning

Oral Expression

Written Expression

Number Facility

Inductive Reasoning

Category Flexibility

SANITATION

Paygrade

Task Type

Task Statements

E5

CORE

Conduct sanitation inspections

E5

CORE

Inspect food service personnel hygiene

E5

CORE

Inspect mess facility equipment

E4

CORE

Report insect and pest infestations

E6

CORE

Supervise contaminated food disposal operations (Chemical, Biological, Radiological (CBR))

E5

CORE

Verify food temperatures

SUPPLY

Paygrade

Task Type

Task Statements

E6

CORE

Inspect food service key logs

E5

CORE

Maintain food service key logs

E5

CORE

Manage store onloads and offloads

E6

CORE

Manage subsistence provisions

E6

CORE

Purchase appropriated fund supplies

E6

NON-CORE

Purchase non-appropriated fund supplies

E5

CORE

Requisition daily food items

TECHNICAL ADMINISTRATION

Paygrade

Task Type

Task Statements

E6

CORE

Adjust food item high and low limits

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze food production data
E7	CORE	Approve food item requisitions
E7	CORE	Authorize operational rations requisitions
E7	CORE	Compare daily food costs to monetary allowances
E7	CORE	Determine special field mess operations
E6	CORE	Develop contingency feeding plans (battle messing)
E6	CORE	Evaluate meal programs
E5	CORE	Input data into Food Service Management (FSM) system
E5	CORE	Research Financial Improvement and Audit Readiness (FIAR) response
E7	CORE	Review contingency feeding plans (battle messing)
E7	CORE	Validate data in Food Service Management (FSM) system
E7	CORE	Validate Financial Accounting and Comprehensive Expenditure Tracking (FACET) system inputs

TECHNICAL MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit financial records
E7	CORE	Audit food service inventories
E6	CORE	Coordinate insect and pest infestation prevention
E7	CORE	Coordinate special food service events
E7	CORE	Evaluate dining facility operations for accreditation
E7	CORE	Manage Culinary Specialist (CS)/Food Service Assistant (FSA) award programs
E6	CORE	Manage food productions
E7	CORE	Manage food service budgets
E6	CORE	Manage food service field operations
E7	CORE	Manage food service programs
E7	CORE	Manage Hazard Analysis Critical Control Points (HACCP) programs
E7	CORE	Manage meal evaluation programs
E6	CORE	Manage menu planning boards
E7	CORE	Manage menu review boards
E6	CORE	Manage special food service event schedules
E6	CORE	Manage stateroom inspections
E7	CORE	Oversee Mess Decks Master-at-Arms (MDMAA) duties and responsibilities
E7	CORE	Provide responses to Financial Improvement and Audit Readiness (FIAR) requests
E7	CORE	Revise food preparation procedures
E7	CORE	Verify food service key inventory logs

UNACCOMPANIED HOUSING MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	NON-CORE	Manage administrative staff (civilian, military)
E7	NON-CORE	Manage housekeeping personnel
E7	NON-CORE	Manage maintenance personnel
E7	NON-CORE	Manage phased replacement program
E7	NON-CORE	Verify furniture inventories

Job Title**Culinary Specialist****Job Code****002609****Job Family**

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

CULINARY SPECIALIST

Short Title (14 Characters)

CULINARY SPEC

Pay Plan

Enlisted

Career Field

CS

Other Relationships and Rules

NEC's as assigned

Job Description

Culinary Specialists prepare menus; plan, prepare, and serve meals; maintain foods service spaces and associated equipment in a clean and sanitary condition, including storerooms and refrigerated spaces; maintain records of financial transactions and submit required reports; and maintain, oversee, and manage quarters afloat and ashore.

DoD Relationship**Group Title**

Food Service, General

DoD Code

180000

O*NET Relationship**Occupation Title**

Cooks, Institution and Cafeteria

SOC Code

35-2012.00

Job Family

Food Preparation and Serving Related

Skills*Management of Material Resources**Monitoring**Operation and Control**Quality Control Analysis**Reading Comprehension**Equipment Selection**Management of Personnel Resources**Learning Strategies**Mathematics**Critical Thinking***Abilities***Written Comprehension**Oral Comprehension**Manual Dexterity**Problem Sensitivity**Written Expression**Oral Expression**Information Ordering**Deductive Reasoning**Number Facility**Mathematical Reasoning***DINING FACILITY MANAGEMENT****Paygrade****Task Type****Task Statements**

