

# 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

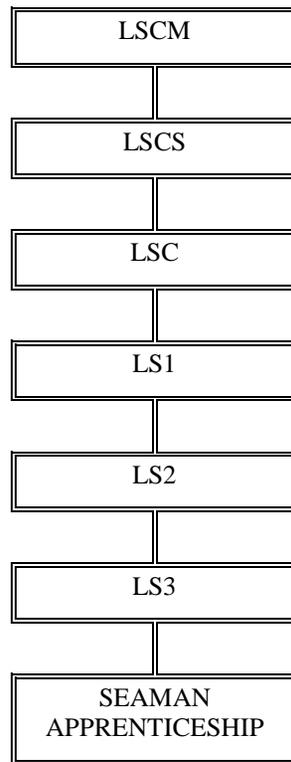
Logistics Specialists (LS) provide diverse logistics and accounting support in a global setting to aviation, surface, subsurface, and expeditionary forces; order, receive, inspect, stow, preserve, package, ship, and issue materials and cargo; operate Navy Post Offices; account for government materials;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

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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 Family**

Office 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)**

| <b><u>Paygrade</u></b> | <b><u>Task Type</u></b> | <b><u>Task Statements</u></b>   |
|------------------------|-------------------------|---|
| 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**

| <b><u>Paygrade</u></b> | <b><u>Task Type</u></b> | <b><u>Task Statements</u></b>   |
|------------------------|-------------------------|---|
| 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**

| <b><u>Paygrade</u></b> | <b><u>Task Type</u></b> | <b><u>Task Statements</u></b>               |
|------------------------|-------------------------|---|
| 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**

|                       |                 |
|-----------------------|-----------------|
| <b>Group Title</b>    | <b>DoD Code</b> |
| Supply Administration | 155100          |

**O\*NET Relationship**

|                                  |                 |
|----------------------------------|-----------------|
| <b>Occupation Title</b>          | <b>SOC Code</b> |
| Administrative Services Managers | 11-3011.00      |

|                   |
|-------------------|
| <b>Job Family</b> |
| 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**

| <b>Paygrade</b> | <b>Task Type</b> | <b>Task Statements</b>  |
|-----------------|------------------|---|
| 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)**

| <b><u>Paygrade</u></b> | <b><u>Task Type</u></b> | <b><u>Task Statements</u></b>   |
|------------------------|-------------------------|---|
| 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**

| <b><u>Paygrade</u></b> | <b><u>Task Type</u></b> | <b><u>Task Statements</u></b>   |
|------------------------|-------------------------|---|
| 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**

**O\*NET Relationship**

| <u>Group Title</u>    | <u>DoD Code</u> | <u>Occupation Title</u> | <u>SOC Code</u> | <u>Job Family</u>                 |
|-----------------------|-----------------|-------------------------|-----------------|-----------------------------------|
| Supply Administration | 155100          | Procurement Clerks      | 43-3061.00      | Office and Administrative Support |

**Skills**

**Abilities**

*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*

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

**ADMINISTRATION**

| <b><u>Paygrade</u></b> | <b><u>Task Type</u></b> | <b><u>Task Statements</u></b>   |
|------------------------|-------------------------|---|
| 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   |