E4

CORE

Breakdown mess decks

E5

CORE

Pack-up operational field messing facilities

E4

CORE

Serve foods (normal messing, abnormal conditions)

E4

CORE

Set up mess decks

E4

CORE

Set up sculleries and deep sinks

E4

CORE

Set up serving lines

E4

CORE

Set up wardroom settings (formal, informal)

E5

CORE

Set-up operational field messing facilities

FOOD PREPARATION**Paygrade****Task Type****Task Statements**

E4

CORE

Bake food products

E4

CORE

Boil food products

E4

CORE

Braise food products

E4

NON-CORE

Broil food products

E4

CORE

Calculate recipe conversions

E4

CORE

Carve meats

E4

CORE

Chill food products

E4

CORE

Conduct food quality assurance checks

FOOD PREPARATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Create garnishes
E4	CORE	Cut fruits and vegetables
E4	CORE	Decorate cakes
E4	CORE	Direct contingency feeding plans (battle messing)
E4	NON-CORE	Fry food products
E4	CORE	Grill food products
E4	CORE	Mix food products (e.g. bakery products, prepared products, etc.)
E4	CORE	Portion individual servings
E4	CORE	Prepare bakery products
E4	CORE	Prepare food labels
E4	CORE	Prepare leftover food products
E4	CORE	Provide menu change recommendations
E4	CORE	Review recipes
E4	CORE	Sauté food products
E4	CORE	Shutdown food service equipment
E4	CORE	Slice food products
E4	CORE	Startup food service equipment
E4	CORE	Steam food products

SANITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Breakdown sculleries and deep sinks
E4	CORE	Breakdown serving lines
E5	CORE	Conduct sanitation inspections
E4	CORE	Dispose of contaminated foods (Chemical, Biological, Radiological (CBR))
E5	CORE	Inspect food service personnel hygiene
E5	CORE	Inspect issued foods
E5	CORE	Inspect leftover foods
E5	CORE	Inspect mess facility equipment
E5	CORE	Inspect scullery (operations, equipment, personnel)
E5	CORE	Maintain Hazard Analysis Critical Control Points (HACCP) program
E5	CORE	Oversee food serving lines
E4	CORE	Report insect and pest infestations
E4	CORE	Sanitize beverage dispensers
E4	CORE	Sanitize dining areas
E4	CORE	Sanitize food preparation equipment
E4	CORE	Sanitize food service areas
E4	CORE	Sanitize food service equipment
E4	CORE	Sanitize food storage areas

SANITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Sanitize galley utensils
E4	CORE	Sanitize refrigerated spaces
E4	CORE	Sanitize sculleries and deep sinks
E4	CORE	Sort waste
E5	CORE	Verify food temperatures
E5	CORE	Verify proper safe food handling
E4	CORE	Verify serving line food temperatures

SUPPLY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Breakout daily menu food items
E4	CORE	Breakout supplemental food items
E4	CORE	Inspect subsistence provisions
E4	CORE	Inventory consumables
E4	CORE	Inventory subsistence provisions
E4	CORE	Issue food service consumables
E4	CORE	Issue subsistence provisions
E5	CORE	Maintain food service key logs
E5	CORE	Manage store onloads and offloads
E6	CORE	Manage subsistence provisions
E4	CORE	Organize supply storerooms
E6	CORE	Purchase appropriated fund supplies
E6	NON-CORE	Purchase non-appropriated fund supplies
E4	CORE	Receive subsistence provisions
E5	CORE	Requisition consumables
E5	CORE	Requisition daily food items
E5	CORE	Requisition food items

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Administer special field operations
E5	CORE	Conduct receipt inspections
E6	CORE	Evaluate meal programs
E4	CORE	Input daily food preparation worksheets data
E5	CORE	Input data in Financial Accounting and Comprehensive Expenditure Tracking (FACET) system
E5	CORE	Input data into Food Service Management (FSM) system
E4	CORE	Maintain temperature logs
E4	CORE	Post food nutritional contents

TECHNICAL ADMINISTRATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Prepare operational rations requisitions
E5	CORE	Research Financial Improvement and Audit Readiness (FIAR) response
E6	CORE	Review meal evaluation programs

TECHNICAL MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Audit financial records
E5	CORE	Inspect staterooms
E6	CORE	Manage food service field operations
E6	CORE	Manage stateroom inspections
E4	CORE	Recommend food waste corrective actions

UNACCOMPANIED HOUSING MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct barracks vacancy and available room inspections
E5	NON-CORE	Conduct furniture inventories
E5	NON-CORE	Supervise front desk operations
E5	NON-CORE	Supervise maintenance and upkeep of barrack's grounds (e.g. common areas, parking lots, laundry facilities, etc.)

CHAPTER 54



CULINARY SPECIALIST (CS)

NAVPERS 18068D-54A

CH-73

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CULINARY SPECIALIST (SUBMARINE) (CSS)

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NAVY ENLISTED OCCUPATIONAL STANDARDS
FOR
CULINARY SPECIALIST (SUBMARINE) (CSS)



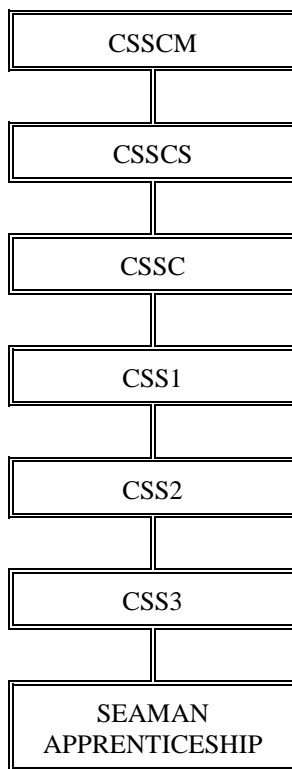
SCOPE OF RATING

Culinary Specialists (Submarine) (CSS) operate and manage Navy messes, afloat and ashore, established to subsist Naval personnel; estimate quantities and types of food items required; assist Supply Officers in ordering and stowage of subsistence items and procurement of equipment and mess gear; check delivery for quantity and assist medical personnel in inspection for quality; prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment, including storerooms and refrigerated spaces, in a clean and sanitary condition; maintain records of financial transactions; and submit required reports.

These Occupational Standards are to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 54.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title

Submarine Leading Culinary Specialist

Job Code

002768

Job Family

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

SUB LEAD CULINARY SPECIALIST

Short Title (14 Characters)

SUB LD CUL SPC

Pay Plan

Enlisted

Career Field

CSS

Other Relationships and Rules

NEC's as assigned.

Job Description

Submarine Leading Culinary Specialists provide overall management of galley operations and financial accountability of shore and afloat food service operations; ensure cleanliness is maintained in all food service spaces; train and assess food service personnel; perform oversight of and ensure compliance with marine environmental programs; and emphasize customer service in all aspects of the food service division.

DoD Relationship

Group Title

Food Service, General

DoD Code

180000

O*NET Relationship

Occupation Title

Food Service Managers

SOC Code

11-9051.00

Job Family

Food Preparation and Serving Related

Skills

Monitoring

Quality Control Analysis

Management of Material Resources

Critical Thinking

Management of Personnel Resources

Systems Analysis

Management of Financial Resources

Service Orientation

Systems Evaluation

Coordination

Abilities

Deductive Reasoning

Problem Sensitivity

Written Comprehension

Information Ordering

Written Expression

Inductive Reasoning

Mathematical Reasoning

Number Facility

Fluency of Ideas

Selective Attention

DINING FACILITY MANAGEMENT

Paygrade

E4

Task Type

CORE

Task Statements

Monitor serving line food temperatures

FOOD PREPARATION

Paygrade

E4

Task Type

CORE

Task Statements

Conduct food quality assurance checks

E4

NON-CORE

Execute contingency feeding plans (battle messing)

E4

CORE

Provide menu change recommendations

E4

CORE

Review recipes (e.g. required ingredients, required conversions, recipe substitutions, etc.)

SANITATION

Paygrade

E4

Task Type

CORE

Task Statements

Conduct sanitation inspections

E4

CORE

Contain food-borne pathogen exposures

E5

CORE

Inspect food service personnel hygiene

E5

CORE

Inspect issued foods

E5

CORE

Inspect leftover foods

E5

CORE

Inspect mess facility equipment

E5

CORE

Inspect scullery operations

E5

CORE

Monitor food handling

SANITATION (CONT'D)

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Monitor food serving lines
E6	CORE	Monitor Hazard Analysis Critical Control Points (HACCP) program
E4	CORE	Report insect and pest infestations
E4	CORE	Verify food temperatures

SUPPLY

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Adjust food item high and low limits
E6	CORE	Inspect food service key logs
E4	CORE	Inspect subsistence provisions
E4	CORE	Inventory consumables
E5	CORE	Inventory subsistence provisions
E4	CORE	Issue subsistence provisions
E5	CORE	Maintain food service key logs
E6	CORE	Manage store onloads and offloads
E6	CORE	Manage subsistence provisions
E6	CORE	Purchase appropriated fund supplies
E6	NON-CORE	Purchase non-appropriated fund supplies
E4	CORE	Receive subsistence provisions
E5	CORE	Requisition consumables
E6	CORE	Requisition food items (e.g. Food Service Management (FSM), Subsistence Prime Vendor (SPV), Stores Web, etc.)

TECHNICAL ADMINISTRATION

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Analyze food production data
E7	CORE	Approve data in Food Service Management (FSM) system
E7	CORE	Compare daily food costs to monetary allowance
E5	CORE	Conduct receipt inspections
E6	CORE	Develop contingency feeding plans (battle messing)
E7	CORE	Evaluate food service operations
E5	CORE	Input data into Financial Accounting and Comprehensive Expenditure Tracking system (FACET) program
E5	CORE	Input data into Food Service Management (FSM) system
E7	CORE	Review contingency feeding plans (battle messing)
E6	CORE	Review meal evaluation programs
E6	CORE	Validate data in Food Service Management (FSM) system

TECHNICAL MANAGEMENT

<u>Pavgrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Accept food service inventories
E7	CORE	Audit financial records

TECHNICAL MANAGEMENT (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E7	CORE	Coordinate special food service events
E7	CORE	Evaluate dining facility operations
E5	NON-CORE	Inspect staterooms
E6	CORE	Manage food productions
E7	CORE	Manage food service budgets
E7	CORE	Manage food service programs
E7	CORE	Manage Hazard Analysis Critical Control Points (HACCP) programs
E6	CORE	Manage insect and pest infestation prevention programs
E7	CORE	Manage meal evaluation programs
E6	CORE	Manage menu planning boards
E7	CORE	Manage menu review boards
E6	CORE	Manage Mess Decks Master-at-Arms (MDMAA) duties and responsibilities
E6	CORE	Manage special food service event schedules
E6	NON-CORE	Manage stateroom inspections
E7	CORE	Provide Financial Improvement and Audit Readiness (FIAR) request responses
E6	CORE	Recommend food waste corrective actions
E7	CORE	Revise food preparation procedures
E7	CORE	Verify food service key inventory logs

Job Title

Submarine Culinary Specialist

Job Code

002769

Job Family

Food Preparation and Serving Related

NOC

TBD

Short Title (30 Characters)

SUBMARINE CULINARY SPECIALIST

Short Title (14 Characters)

SUB CUL SPEC

Pay Plan

Enlisted

Career Field

CSS

Other Relationships and Rules

NEC's as assigned.

Job Description

Submarine Culinary Specialists prepare menus; plan, prepare, and serve meals; maintain food service spaces and associated equipment, including storerooms and refrigerated spaces, in a clean and sanitary condition; maintain records of financial transactions and submit required reports; train food service personnel; and maintain, oversee, and manage quarters afloat and ashore.

DoD Relationship

Group Title

Food Service, General

DoD Code

180000

O*NET Relationship

Occupation Title

Cooks, Institution and Cafeteria

SOC Code

35-2012.00

Job Family

Food Preparation and Serving Related

Skills

Management of Material Resources
Monitoring
Operation and Control
Quality Control Analysis
Reading Comprehension
Service Orientation
Equipment Selection
Critical Thinking
Mathematics
Judgment and Decision Making

Abilities

Written Comprehension
Manual Dexterity
Problem Sensitivity
Deductive Reasoning
Written Expression
Information Ordering
Time Sharing
Category Flexibility
Inductive Reasoning
Mathematical Reasoning

DINING FACILITY MANAGEMENT

Paygrade

E4

Task Type

CORE

Task Statements

Breakdown mess decks (e.g. cold/hot bars, beverage lines, salad bars, tables, etc.)

E4

CORE

Breakdown sculleries and deep sinks

E4

CORE

Breakdown serving lines

E4

CORE

Breakdown wardroom settings

E4

CORE

Monitor serving line food temperatures

E4

CORE

Portion individual servings

E4

CORE

Prepare food labels

E4

CORE

Serve foods (normal messing, abnormal conditions)

E4

CORE

Set up mess decks (e.g. cold/hot bars, beverage lines, salad bars, tables, etc.)

E4

CORE

Set up sculleries and deep sinks

E4

CORE

Set up serving lines

E4

CORE

Set up wardroom settings

FOOD PREPARATION

Paygrade

E4

Task Type

CORE

Task Statements

Bake food products (e.g. pastries, breads, desserts, etc.)

E4

CORE

Boil food products

E4

CORE

Braise food products

E4

NON-CORE

Broil food products

FOOD PREPARATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Calculate recipe conversions
E4	CORE	Carve meats
E4	CORE	Chill food products
E4	CORE	Conduct food quality assurance checks
E4	CORE	Create garnishes
E4	CORE	Cut fruits and vegetables
E4	CORE	Decorate cakes
E4	NON-CORE	Execute contingency feeding plans (battle messing)
E4	CORE	Fry food products
E4	CORE	Grill food products
E4	CORE	Mix food products (e.g. bakery products, prepared products, etc.)
E4	CORE	Prepare bakery products
E4	CORE	Prepare leftover food products
E4	CORE	Provide menu change recommendations
E4	CORE	Review recipes (e.g. required ingredients, required conversions, recipe substitutions, etc.)
E4	CORE	Sauté food products
E4	CORE	Shutdown food service equipment
E4	CORE	Slice food products
E4	CORE	Startup food service equipment
E4	CORE	Steam food products

SANITATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Clean beverage dispensers
E4	CORE	Clean dining areas
E4	CORE	Clean food preparation equipment
E4	CORE	Clean food service areas
E4	CORE	Clean food service equipment
E4	CORE	Clean food storage areas
E4	CORE	Clean galley utensils
E4	CORE	Clean refrigerated spaces
E4	CORE	Conduct sanitation inspections
E4	CORE	Contain food-borne pathogen exposures
E4	CORE	Dispose of contaminated foods
E5	CORE	Inspect food service personnel hygiene
E5	CORE	Inspect issued foods
E5	CORE	Inspect leftover foods
E5	CORE	Inspect mess facility equipment
E5	CORE	Inspect scullery operations

SANITATION (CONT'D)

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Monitor food handling
E5	CORE	Monitor food serving lines
E6	CORE	Monitor Hazard Analysis Critical Control Points (HACCP) program
E4	CORE	Report insect and pest infestations
E4	CORE	Sort waste
E4	CORE	Verify food temperatures

SUPPLY

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Breakout daily menu food items
E5	CORE	Breakout supplemental food items
E4	CORE	Inspect subsistence provisions
E4	CORE	Inventory consumables
E5	CORE	Inventory subsistence provisions
E4	CORE	Issue food service consumables
E4	CORE	Issue subsistence provisions
E5	CORE	Maintain food service key logs
E6	CORE	Manage store onloads and offloads
E6	CORE	Manage subsistence provisions
E4	CORE	Organize supply storerooms
E6	CORE	Purchase appropriated fund supplies
E6	NON-CORE	Purchase non-appropriated fund supplies
E4	CORE	Receive subsistence provisions
E5	CORE	Requisition consumables
E4	CORE	Requisition daily food items
E6	CORE	Requisition food items (e.g. Food Service Management (FSM), Subsistence Prime Vendor (SPV), Stores Web, etc.)

TECHNICAL ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct receipt inspections
E7	CORE	Evaluate food service operations
E4	CORE	Input daily food preparation worksheet data
E5	CORE	Input data into Financial Accounting and Comprehensive Expenditure Tracking system (FACET) program
E5	CORE	Input data into Food Service Management (FSM) system
E4	CORE	Maintain temperature logs
E4	CORE	Post food nutritional contents
E6	CORE	Review meal evaluation programs
E6	CORE	Validate data in Food Service Management (FSM) system

TECHNICAL MANAGEMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E6	CORE	Accept food service inventories
E5	NON-CORE	Inspect staterooms
E6	CORE	Recommend food waste corrective actions